# 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. 173

Applications are invited for recruitment of following manpower purely on contract basis for a period of one year for deployment in the office of NITIE, Mumbai.

| S. No. | Post/ Requirement/ Age | Evaluation Criteria | Monthly Remuneration (all inclusive) |
|---|---|---|---|
| 1 | **Manager (ERP System)**<br><br>(01) UR<br><br>Preferably below 40 years | **Qualification:-**<br>• B.E./B.Tech. in Computer Sc. & Engg./Information Technology/ Electronics & Electrical Communications or MCA or M.Sc. in Computer Science from a reputed University/ Institute with minimum 55% marks with proven track record in ERP implementation.<br>• Minimum 3 years of IT experience and 2 years' experience in managing ERP Projects. Including project planning, work assignment, delivery, client interaction, trouble shooting, managing project operational parameters and people management.<br><br>**Desirable:-**<br>MBA/M.Tech. in Information System/ Technology.<br><br>**Experience:-**<br>Preferably 5 years' of which at least 2 years of hands-on experience is required in ERP or Analogous project<br>(1) Demonstrated ability to manage ERP projects including Gap Analysis, requirement gathering, Business Process re-engineering, Change Management<br>(2) Proven Experience of Agile/ DevOps methodologist Driven Environment and Continuous Integration.<br>(3) Excellent Communication (Verbal/ Written) Skill in English.<br>(4) Contribute in all phases of the software development life cycle-requirement gathering, design, development, testing, and implementation.<br>(5) Any working experience at client places and for handling implementation especially in reputed academic institutions and/or development and implementation of accounting module will get higher preference.<br><br>**Job Responsibility:-**<br>Manage the ERP implementation and monitoring in the institute. Carry out trouble shooting when problems arises. | Rs.75,000/- to Rs.1,00,000/- |

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| 2 | **Network Engineer -** *(To work on activities related to network administration and network management of the institute.)* <br><br> (01) UR <br><br> Preferably below 35 years | **Qualification:-** <br> Degree in Electronics/communication with MCSE/RHCE/CCSA certification. <br><br> **Experience:-** <br> 5-7 years of network administration in educational institutes/ organizations. <br><br> **Role & Responsibilities of the Network Engineer:-** <br> 1. **Firewall:** Ensure that firewall is working and in case of any issue, raise tickets with the vendor by keeping Professor-In-charge, DISC and OIC DISC in a loop and monitor till the problem is resolved. <br> 2. Ensure that Two Internet Service Provider (ISP) lines are always up and active. <br> 3. Coordinate with Internet service providers for any troubleshooting. in case of any failure in line, all users are to be informed and ensure that the second line is active. <br> 4. Troubleshooting of end user's internet/desktop/printer/laptop problems on the campus (hostels, Office, and residential area). <br> 5. Monthly internet usage reports to be submitted to Director, PIC DISC, OIC DISC. <br> 6. Maintain a log of downtime of ISP lease lines. <br> 7. Coordinate with the two on-site maintenance engineers assigned to him. <br> 8. Liasioning with Internet service providers. <br> 9. Configuring local area networking. <br> 10. Registration of user devices. <br> 11. Maintenance of DNS, DHCP, LDAP and file servers. <br> 12. Maintenance of UPS system and necessary liasioning with the electrical department. <br> 13. Keeping an inventory of IT devices. <br> 14. Any other work assigned to him by OIC DISC and competent authority. <br><br> **Essential Skills:-** <br> • An analytical mind. <br> • An ability to learn new technologies quickly. <br> • Good time management skills. <br> • An ability to follow processes. <br> • Strong documentation skills. <br> • Good communication skills – both written and verbal. <br> • Commercial and business awareness. | Rs.50,000/- to Rs.60,000/- |

