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

VACANCY ADVERTISEMENT NO. 345

Applications are invited for recruitment of following manpower purely on contract basis for deployment in the offices of NITIE Mumbai vide email dated 13.07.2023.

Sr.	Name of post, Requirement and Age	Essential and Desirable Criteria	Job responsibilities	Remuneration
1.	**Web Developer** **(01 UR)** **Age:** Preferably below 35 years	**Essential** : B.E/B.TECH in Computer Science & Engineering/ Information Technology/ Electronics & Electrical Communications or MCA or MSC in Computer Sc. OR equivalent. **Experience:** 4-5 years of software development in web-based applications, website design and maintenance, and database administration. **Essential Skills** 1. Extensive experience with MySQL database, SQL queries, RDBMS, Object- oriented Programming, PHP, Java, HTML, advanced Excel, Office 365, Azure management 2. Knowledge of CMS such as Joomla, Drupal, WordPress, PHP, JAVA etc., visualization tools for website management. 3. Experience and understanding of Search Engine Optimization (SEO) and Paid Per Click (PPC). 4. Good written and oral communication skills	1. Web Developer will report to Manager Systems & Software 2. Development of web-based academic software by contributing to all phases of the software development life cycle – requirement gathering, design, development, testing, and implementation. 3. Write well-designed, testable, efficient code. Ability to apply advanced software programming to automate academic processes. 4. Should be able to design, upload and manage website content on the institute websites and portals. 5. Planning, implementing, managing, monitoring, and upgrading the website. 6. Responding to and troubleshooting all website issues. 7. Identifying and responding to all website security breaches. 8. Conducting content audits to eliminate redundant and/or duplicate information. 9. Creating appropriate website content aligned with the objectives of the portal. 10. Ensuring website quality and efficiency by conducting regular test plans. 11. Improving the user experience of the website regularly. 12. Creating strategies to drive traffic to the website. 13. Ensuring full compliance on the website with all laws and regulations. 14. Collaborating with faculty, management, junior and senior team members and other stakeholders to ensure the website content is in line. 15. Be Target-oriented, confident, and assertive, and should have an analytical	Rs.70,000/- per month (Consolidated)

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			and logical approach.	
			16. Prior exposure to software development in the service industry or educational institution	
2.	**Manager – Executive Hostel & Hospitality Services** **(01 UR)** **Age:** Preferably below 50 years	**Essential:** Bachelor's degree in any discipline awarded by a recognized Indian University & preferably with qualifications in Hospitality must. And Having experience of handling large hostels, Executive Hostels/residence, large messes/ Canteens. **Desirable:** Preference will be given to those who have working experience as hostel manager/ hostels-mess supervisor for minimum period of 5 yrs.	1. The Manager - Executive Hostel & Hospitality Services(EHHS) is responsible for overall management activities at Executive Hostel viz., looking into the availability of all basic hostel amenities provided to the Industry Participants & Guests, NITIE Alumni & Guests coordinating with the departments/ officials concerned for routine/ preventive/ periodical maintenance of hostel infrastructure/ hostel equipment/ hostel assets/ hostel furniture/ mess and dining, area utensils, infrastructure, furniture and equipment, ensuring hygienic environment in the hostel campus area, kitchen and dining areas, checking the quality & quantity of food etc. thereby providing high standard, hassle free living and dining facilities to the Executive & Guests at Executive hostel of the institute. He/ she will be responsible for effective functioning of hostel mess services. 2. The Manager-Executive Hostel & Hospitality Services(EHHS) shall maintain the stock of furniture, appliances, all equipment, mess and dining areas and of the Institute given to the hostels and messes at any time of specific items with the help of support staff. He/ she will maintain a proper record of all the assets of the hostels ad mess and report to the Sr. Supdt. (Pragati Vihar), Warden (Pragati Vihar) & Dean (SRIC). He/she will be responsible for supervising the housekeeping, all routine maintenance, providing basic amenities/ essentials like electricity, lift facilities, sanitization, drinking water, etc. 3. Manager-Executive Hostel & Hospitality Services (EHHS) shall be responsible for general maintenance of the hostel premises and establishments and properties of the Institute. 4. The Manager Executive Hostel & Hospitality Services (EHHS) shall discharge all clerical, supportive, administrative, other duties as assigned to him by the Dean (SRIC) / Warden(Pragati Vihar)/Sr. Supdt. (Pragati Vihar) and the authorities of the hostel and the institute authorities. 5. He should assist the Sr. Supdt. (SRIC) / Warden (Pragati Vihar)/Dean(SRIC) in matters of comprehensive inventory	Rs. 50,000/- per month. (Consolidated)

