



BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

(A Government of India Enterprise under Ministry of Information & Broadcasting)
(A Mini Ratna Company)

Head Office: 14-B, Ring Road, I.P. Estate, New Delhi-110002, Phone: 011-23378823

Corporate Office: BECIL Bhawan, C-56/A-17, Sector-62, Noida-201307

Phone: 0120-4177850 / 4177860 **Fax:** 0120-4177879 **Website:** www.becil.com

CORRIGENDUM FOR VACANCY ADVERTISEMENT NO. 366

With reference to advertisement vide File No. BECIL/HRMS/Project-III/NABAdvt.2023/366 Dated: 21.08.2023. It is hereby informed that Walk-in-interaction date for the post of "Accounts Assistant" and "IT Assistant" has been revised from 1st September, 2023 to 11th September, 2023.

Qualification for post of "IT Assistant" may be read as any Graduate with good exposure of IT.

Last date for submission of application forms for post of Accounts Assistant and IT Assistant has been extended upto 07.09.2023.

Sd/-
GM (Project-III)



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VACANCY ADVERTISEMENT NO. 366

Applications are invited for recruitment of following manpower purely on contract basis for the office of NAB, National Automotive Board, Govt. of India, 2nd Floor, Administrative Building, ICAT campus 2, Sector-11, IMT Manesar, Gurgaon-122051.

S. No.	Posts/ Requirement	Evaluation Criteria	Monthly Remuneration	Walk-in Interaction Date
1	Admin. Assistant (01)	<p>Essential Qualification & Experience Graduate with sound knowledge of Admin. Preferably : MBG/PGDM/equivalent</p> <p>Experience:</p> <ol style="list-style-type: none"> 1. Soft skill-MS office and ppt, Letter drafting. 2. 2 Preparation of attendance sheet, other record of staff and its documentation. 3. Coordination with various agencies for the smooth office operations. <p>Desirable Requisites: 3 Years knowledge of working on computers and accounting.</p>	40,000/- (consolidated)	<p>Date 28 August, 2023 (Monday)</p> <p>Time: At 10.30 am</p> <p>Venue: Office of NAB, National Automotive Board, Govt. of India, 2nd Floor, Administrative Building, ICAT campus 2, Sector 11, IMT Manesar, Gurgaon-122051</p>
2	Accounts Assistant (01)	<p>Essential Qualification & Experience</p> <ol style="list-style-type: none"> 1. B.Com Graduate 2. Knowledge of Tally <p>Desirable Requisites: 03 Years knowledge of working on computers and accounting. Preference will be given to CA</p>	Rs.37,950/-	<p>Date 01 September, 2023 (Friday)</p> <p>Time: At 10.30 am</p> <p>Venue: Office of NAB, National Automotive Board, Govt. of India, 2nd Floor, Administrative Building, ICAT campus 2, Sector 11, IMT Manesar, Gurgaon-122051</p>

S. No.	Posts/ Requirement	Evaluation Criteria	Monthly Remuneration	Walk-in Interaction Date
3	IT Assistant (01)	Essential Qualification & Experience 1. BCA. 2. B.Sc.(Computer) Desirable Requisites : 03 Year in the AMC maintenance related activities installation of various software required related to server, PC, Printer Scanner, etc.	Rs.33,050/-	Date 01 September, 2023 (Friday) Time: At 10.30 am Venue: Office of NAB, National Automotive Board, Govt. of India, 2 nd Floor, Administrative Building, ICAT campus 2, Sector 11, IMT Manesar, Gurgaon-122051

- Selection will be made as per the prescribed norms and requirement of the job.
- Statutory deductions (like ESI, EPF etc.) if any, will be made as per rule.
- Preference will be given to local candidates and who are already working in the same/similar department.
- No TA/DA will be paid for attending the test/ document verification / personal interaction / joining the duty on selection etc.
- Application must be submitted ONLINE only for the above post.
- For applying, please visit the BECIL's website www.becil.com. Go the 'Careers Section' and then click 'Registration Form (Online)'. Please read the terms and conditions carefully before applying and making online payment of fee. The instruction (How to Apply) for filling up the ONLINE Application/ Registration is attached for reference. Registration fee once paid will not be refunded under any circumstance. Therefore, candidate/ applicant must ensure their eligibility before applying for the post. BECIL will not take responsibility for wrong application/ ineligible condition.
- Candidates will be informed via email / telephone for their Skill Tests/Interview/Interaction.
- Candidates must review their application forms carefully before final submission. BECIL will not accept any request for changes to be made in the information submitted by the candidates wrongfully.
- Only shortlisted candidates as per above eligibility criteria will be called for skill test / selection process. So please mention your complete educational qualification and work experience details in online application form. Mere filling the registration form will not confirm your suitability/selection for the post.
- Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.
- BECIL will not be responsible for any typographical errors (i.e Email IDs, Mobile Number etc.) in the application forms submitted by applicant.

Disclaimer: Terms and conditions given in the advertisement are guidelines only. In case of any ambiguity, decision of BECIL will be final and binding on candidates.

In case of any doubt/help please email as below:

For technical problem faced while applying online
 For queries other than technical

: techquery11@gmail.com
 : sanyogita@becil.com / [0120-4177860](tel:0120-4177860)

Last date for submission of application forms for post of Admin. Assistant is 27.08.2023.

Last date for submission of application forms for post of Accounts Assistant and IT Assistant is 30.08.2023.

Sd/-
 GM (Project-III)