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| 3 | **Application Support Engineer -** *To work on activities related to network administration, network management and application support of the institute.*<br><br>(01) UR<br><br>Preferably below 40 years. | **Qualification:-** Any graduate with Government recognised Degree/Diploma in Hardware and Networking.<br><br>**Essential Certification:-** Microsoft Certified Solution Expert (MCSE)/CCNA certification.<br><br>**Experience:-** 3-5 years of network administration and application support in educational institutes/organizations.<br><br>**Role & Responsibilities of the Application Support Engineer:-**<br>1. Handling more than 100 PCs on Network.<br>2. Handling Desktop & Laptops think client, hardware problems, application.<br>3. Hardware and Software Troubleshooting in Desktops & Laptops.<br>4. Solving Client-side problems of Microsoft O365, Outlook express. Configuration, Troubleshooting & Recover PST.<br>5. Installation of Operating Systems like Win 2000 Pro. & Server, Win Server 2016 R2, Win Server 2019 R2WinXP& Win7, Win8, Win10, Linux.<br>6. Giving support in installation & maintenance of Software.<br>7. Configuring of Local Area Network.<br>8. Data Backup.<br>9. Configuring troubleshooting of IP address-related issues.<br>10. Installation & troubleshooting of network printer.<br>11. Managing file and folder level security.<br>12. Performing the backup and restore tasks.<br>13. Installation & troubleshooting of Multipurpose printers.<br>14. Assembling, Troubleshooting & Formatting of Think Client PC.<br>15. Experience in Video Conference setup for the VC meeting and experience in an online platforms like WebEx, MS Teams, and Zoom.<br>16. Application Support & Troubleshooting on GeM portal and E-Procurement portal.<br>17. Installation & troubleshooting support for CPLEX, Anylogic, Anylogistix, SPSS, and AMOS software.<br>18. Strong knowledge of Mail Server (Microsoft Exchange Server, O365, Mail server & Messaging Server version 10.0.2)<br>19. Migration of the data from the old server to the new server.<br>20. Migration of Physical servers to Virtual Servers and Virtual Servers to Physical servers using VMware Vcenter Converter Standalone Client.<br>21. Creating and maintaining the PowerShell scripts that generate reports to identify objects for clean-ups, such as stale user accounts, empty groups, and disabled computer accounts. Give the Server relate all Backup. For Example System State Backup through WBADMIN command, Group Policy, DNS & DHCP Backup and store Different HDD and Tape Drive.<br>22. Scanning and Cleaning for Viruses or Malware. Endpoint security.<br>23. Scheduled downtime and notices for Server Related issue.<br>24. Deploy windows patches.<br>25. Installation, Implement & Configuration of Domain & Workgroup, Configure of DNS & DHCP server.<br>26. Administrator of servers included creating & Deactivating User Account IDs as per Company Policy. Manage user's login/profiles problems, monitor systems activity/security, file system administration, systems devices and network services, backup/restoration of user's data & Group in Domain.<br>27. Permission to users, and groups, access to files & folders with Disk Quota.<br><br>**Essential Skills: -**<br>• An analytical mind.<br>• An ability to learn new technologies quickly.<br>• Good time management skills.<br>• An ability to follow processes.<br>• Strong documentation skills .<br>• Good communication skills – both written and verbal.<br>• Commercial and business awareness. | Rs.45,000/- to Rs.55,000/- |

