



# 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 Email-hrsection@becil.com

**Website:** www.becil.com

## VACANCY ADVERTISEMENT No. 533

Applications are invited In **Offline Mode** for recruitment of following manpower purely on contract basis for deployment in office of IIM Jammu.

| S.N o. | Name of Post (category) & No. of Post                            | Eligibility Criteria<br>(Qualification, Experience, Job responsibilities & Age)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Monthly (Remuneration) |
|--------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 01.    | Multi -Tasking Staff<br>(Semi-Skilled)<br><br>&<br><br>(02 Nos.) | <p><b>Min Qualification:</b> - 10<sup>th</sup> pass</p> <ul style="list-style-type: none"> <li>• Handling diverse, non-clerical tasks like general office upkeep (cleaning, opening/closing rooms, dusting),</li> <li>• Physical maintenance (records, lawns), document flow (carrying files, delivering mail/dak).</li> <li>• Basic computer assistance (photocopying, data entry).</li> <li>• Supporting senior staff with routine administrative duties, with specific duties varying by department and individual skills (e.g., driving, ITI qualifications).</li> <li>• Cooking and kitchen-related duties (hygiene, serving, stocking).</li> <li>• Handling Pantry &amp; hospitality etc.</li> <li>• Ready to work in shifts.</li> <li>• Other work in addition to above job responsibility as per requirement of Client/Reporting officer.</li> </ul> <p><b>Note: Maximum age limit-50 years</b><br/> <b>"Age would be applicable as on publishing date of the advertisement"</b></p> | Rs. 19,760/-           |

### Selection Process:

1. Applications shall be invited from applicants against the advertisement published.
2. Shortlisting shall be done as per the eligibility criteria for the post.
3. Possession of the prescribed qualifications and experience does not automatically entitle a candidate to be shortlisted for further stages of the selection process.
4. Preference may be accorded to candidates possessing higher marks in the prescribed qualifications and/or greater relevant experience, as per the discretion of the client (Principal Employer).
5. The organization reserves the right to shortlist candidates based on higher qualifications, or other suitable criteria as deemed fit.
6. The list of all the shortlisted applicants shall be forwarded to the client for further selection at their end.
7. Shortlisted Applicants shall be informed via Email/phone calls for their interview/assessment/skill test (if any). Applicants are advised to keep their email and phone updated.
8. Selected applicants shall be informed via email/phone about their selection and further process.
9. BECIL shall not be obligated to publish or upload any interim results or stage wise shortlists. Only the final result, comprising the list of candidates selected for the post upon conclusion of the final interview conducted by the client, shall be published on the official website of BECIL.

**How to apply:**

1. The applications for selection to the above posts will be accepted through **SPEED POST/REGISTERED POST ONLY. No other mode of application shall be entertained.**
2. Application Processing Fee in the form of Demand Drafts (Mandatory) will be accepted In favor of **“Broadcast Engineering Consultants India Ltd, Noida”**.

| <b>Category-wise Application Processing Fees</b> |                                   |
|--------------------------------------------------|-----------------------------------|
| <b>Category</b>                                  | <b>Application Processing Fee</b> |
| SC/ST, PwD                                       | NIL                               |
| All other categories                             | Rs. 295/-                         |

3. The interested applicants must submit an application along with copies of educational qualifications and experience certificates in a sealed envelope in the prescribed format attached through SPEED POST/REGISTERED POST only & address it to “Broadcast Engineering Consultants India Limited (BECIL), BECIL BHAWAN, C-56/A-17, Sector-62, Noida-201307 (U.P)”.
4. BECIL shall not be responsible for any postal loss/ postal delay in receipt of applications.
5. The envelope carrying the duly filled-in application form should be super-scribed as “Advertisement No .....” and “Post Applied For ..... ”.
6. Incomplete applications (columns of the format enclosed not filled in or all requisite documents not enclosed) or those in format other than the one prescribed in the Application Form will not be entertained & shall be summarily rejected.
7. The necessary documents as listed below (self- attested photo copy) are required to be attached along with the application.
  1. Educational / Professional Certificates.
  2. 10th, 12th (if applicable)
  3. Birth Certificate.
  4. Caste Certificate(if applicable)
  5. Work Experience Certificate (if applicable)
  6. PAN Card copy
  7. Aadhaar Card copy
  8. Copy of EPF/ESIC Card (Pervious employer-if applicable).
  9. Bank passbook. Copy mentioning the bank Account details.

