



# 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. 448

Applications are invited for recruitment of following manpower purely on contract basis for deployment in office of IIM Jammu vide Ref. Email dated 09.04.2024.

S.No.	Name of Post & No. of Post (may get increase or decrease as per requirement)	Eligibility Criteria (Qualification, Experience, Age criteria & Job responsibilities)	Monthly Remuneration
1	Audio-Video Technician (Highly Skilled Category)- 01 Nos for Auditorium (Mandapam)	<p><b>i) Qualification:</b> Diploma/Bachelor's Degree in Computer Science Engineering/IT or equivalent qualification in an appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University Institute</p> <p><b>ii) Experience</b> Minimum 02-year relevant experience in Central Govt State Govt. Autonomous Bodies, private Institutions, Public Sector Undertakings, Private sector Others.</p> <p><b>Job Responsibilities-</b></p> <p><b>Essential:</b></p> <p>a) Ensuring that AV hardware and software are in place to meet the institute's needs. b) Prepare and plan for live audio and video events, including broadcasts, virtual classrooms, conferences, etc. c) Operating the master controls of AV systems during events. Hands-on Experience in handling Digital Audio Mixer for handling events in the Auditorium. d) Strong knowledge of audio equipment, including microphones, speakers, mixing consoles, amplifiers, and playback devices. Ability to troubleshoot technical issues and make necessary repairs to equipment. e) Knowledge of NKN, Virtual meeting setup, collaboration tools Zoom, Video, Skype, team viewer, MS team. Google meet. VCR-devices, camera, audio/video, recording. Concept of MCA and local remote controlling of the lecture theatres Streaming of events lectures over web. f) Storing, transporting, assembling and disassembling AV equipment and Cabling and wiring to implement technologies into AV setups. g) Manage AV projects from inception to completion, including budgeting, scheduling, and coordination with other team members and stakeholders. h) Provide technical support training to users experiencing issues with AV systems, both remotely and on-site. i) Concept of Video/Audio Analytics. Ability to work on open-source software for AV. j) Ability to work flexible hours, including evenings, weekends, and holidays.</p> <p><b>Desirable:</b></p> <p>a) Competence with video conference and broadcasting systems. b) Expertise in processing control, routing, and audio-video signal flow with broadcast software, etc. c) Understanding AV technologies and IT. networking (Ethernet, WiFi. Fiber, basic concepts, operations, connectors. IP Addressing and VLAN, Static IP v/s DHCP.) systems on a technical level. d) Experience with digital audio workstations and software. e) Interpersonal, delegation, and teamwork skills. f) The ability to clearly understand and respond to needs as communicated by other team members.</p> <p><b>Upper Age Limit: 35 years</b></p>	Rs. 23,790/-

2	<b>Front Desk Executive (Skilled Category)-01 Nos for MDP Block</b>	<p>i)Qualification: (10+2), 1.5 years Diploma in Front Office Management Graduate or Diploma in Hotel Management Hotel Administration</p> <p>ii) Experience At least 2 years of post-qualification experience as a Receptionist Front Desk Executive Manager in 4/5 Star Hotel</p> <p>Job Responsibilities</p> <p>a) Maintain guest register and regularly update records. b) Welcoming, guiding &amp; addressing to guests, guest complaints and respond to guest inquiries. e) Managing all billing operations d) Maintain all incoming/outgoing schedule of visits by the guests e) Monitor office supplies, place orders and maintain records Ensuring the safety of the clients" possessions. g) Familiarity with office machines (eg. PC, printer, photocopy machine, scanner, etc.) h) Take up other duties and responsibilities as assigned from time to time</p> <p>i)Proficient in English &amp; Hindi (oral and written), Proficient in use of computers and working in MS-word, MS- Excel, etc. j)Strong communication and interpersonal skills.</p> <p><b>Upper Age Limit: 35 years</b></p>	Rs. 21,632/-
3	<b>MDP Room-keeping Executive (Skilled Category)-02 Nos (2 Males) for MDP Block</b>	<p>i)Eligibility Criteria Qualification: (10+2), 1.5 years Diploma in Housekeeping Graduate or Diploma in Hotel Management Hotel Administration.</p> <p>ii)Experience At least 2 years of post-qualification experience as House-Keeping Executive House-Keeping Manager in a 4/5 Star Hotel</p> <p>iii)Job Responsibilities</p> <p>a) Conduct daily cleaning of all guest rooms/suites of the MDP block of IIM Jammu by Shall make the beds, change bedsheets, blankets, clean dustbins etc. of all the rooms regularly Ensure cleaning of overall surroundings of the MDP Block d) Ensure lumishings, equipment, food and beverages, linens, public restrooms, labby, ate clean and in appropriate position to meet guest satisfaction. e) Control expenses and minimize waste in all areas of housekeeping Arrange for Laundry &amp; ironing facility for guest as and when required. g) Keep large spaces, such as boardrooms or conference rooms, hall free of clutter. Also ensure that the kitchen is stocked with fresh food and drink and all appliances are in working order. h )Assure all safety and security policies and procedures are followed for using the MDP block i)Computer literacy with proficiency in Microsoft Word &amp; Excel is an added advantage. j)Take up other duties and responsibilities as assigned from time to time</p> <p><b>Upper Age Limit: 35 years</b></p>	Rs. 21,632/-
4.	<b>Catering Service Executive (Skilled Category)-01 Nos For MDP Block</b>	<p>i) Qualification: Bachelor's degree in Hospitality Management or related field Diploma in Catering Diploma in Hotel Administration. (Certification in hospitality or Culinary Management or (10+2), 1.5 years Diploma in Hospitality Management/Catering/ Culinary</p> <p>ii) Experience At least 2 years of post-qualification work experience as a Caterer/Catering Manager/Restaurant Manager in a 4.5 Star Hotel</p> <p>iii)Job Responsibilities</p> <p>a) Gather information related to event dates, number of guests, etc. b) Plan food and beverage menus considering guests preferences and special requests. c) Manage stock of food, beverages, place orders as needed and report on expenses. d) Ensure compliance with health and safety regulations and understanding of food hygiene e) Hands-on experience with creting menus f) Excellent organizational and time-management skills g)Customer service attitude h) Flexibility to work during weekends and holidays i)Take up other duties and responsibilities as assigned from time to time</p> <p><b>Upper Age Limit: 35 years</b></p>	Rs. 21,632/-