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			management, arranging all sort of preventive, periodical, routine hostel and mess civil, electrical, maintenance works and their correspondence, supervising and streamlining the fee collection by the service providers, rent collections, accounting, purchases, service contracts management etc. All other duties and responsibilities as assigned by the Institute authorities from time to time.	
3.	**HR Executive** **(01 UR)** Age: Preferably below 35 years	**Qualification:** Minimum Bachelor's Degree in any discipline from a recognized University/Institute with 55% marks. **Desirable** : Post-Graduation in any discipline from a recognized University/Institute will be preferred. **Experience**: 5 (Five) years' experience in areas of Personnel/HR in Central/State Government/ Autonomous or Statutory organization/ PSU/ organisations recognized by Government of India or reputed private organizations.	The duties and responsibilities may include any of the following: 1. Handling of Personnel/HR related matters like recruitment, promotion, leave, LTC, Ministry communication queries, General Administrative functions etc. 2. All other duties and responsibilities as assigned by the Institute authorities from time to time.	Rs.40,000/- Rs.50,000/- Per month
4.	**IT Executive** **(02) UR** **Age:** Preferably below 40 years	**Qualification:-** Degree in IT or Computer Science. **Experience:-** 1 – 2 years of experience in the relevant field as mentioned in the job profile would be preferable.	The incumbent will be responsible for: 1. Managing the Placement data of the Institute with all the appropriate stakeholders. 2. Compile accurate information on student data (Batch profile, CVs, etc.), companies, alumni, etc., for internal and external reporting within the designated timeframe. 3. Maintenance of historical data trends; generates data tables, charts and reports as required; and oversee the quality and integrity of the database. 4. Design, build and maintain Excel or Access-based tracking systems that supports decision data analytics, are visually engaging and highly actionable. 5. Acquiring newer information related to Companies / Recruiters using online platforms like Linked-In, and other social media platforms. 6. Sending emails to present / prospective companies and recruiters as and when required. 7. Gathering and analysing market information, trends and industry / sectorial developments in order to help the Placement Office for strategy formulation.	Rs.40,000/- to Rs.50,000/- Per month

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			8. Any other data-based requirement as per need. **Knowledge, Skills, and Abilities:-** 1. Excellent communication skill - Written and oral in Hindi and English. 2. Proficient in MS Excel, Access, Word, Powerpoint, Outlook; and ability to quickly learn application of any off the shelf / proprietary software. Particularly in MS Excel, the candidate should be proficient in Macros, Functions like V-Lookup, Pivot tables, etc. 3. Research more efficient methods for database management.	
5.	**Maintenance Supervisor (Hostels)** **(01 UR)** **Age:** Preferably Below 35 Years	**Qualification :** Diploma in Civil/ Electrical Engineering with 55% marks. **Experience** : At least 03 years of relevant experience in Civil / Electrical building maintenance jobs.	1. Maintenance Supervisor will report to Associate Dean (SW & HM) 2. Weekly report of work done and monthly report to DR (SAS) and Chief Warden. 3. Follow up with Institute's Estate section for various PGP Hostel maintenance work. 4. Identify the civil and Electrical maintenance requirements at PGP Hostels and put them up to Associate Dean (SW&HM) through PGH Hostel office. 5. Assist in procuring the required maintenance material through the local market as per Institute's rules and regulations. 6. Ensure that all maintenance work services are carried out to specific standards. 7. Make on-site visits to check the maintenance work under process. 8. Put up proposals to improve interiors and facilities and maintain them throughout. 9. Any other work services assigned by the Associate Dean (SW&HM) from time to time. All other duties and responsibilities as assigned by the Institute authorities from time to time.	Rs. 30,000/- to Rs. 35,000/- Per month

1. Selection will be made as per the prescribed norms and requirement of the job.

2. Preference will be given to local candidates and who are already working in the same/similar department.

3. No TA/DA will be paid for attending the test/ document verification / personal interaction / joining the duty on selection etc.

4.   Application must be submitted ONLINE only for the above post.

5.   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.

6.   Candidates will be informed via email / telephone for their Skill Tests/Interview/Interaction.

7.   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.

8.   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.

9.   Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.

10.   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   : techquery11@gmail.com
For queries other than technical   : sanyogita@becil.com / **0120-4177860**

Last date for submission of application forms is 02.08.2023.

Sd/-
GM (Project-III)

GENERAL INSTRUCTIONS:

(a) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying.

(b) The engagement shall be purely on outsource basis through manpower outsourcing agency of the Institute and period of engagement shall be purely dependent on the requirement of the Institute. The salary will be paid through manpower agency contracted by NITIE Mumbai.

(c) Please note that this is purely a temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range.

(d) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for written test / interview or selection.

(e) The details filled-in by the applicants in the application form will be duly verified before publishing the results. If the candidates fail to provide the authentic proof for the details filled-in by them, their candidature will be summarily forfeited.