**General Instructions:**

1. Applicant must read the instructions and ensure that the application is submitted correctly.
2. Applicants must review their application forms carefully before final submission. BECIL shall not accept any request for changes to be made in the information submitted by the candidates incorrectly.
3. The applicant should ensure that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respect. In case it is detected at any stage of recruitment process that the applicant does not meet the eligibility criteria and/or the applicant has furnished any incorrect/false information or has suppressed any material fact(s), the candidature of such applicant is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, his/her services are liable for suitable actions including termination and prosecution.
4. Applications that are not in conformity with the requirements indicated in this advertisement/incomplete application will not be entertained.
5. No TA/DA will be paid for attending the test/document verification/personal interaction (if any) & joining the duty on selection etc.
6. Preference shall be given to local applicants and who have work experience in the same/similar department.
7. Applicants are requested to keep a photocopy of their application Forms before offline submission and retain with them for future reference.
8. Only shortlisted applicants as per above eligibility criteria shall be called for further process (if any).
9. Mere filling the form will not confirm your suitability/selection for the post.
10. The candidature of applicants at all stages of selection process will be provisional and is subject to satisfying the prescribed eligibility conditions. Mere submission of form by the applicant will not imply that his/her candidature has been finally cleared by BECIL/Client.

BECIL/Client takes up verification of eligibility conditions with reference to original documents once again, at various stages of the selection process and after the applicant has been selected for the post.

11. Applicants are advised to ensure the correctness of Email ID & Phone Number. BECIL shall not be responsible for any typographical errors (i.e Email IDs, Mobile Number etc.) in the application forms submitted by applicant.
12. If you want to apply for one or more post against the same advertisement, you shall be submitting application form separately. The application processing fee shall be applicable as per number of posts applied.
13. Applicants are advised to possess a valid e-mail ID, which is to be entered in the Application Form. They are also advised to retain this e-mail ID active as any important intimation to the candidates shall be provided by BECIL/Client through e-mail. They are further requested to check regularly their e-mail (including message in SPAM folder) for any communication from BECIL/Client in this regard. Any important information including Corrigendum/Changes/Updates and information / general instructions during the course of recruitment process and on selected applicants shall be made available either through the website or on the email id, simultaneously tracking the website for updates.
14. Applicants are advised to fill the post judiciously as per the advertisement published by BECIL.
15. All the communications will be made either on registered email or registered mobile number.
16. No applicant shall make any communication with our client.
17. Applicants are requested to enter the details in the offline application format carefully. After submission of the application, no modification shall be permitted.
18. BECIL reserves the right to cancel/modify/restrict/increase/reopen the recruitment process, if the need so arises, without issuing any

- further notice or assigning any reason thereof. Posts indicated herein may be kept unfilled at the discretion of BECIL.
19. The number of vacancies may increase or decrease at any stage of selection process.
  20. Indian Nationals only need to apply.
  21. Canvassing in any form will be a disqualification.
  22. All decisions taken by the organization regarding eligibility, shortlisting, interview and final selection shall be final and binding on all candidates.
  23. No correspondence will be entertained from candidates not invited / selected.
  24. Any legal dispute with regard to the selection process shall be subject to the jurisdiction of courts located at New Delhi.
  25. Shortlisted candidates are required to produce original/self-attested application form, along with one set of photocopied documents of essential qualification/experience for verification at the time of interview.
  26. Candidates are advised to be prepared to appear for the interview at short notice.
  27. Requests for changes in the interview date, venue, time, or mode will not be entertained.
  28. **The application processing fee submitted by the candidate shall not be refunded (उम्मीदवार द्वारा जमा किया गया शुल्कि यानी आवेदन प्रसंस्करण शुल्कि वापस नहीं किया जाएगा).**

**Advisory:**

1. The applicants are advised not to fall prey to fraudulent job offers in the name of BECIL/Client. BECIL does not engage or authorize any agents or intermediaries for recruitment advertisements or job offers.
2. BECIL shall not be responsible in any way for any amount paid by the applicants to any individual or group of individuals/agencies purporting to be representing BECIL/Client.
3. BECIL does not solicit any money whatsoever from any applicant at any stage of the recruitment process, other than the prescribed application processing fee as advertised in the advertisements.
4. Vacancies (if any) are published on our Corporate Website [www.becil.com](http://www.becil.com) only, with complete details.

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

**In case of any doubt & queries please send Email : [hrsection@becil.com](mailto:hrsection@becil.com) & contact to: 0120-4177850/860.**

**The Last date for receipt of application to BECIL is till 24.12.2025 18:00 HRS.**

**Sd/-  
Deputy General Manager**



**2. 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      | Others (if any)         |                                          |                 |             |                |            |

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

| S. No. | Organization | Designation | Duration             |                    |
|--------|--------------|-------------|----------------------|--------------------|
|        |              |             | From<br>(DD/MM/YYYY) | To<br>(DD/MM/YYYY) |
| 1.     |              |             |                      |                    |
| 2.     |              |             |                      |                    |
| 3.     |              |             |                      |                    |
| 4.     |              |             |                      |                    |
| 5.     |              |             |                      |                    |

4. Total years of experience: \_\_\_\_\_

**5. References**

| S.No. | Name | Address | Contact Number |
|-------|------|---------|----------------|
|       |      |         |                |
|       |      |         |                |

**6. 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 (Previous employer-if applicable)

(.....)  
Signature of Candidate with date