



# 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, Fax: 0120-4177879 Website: www.becil.com

## VACANCY ADVERTISEMENT NO. 361

NITIE Mumbai invites online applications to fill the following post for Institutional services on outsource basis (through BECIL) vide ref. email dated 21.07.2023.

S. No.	Name of the post and number of positions (may get increase or decrease)	Essential and Desirable Criteria	Monthly Remuneration
1.	Associate Manager (Executive Programs)  01 post	<p><b>Education Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduate degree in any discipline (10+2+3) with at least First (55% marks) from a recognised reputed University or Institute. Postgraduate or MBA in Marketing from an Institution of repute would be desirable.</li> <li>The candidate must have demonstrated experience in Sales and Marketing / Management Consulting in a B2B or a B2C environment or must have been a Learning &amp; Development professional with a leading organization.</li> <li>The candidate must be self-driven and should be able to work with minimal supervision.</li> </ul> <p><b>Key Skill and Ability Required:</b></p> <ul style="list-style-type: none"> <li>Strong Analytical, Planning and Market scanning and Sensing skills.</li> <li>Possess Strong people skills and have a solution-orientated mindset.</li> <li>Should be confident and self-motivated with good time management skills.</li> <li>Ability to negotiate with customers.</li> <li>Proficiency in MS Office software</li> <li>Database navigation skills</li> <li>Should develop one's knowledge and keep oneself updated on the assigned programmes and on industry verticals.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Post qualification experience at supervisory level and above of at least 8 years of which 4 years in handling International Relations / academic administration activities and various other related activities in higher educational institutes preferably in institutes of national repute such as IIMs/IITs/IISERs/NITs.</li> </ul> <p><b>Job responsibilities:</b></p> <ul style="list-style-type: none"> <li>The responsibility of the selected candidate will be to own the end-to-end marketing and promotion of Open/ Custom Enrolment Programmes. He / She will drive leads generation and its closure.</li> <li>Responsible for developing and execution of marketing &amp; promotional plan which include campaign planning, analysis, tracking, reporting, troubleshooting, etc.</li> <li>Responsible for creation of effective marketing collaterals viz. Webpages, brochures, testimonials for use across different media platforms.</li> </ul>	Rs.50,000/- to Rs.60,000/- per month (Consolidated and all inclusive)

S. No.	Name of the post and number of positions (may get increase or decrease)	Essential and Desirable Criteria	Monthly Remuneration
		<ul style="list-style-type: none"> <li>• Responsible for follow up with B2B/B2C prospects through phone calls and emails and work towards closures.</li> <li>• Responsible to guide all the interested participants on the most suitable Programme given their qualifications and experience.</li> <li>• Responsible for creation of MIS and Dashboards for the benefits of all stakeholders Support as and when required, the research on best-in-class practices in executive education.</li> <li>• Any other job as assigned by the higher officials.</li> </ul> <p><b>Age:</b> Preferably below 40 years</p>	
2.	<b>Assistant (Executive Programs) 02 Post</b>	<p><b><u>Essential Educational Qualification:</u></b></p> <ul style="list-style-type: none"> <li>• Graduate degree in any discipline (10+2+3) with at least First (55% marks) from a recognised reputed University or Institute.</li> <li>• Good knowledge of MS-Office (Excel, Access, Word, Power Point) and other computer related tasks is essential.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• A post graduate degree with relevant work experience may be an added advantage. The candidate should have good communication skills (both written &amp; verbal), interpersonal skills and multi-tasking abilities.</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Post qualification experience at supervisory level and above of at least 4 years of which 2 years in handling International Relations / academic administration activities and various other related activities in higher educational institutes preferably in institutes of national repute such as IIMs/IITs/IISERs/NITs.</li> </ul> <p><b><u>Job Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• To assist and coordinate activities related to program, administration, academics, outreach programs,</li> <li>• To Organize seminars, webinars, and meetings etc.</li> <li>• The candidate will assist in maintaining data of research activities, training activity and industry connect.</li> <li>• Any other job as assigned by the higher officials.</li> </ul> <p><b>Age:</b> Preferably below 35 years</p>	Rs.30,000/- to Rs.35,000/- per month (Consolidated and all inclusive)

## 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 of 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.
- (o) No campus accommodation will be provided.

## **TERMS AND CONDITIONS**

1. Selection will be made as per the prescribed norms and requirement of the job.
2. Number of vacancies may get increase or decrease as per the requirement.
3. Preference will be given to local candidates, preferably who are already working in the same/similar department of posting.
4. No TA/DA will be paid for attending the test/ interview/ joining the duty on selection.
5. Application must be submitted ONLINE only for the above post.
6. For applying, please visit the BECIL's website [www.becil.com](http://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.
7. Candidates will be informed via email / telephone for their Skill Tests/Interview/Interaction.
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 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.
10. Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.
11. Candidates who have applied earlier need not to apply again.

**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

: [khuswingersingh@becil.com](mailto:khuswingersingh@becil.com)

For queries other than technical

: [sanyogita@becil.com](mailto:sanyogita@becil.com) OR 0120-4177860

**Last date for submission of application forms is 15.08.2023.**

Sd/-  
GM (Project-III)

**BECIL REGISTRATION PORTAL  
HOW TO APPLY:**

1. Candidates are required to apply online through website [www.becil.com](http://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](http://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 addition 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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