5.	<b>Account Assistant (HSK category)</b>  <b>(01 No)</b>	<b>Qualification:</b> Master Degree in Commerce (10+2+3+2)/ MBA (Finance)with 3 years of relevant experience (post-qualification) <b>Skills &amp; Experience Required:</b> <ul style="list-style-type: none"> <li>➤ Candidate should be familiar with computerized accounting environment such as Tally/ERP etc.</li> <li>➤ Should have the knowledge of Income Tax, Goods &amp; Services Tax (GST) etc.</li> <li>➤ Specific knowledge of TDS, GST input, GST returns, etc.</li> <li>➤ Experience in invoice processing, payments processing to vendors and contractors.</li> <li>➤ Employee settlement claims and payrolls.</li> <li>➤ Experience in dealing with banks and insurance companies.</li> <li>➤ Excellent communication skills are must in both English and Hindi.</li> <li>➤ Should be well-versed in business communication and MS-Office.</li> <li>➤ Knowledge of General Finance Rules are essential.</li> </ul> <b>Desired Requisites:</b> An Account Assistant should have the knowledge of computers with focus on MS excel, MS Word, MS Powerpoint skill & knowledge of Tally/ERP is must.	<b>Rs.35,000/-</b>
6.	<b>Data Entry Operator (Skilled category)</b>  <b>(03 No)</b>	<b>Qualification:</b> Must be a graduate <b>Experience:</b> Minimum 3 years experience in the field of data entry in administration, account, stores, etc.  <b>Age Limit- 21 to 30 years</b>	<b>Rs.21,632/-</b>

1. Selection will be made as per the prescribed norms and requirement of job.
2. Preference will be given to local candidates and who have work experience 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](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 (**age, qualification, experience etc.**) 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 and further On-site performance check.
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 interview/skill test/On site performance check etc. 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.
11. Candidates are requested to upload all the documents in support of their claim regarding educational qualification & experience etc. Incomplete applications shall be summarily rejected.
12. The candidates are advised to download copy of their application form submitted online on or before the closing date of application. BECIL shall not entertain any request in this regard.
13. The candidates will be sent for Interview to IIM, Jammu in the ratio of 1:10 (number of vacancies: number of applications) for the post of Data entry operator.

**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](mailto:techquery11@gmail.com)

For queries other than technical : 0120-4177860

**Last date for submission of application forms is 08.05.2024.**

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:
  - **Step1: Select Advertisement Number**
  - **Step2: Enter Basic Details**
  - **Step3: Enter Education Details/ Work Experience**
  - **Step4: Upload scanned Photo, Signature, Birth Certificate/ 10<sup>th</sup> Certificate, Caste Certificate.**
  - **Step5: Application Preview or Modify**
  - **Step6: Payment Online Mode (via credit card, Debit card, net banking, UPI etc.)**
  - **Step7: 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 100kb 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 will 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 re-funded.

***\*Candidates are advised to apply through abovementioned 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.\*\****