



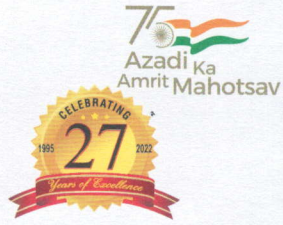
ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड  
(सूचना एवं प्रसारण मंत्रालय के अधीन-भारत सरकार का उद्यम) (मिनि रत्न कंपनी) (CIN - U32301UP1995GOI017744)

**BROADCAST-ENGINEERING CONSULTANTS INDIA LIMITED**

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

पंजीकृत एवं कॉर्पोरेट कार्यालय : बेसिल भवन, सी-56/ ए-17, सैक्टर-62, नोएडा-201307 (उ०प्र०), फोन : +91 120 4177850, फैक्स : +91 120 4177879

Registered & Corporate Office : BECIL BHAWAN, C- 56/ A-17, Sector-62, Noida-201307 (U.P.), Tel. : +91 120 4177850, Fax: +91 120 4177879



File No.BECIL/HR/CS/26/2023

Dated: 07<sup>th</sup> August, 2023

## VACANCY ADVERTISEMENT /NOTICE

**Subject: Engagement /Hiring of services of Consultant (Manpower Resource) in the BECIL-reg.**

Applications are invited for **Engagement /Hiring** of services of Consultant (Manpower Resource) on contract basis in the BECIL for the period of one year.

2.1. The Consultant (Manpower Resource) will be hired on contract basis for the period of one year to begin with. This period could be extended further based on the requirement of the BECIL. However, the performance of the consultant (Manpower Resource) will be reviewed after every six months and his contract will be extended (as the case may be) depending on his performance.

2.2. **Essential Qualification & Experience:** The essential educational qualification and experience for the Consultant (Manpower Resource) are as follows:

- Minimum Bachelor's Degree in any discipline from a recognized University/Institute.
- Having experience in the areas of Establishment matters/Personnel/HR in Central/State Government/ Autonomous or Statutory Organization /PSU.

2.3. Retired Government servant not below the level of Under Secretary fulfilling the above criteria may apply for the post.

2.4. The general terms and conditions of engagement are as listed below:-

(i) **Remuneration:** Rs.50,000/- per month (Rupees Fifty Thousand only). Tax deduction will be as per applicable rules.

(ii) **Period of engagement:** The consultant (Manpower Resource) will initially be engaged for a period of one year. The engagement can be extended or curtailed depending upon the performance of consultant (Manpower Resource) /need of the BECIL.

(iii) **Allowances:** No allowance such as Dearness Allowance, Residential Telephone, Transport Facility/Transport Allowance, House Rent Allowance, CGHS, Medical reimbursement etc. is admissible.

*Ami*

...2/-



- (iv) **Leave:** No leave except 8 days casual leave in a calendar year. The consultant (Manpower Resource) is expected to be in office during normal working hours. He may also be required to attend office on Weekend /Holiday if work demand so.
- (v) **TA/DA:** TA/DA is allowed for travel in the country in connection with the Official work as per normal rules applicable to any serving officer of the rank of Deputy General Manager/General Manager.
- (vi) **Headquarters:** The headquarters will be at Noida.
- (vii) No other benefits will be admissible.
- (viii) The BECIL reserves the right to terminate the services of the Consultant (Manpower Resource) without any prior notice if the performance is not found to be satisfactory.
- (ix) The Consultant (Manpower Resource) would be subject to be the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.
- (x) The Consultant (Manpower Resource) is expected to perform the following duties/functions:-
  - a) Support the Manpower Resource team with regular drafting of correspondences addressed to clients.
  - b) Perform and provide consultation on the administrative nature of works related to the MR team.
  - c) Attend meetings with clients for discussion on establishment matters with MR team.
  - d) Suggest reform if needed in the existing set up /working for improvisation from time to time.
  - e) He /She can be allocated any other work related to his field and experience by the management.
- (xi) The Consultant (Manpower Resource) should be in sound health (both physically and mentally), should not be accused in any pending inquiry and should be of impeccable integrity.

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3. **Selection Procedure:** The engagement shall be purely on contract basis. Applications in response to this Advertisement / NOTICE shall be shortlisted on the basis of experience and qualification of applicants. The Consultant (Manpower Resource) shall be selected from shortlisted candidates by the Screening-cum-Selection Committee constituted by the BECIL in the instant matter. The decision of the Committee shall be final and binding.

4. The interested candidates may submit an application alongwith copies of educational qualification and relieving letter from Last Office /Govt. Job in a sealed envelope in the format attached and address it to the Avantika Malhotra, Manager (HR), Broadcast Engineering Consultants India Limited (BECIL), BECIL BHAWAN, C-56/A-17, Sector-62, Noida-201307 (U.P.). The last date of submission of application is **12 days** from the publication of this Advertisement / NOTICE on the BECIL's website.

5. The BECIL holds the right to reject any application without furnishing any reason to the applicant whatsoever.

*Avantika*  
*02/08/25*  
(Avantika Malhotra)  
Manager (HR)

अवन्तिका मल्होत्रा / AVANTIKA MALHOTRA  
प्रबंधक (मानव संसाधन) / Manager (HR)  
ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड  
सूचना एवं प्रसारण मंत्रालय के अधीन-भारत सरकार का उद्यम  
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**14. Educational/Professional Qualifications:**

S. No.	Examination Passed	Course Name & Board/University/Institute	Year of Passing	Total Marks	Marks Obtained	Percentage
1	10 <sup>th</sup> passed					
2	12 <sup>th</sup> passed					
3	Graduation					
4	Post-graduation					
5	Diploma					
6						

**15. Work Experience (add separate sheet if required):**

S. No.	Designation	Organization	Duration	
			From (DD/MM/YY)	To (DD/MM/YY)
1.				
2.				
3.				
4.				
5.				

**16. Total years of experience:** \_\_\_\_\_

**17. References**

S.No.	Name	Address	Contact Number

**18. Languages known (Tick appropriate boxes)**

	Read	Speak	Write
1. -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note: Please attach self-attested photocopies of following documents with this form:**

1. Educational / Professional Certificates
2. 10<sup>th</sup> Certificate / Birth Certificate
3. Caste Certificate, if any.
4. Work Experience Certificates
5. PAN Card
6. Aadhar Card
7. Copy of EPF/ESIC Card (if already have)

**Signature** \_\_\_\_\_