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| 4 | **Public Relations Executive (PRE)**<br><br>(01) UR<br><br>Preferably below 40 years | **Essential Qualification:**<br>Master's degree in Journalism & Mass Communication/ Public Relations or its equivalent or a Master's degree in any discipline & Post Graduate Diploma in Journalism/ Mass Communication/ Public Relations with at least 55% marks from a recognized University / Institute with at least 03 years of relevant experience. Proficiency in use of variety of computer applications, M.S. Word, Excel, Power-point or equivalent is a must.<br><br>**Desirable:**<br>Experience of working in a Government Institution/ University/Organisation in the preparation of press-brief, handling print & electronic media including social media, stakeholders meet, relationship management, branding & publication of newsletters, bulletins, annual reports, etc.<br><br>**Job Responsibilities:**<br>Public Relations Executive (PRE) will connect with wide range of media, including social media, to build a brand of NITIE and its key stakeholders. He would be responsible for handling all aspects of planned media campaigns and PR activities of the Institute. It includes management of the following activities, after due approval from competent authority:<br>1. Planning communication strategies and campaigns in Print, Electronic and Social media for enhancing the image of NITIE and its key stakeholders.<br>2. Coordinating with faculty and administrative officials for presentations and press releases for the Institute.<br>3. Writing / producing presentations, reports, articles, leaflets, journals and brochures for both internal and external distribution.<br>4. Dealing with enquiries from the public, the press and related organisations.<br>5. Organising and attending promotional events such as press conferences, open days, exhibitions, tours and visits.<br>6. Analysing media coverage and other branding responsibilities.<br>7. Undertaking institute developmental activities as per directions of competent authority. | 50,000/- to 60,000/- PM |

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| 5 | **IT Executive** (02) UR 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. **Job Profile:-** 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. 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. | Rs.40,000/- to Rs.50,000/- |
| 6 | **Medical Officer** (2) UR Preferably below 40 years | **Essential Qualification :** M.B.B.S. Degree from Indian Medical Council recognized university with one year experience. **Duties:-** Walk-in OPD patients not requiring intensive care, assisting the MO and the duty medical officer and taking charge of medical officer's duty, if he / she leaves the hospital for patient transfer. **Duties and working hours** :- The doctor will remain in the duty room provided at the dispensary during nights (11.00 p.m. to 08.00 a.m.) and will attend call if required (present frequency is about once a week). Private practice will be allowed outside of working hours at the hospital. Roster will be made for the duties. | Rs.40,000/- per month |

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| 7 | **Nurse**<br><br>(02) UR<br><br>Preferably below 30 years | **Qualification:** Diploma in Nursing.<br><br>**Desirable Experience/Skills:** Past experience in a hospital. Working knowledge of computer applications. Knowledge of Konkani / Marathi is preferable in addition to Hindi and English.<br><br>**Experience:-** 2 Years' experience in dispensary/Hospital.<br><br>**Duties:-** Walk-in OPD patients not requiring intensive care, assisting the MO and the duty medical officer and taking charge of medical officer's duty, if he / she leaves the hospital for patient transfer.<br><br>**Duties and working hours:-** The candidate will help run the dispensary on the campus and assist visiting doctors in their tasks. The candidate will be responsible for all hospital related administrative activity including Liaisoning with visiting doctors and ensuring students and staff get adequate medical attention, maintenance of medical records and upkeep of the dispensary. Duties will be assigned as per roster. | Rs.30,000 – Rs.35,000/- |
| 8 | **Admin Assistant**<br><br>(03) UR<br><br>Preferably below 35 years | **Qualification**: Graduate / Post-Graduate from a recognized university with minimum 55% marks. Knowledge of typing & use of personal computers with MS Office and related applications/web applications, etc.<br><br>**Experience**: 2 years of administrative experience in Educational Institute/ Autonomous Body / University / reputed Private firm or MNCs.<br><br>**Job Responsibilities:** The candidates will assist in maintaining data of research activities, training activity and industry connect, and other duties as assigned by the officials. | Rs.25,000/- |
| 9 | **Driver**<br>(01) UR<br><br>Preferably below 35 years | **Qualification:**<br>1. Minimum 12th Standard (10+2) in any discipline from a recognized Board with ability to speak in Hindi, English and conversant with local language.<br>2. Must have Government Valid Driving License from RTO of Light/Heavy Motor Vehicle.<br>3. Having accident-free record and ability to carry out minor repairs to the vehicle.<br>4. Willing to perform the duties in shifts. Dress code is mandatory.<br>5. Knowledge of Tools/ Equipment in the vehicle and Basic technical check before the trip.<br>6. Minimum 3 years' experience as Driver in a similar Government Office / Autonomous Institute / reputed organization/ Driver duty to Government officials.<br>**Desirable:** Minimum 2 years of Experience as Driver (as (5) above).<br>**Job Responsibility** Driver duty on Institute official vehicle as assigned by Institute authority in/off-campus.<br>**Selection Procedure**: Shortlisted candidates would be required to appear for skill test i.e. Driving. | Rs.25,000/- to Rs.30,000/- |