(f) Only the candidates shortlisted for next stage of selection process will be informed by email regarding date, time and venue for selection process. The institute will not be responsible for any delay and / or any discrepancy in the contact details provided in the application form.

(g) The application form without the uploaded self-attested copies of all relevant certificates (both experience and education) will be rejected.

(h) Candidates are required to bring printout of emails/interview call letters at the time or Written/skill test and/ or interview along with the copies of the relevant certificates in original for verification.

(i) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.

(j) Applications received off-line and or found to be incomplete in any manner will be considered incomplete and thus rejected summarily.

(k) Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

(l) The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a position does not entitle the candidate to be called for the next stage of selection process i.e. Written Test/Skill Test/Interview.

(m) No claim for any service benefits like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.

(n) The Institute reserves the right to: -
   (i) Withdraw any advertised post(s) partially or completely under any category at any time without assigning any reason thereof. Any consequential vacancies arising at the time of selection process (Written test/interview) may also be filled up from the available candidates.
   (ii) To fill or not to fill, without assigning any reason
   (iii) Offer the post at level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
   (iv) To fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/ written tests/ interview;
   (v) No interim correspondence or personal enquiries shall be entertained by the Institute. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
   (vi) To engage the candidate on contract basis on tenure appointment, based on the work experience and to fix the tenure of appointment.
   (vii) To fill or not to fill all the advertised positions/any position/ or to reject any/all applications/candidates at any stage of selection process or to cancel the partial or whole selection process or to cancel the advertisement for the above-mentioned post(s), without assigning any reason thereof. The decision of the Institute in this regard shall be final.
   (viii) To extend the closing date for receipt of applications.

BECIL REGISTRATION
PORTAL HOW TO APPLY:

1. Candidates are required to apply online through website **www.becil.com** or **https://becilregistration.in** only. No other means/mode of application will be accepted. *(Before applying for registration candidates are advised to have their Photo, Signature, Birth Certificate/10th Certificate, Caste Certificate scanned images for upload the file size should be not more than 100kb.)* If you want to apply for more than one post against the same advertisement, you need to register once only. The fee chargeable will vary according to the number of posts applied for.

2. Candidates are required to have a valid personal e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new E-mail ID before applying online

3. Candidates are required to go to the website of BECIL i.e. **www.becil.com** or **https://becilregistration.in** and click on the link "Career".

4. Candidates are required to follow below process for registration.

5. Registration to be completed in 7 steps:

   ➢ **Step 1: Select Advertisement Number**
   ➢ **Step 2: Enter Basic Details**
   ➢ **Step 3: Enter Education Details/Work Experience**
   ➢ **Step 4: Upload scanned Photo, Signature, Birth Certificate/ 10th Certificate, Caste Certificate**
   ➢ **Step 5: Application Preview or Modify**
   ➢ **Step 6: Payment Online Mode (via credit card, Debit card, net banking, UPI etc.)**
   ➢ **Step 7: Email your scanned documents to the Email Id mentioned in the last page of application form.**

6. Candidates will have to upload scanned copy of passport color photo, signature scan copy, size of these scanned copies should be within 100 kb and in jpg/.pdf files only.

7. Only online payment of registration & application processing fees (non-refundable) is applicable. **There will not be any other mode of payment of registration & application processing fee. Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheque, postal stamps etc., will not be accepted, towards registration & application processing fee.**

   Category-wise registration & application processing is given below:
   - General - Rs.885/- (Rs. 590/- extra for every additional post applied)
   - OBC - Rs.885/- (Rs. 590/- extra for every additional post applied)
   - SC/ST - Rs.531/- (Rs. 354/- extra for every additional post applied)
   - Ex-Serviceman – Rs. 885/- (Rs. 590/- extra for every additional post applied)
   - Women - Rs. 885/- (Rs. 590/- extra for every additional post applied)
   - EWS/PH - Rs. 531/- (Rs. 354/- extra for every additional post applied)

   Note: Bank and payment gateway charges on the above amount will be borne by the applicant.

8. BECIL will not be responsible for any network problems in submission of online application.

9. Candidates are advised to fill the post judiciously as per the advertisement released by BECIL.

10. All the communications be made either on registered email or registered mobile number.

11. In case of submission of any false information or false documents, action, as per rules in additional to complaint with local authorities be made, on the desecration of BECIL.

12. No candidate shall make any communication with our client.

13. Candidates are requested to enter the details in the online application format carefully. Before final sub- mission of application, there will be a preview available to the candidates in case of modification required. After submission of the application, no modification will be permitted and fees once paid will not be re- funded.

**Candidates are advised to apply through above mentioned website only, candidates will be solely responsible for submitting their through any other website. The candidates are requested to check their email & messages regularly. BECIL will inform the selected candidates through email & sms. BECIL will not be responsible for any delay on candidate's part. **

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