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| 10 | **Data Entry Operator**<br><br>(04) UR<br>(02) SC<br>(01) OBC<br><br>30 Years | **Qualification:** Graduate from a recognized university with minimum 55% marks. Knowledge of Hindi Typing desirable.<br><br>**Experience:** Typing Speed minimum 30 w.p.m and one year of working experience in PSU Government organization/private institute of repute. | Rs.20,000/- to Rs.22,500/- |
| 11 | **Medical Attendant**<br><br>(2) UR<br><br>Preferably below 27 years. | **Qualification:** At least Higher Secondary (10+2) with Diploma in Pharmacy. Knowledge of Computer application is desirable.<br><br>**Experience:** Minimum 2 years' experience in a Govt. recognized Hospital / Dispensary. Should be Registered Pharmacist in accordance with the provisions under the Pharmacy Act, 1948. Knowledge of local language is preferred. Knowledge of Computer application is desirable.<br><br>**Duties:** Walk-in OPD patient's not requiring intensive care, assisting the MO and the duty medical officer.<br><br>**Duties and working hours**:- The Medical Attendant will remain in the duty room provided at the dispensary during nights (11.00 p.m. to 0 8.00 a.m.) and will attend call if required (present frequency is about once a week). If the duty hours per week exceeds 35 hrs, extra payment on pro-rata basis will be made. Roster will be made for the duties. | Rs.15,000/- to Rs.20,000/- per month |

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

2. No TA/DA will be paid for attending the test/ written exam/ interview/ joining the duty on selection.

3. Application must be submitted ONLINE only for the above posts.

4. For applying, please visit the BECIL's website **www.becil.com**. Go the 'Careers Section' and then click 'Registration Form (Online)'. Please read 'How to Apply' carefully before proceeding to register and online payment of fee. The instruction (How to Apply) for filling up the ONLINE Application/ Registration is attached below for reference.

5. Candidates will be informed via email / telephone/ SMS for Skill Tests/Interaction meeting, hence it is advised to view their SMS / email after last date of submission of application forms for any notification/updates. They are also advised to view the BECIL website regularly after submitting their application successfully for any notification/ updates.

6. Preference will be given to those candidates who are already working in the same/similar department.

7. The positions are purely temporary and contract basis. No claim for regular appointment.

8. 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.

9. Only shortlisted candidates as per above eligibility criteria will be called for selection. So please mention the complete details of your educational qualification and work experience in online application form.

For any queries write to: sanyogita@becil.com OR Call at : 0120-4177860.

**Last date for submission of application forms is 22nd August, 2022 (Monday).**

Sd/-
DGM (MR)

# BECIL REGISTRATION PORTAL

## HOW TO APPLY:

1. Candidates are required to apply online through website **www.becil.com** or **https://becilregistration.com** 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.com**  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.750/- (Rs. 500/- extra for every additional post applied)
   - OBC - Rs.750/-(Rs. 500/- extra for every additional post applied)
   - SC/ST - Rs.450/-(Rs. 300/- extra for every additional post applied)
   - Ex-Serviceman - Rs.750/-(Rs. 500/- extra for every additional post applied)
   - Women - Rs.750/-(Rs. 500/- extra for every additional post applied)
   - EWS/PH - Rs.450/-(Rs. 300/- extra for every additional post applied)

   **Note: the GST and Bank charges will be borne by the candidates.**

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 submission 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 refunded.

*\*\*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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