



# 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. 262

Applications are invited for recruitment of following manpower purely on contract basis for deployment in the office of Publication Division, in Delhi and other regional offices all over India.

S. No.	Designation/ Place/ Requirement <i>(requirement may get increase or decrease)</i>	Evaluation Criteria	Monthly Remuneration (INR)
1	Assistant Editor (English)  New Delhi (03)	<p>(i) Gradation Degree from a reputed institution, which is recognized by the Government, along with suitable experience in the field of journalism/ publishing/ e-publishing/ digital archives.</p> <p>(ii) The candidate must have excellent command over concerned over English language.</p> <p>(iii) The candidate must have excellent Computer and IT skills.</p> <p>(iv) Knowledge of Government rules and procedures is preferable.</p> <p>(v) Knowledge of e-publishing, digitization is preferable.</p> <p>(vi) Maximum age to be 40 Years on the date of issue of this advertisement.</p> <p><b><u>Duties to be performed:</u></b></p> <ul style="list-style-type: none"> <li>• Understanding and assimilation of the provided content.</li> <li>• Coordinating for selection c books/ publications to be archived and converted into E Books.</li> <li>• Working closely with the Editorial team and technical team to scrutinize the content of digital books and ensure that it is a faithful replica of the print book.</li> <li>• Working closely with a hired private agency to technically scrutinize the digital book/publication.</li> <li>• Dealing with authors/writers, pictures researchers, photographers, stylists and illustrators.</li> <li>• Work closely with the Marketing wing to ensure promotion of print and electronic books.</li> <li>• Assist in establishing a comprehensive archival and retrieval system.</li> <li>• Work in collaboration with the private agencies and Ministry in-house production team and to oversee flawless operational execution to meet the deadlines using computers for word processing, desktop publishing and email, dealing with phone and email queries, e.g. from writers and the public and other administrative tasks like filing.</li> <li>• Any other work assigned by Publications Division.</li> </ul>	Rs.30,000/-*

S. No.	Designation/ Place/ Requirement <i>(requirement may get increase or decrease)</i>	Evaluation Criteria	Monthly Remuneration (INR)
2	Assistant Editor (Hindi)  New Delhi (02)	<p>(i) Graduate Degree from a reputed institution, which is recognized by the Government, along with suitable experience in the field of journalism/publishing/ e-publishing/ digital archives.</p> <p>(ii) The candidate must have excellent command over concerned over Hindi language.</p> <p>(iii) The candidate must have excellent Computer and IT skills.</p> <p>(iv) Knowledge of Government rules and procedures is preferable.</p> <p>(v) Knowledge of e-publishing, digitization in preferable.</p> <p>(vi) Maximum age to be 40 years on the date of issue of this advertisement.</p> <p><b><u>Duties to be performed:</u></b></p> <ul style="list-style-type: none"> <li>• Understanding and assimilation of the provided content.</li> <li>• Coordinating for selection of books/ publications to be archived and converted into E Books.</li> <li>• Working closely with the Editorial team and technical team to scrutinize the content of the digital book and ensure that it is a faithful replica of the print book.</li> <li>• Working closely with a hired private agency to technically scrutinize the digital book/publication.</li> <li>• Dealing with authors/ writers, picture researchers, photographers, stylists and illustrators.</li> <li>• Work closely with marketing wing to ensure promotion of print and electronic books.</li> <li>• Assist in establishing a comprehensive archival in retrieval system.</li> <li>• Work in collaboration with the private agencies and ministry in-house production team to oversee flawless operational execution to meet the deadlines using computers for word processing, desktop publishing and email, dealing with phone and email queries, e.g. from writers and the public, and other administrative tasks like filing.</li> <li>• Any other work assigned by publications Division.</li> </ul>	Rs.30,000/-
3	Proof Reader (English)  New Delhi (02)	<p>(i) Graduate in any discipline from the recognized University with sound knowledge of English/ Hindi language.</p> <p>(ii) Experience in proof reading.</p> <p>(iii) Well versed in international proof reading/ editing symbols.</p> <p>(iv) Maximum age to be 40 years on the date of issue of this advertisement.</p> <p><b><u>Desirable Qualification:</u></b></p> <p>(i) English/Hindi language as subject at degree level.</p> <p>(ii) Knowledge of Editorial work</p> <p>(iii) Well versed in basic knowledge of computer like MS word, Excel etc.,</p> <p><b><u>Duties to be performed:</u></b></p> <ul style="list-style-type: none"> <li>• To proof read and do basic language correction in assigned English / Hindi text of the Book/ journals.</li> <li>• To assist in related editorial /book production work.</li> <li>• To assist in any other work assigned from time to time.</li> </ul>	Rs.25,000/-*

S. No.	Designation/ Place/ Requirement <i>(requirement may get increase or decrease)</i>	Evaluation Criteria	Monthly Remuneration (INR)
4	Business Executive (Digital Marketing)  New Delhi (01)	<p><b><u>Essential Qualification:</u></b></p> <p>(i) Graduation (ii) PG Diploma / Masters/MBA in advertisement / marketing with Minimum 2 years' experience. (iii) Maximum age to be 40 years on the date of issue of this advertisement.</p> <p><b><u>Desirable Qualification:</u></b></p> <p>(i) Experience in e- Commerce and e- publishing</p> <p><b><u>Duties to be performed:</u></b></p> <ul style="list-style-type: none"> <li>• Supply of books on gratis for Business Promotion.</li> <li>• Handling grievances relating to Book/e-commerce.</li> <li>• Co-ordination for sales of Books on e-commerce platforms.</li> <li>• Business promotions through online medium.</li> <li>• Updating social media.</li> <li>• Co-ordination for participation in International Book Exhibitions and Fairs.</li> <li>• Co-ordination for display/running of Mobile Vans.</li> <li>• Supervision of marketing and sales of books.</li> <li>• Circulation, sales promotion and Dispatch coordination with zonal sales Emporia.</li> <li>• Liaison with books agent/distributors.</li> <li>• Circulation of Journals, preparation of print order: co-ordination with Postal Department / Courier agency.</li> <li>• Co-ordination for advertisements for journals.</li> <li>• Co-ordination for supply of complementary copies of Journals to Ministry and VVIPs.</li> <li>• Ensure timely start of the subscription received online as well as offline.</li> <li>• Reply of complaints and Grievances for subscribers.</li> </ul>	Rs.30,000/
5.	Marketing Supervisor (Digital Marketing)  Guwahati (01)	<p><b><u>Essential Qualification:</u></b></p> <p>(i) MBA/ Masters with 2 years' experience in Sales and Marketing. (ii) Maximum age to be 40 Years on the date of issue of this advertisement.</p> <p><b><u>Duties to be performed:</u></b></p> <ul style="list-style-type: none"> <li>• Co-ordinate with Agents/Institutions to seek order for publications.</li> <li>• To improve visibility and marketing of DPD's publications through exhibitions and book fairs.</li> <li>• Undertake Sales and attend to queries.</li> <li>• Maintain the daily account of sales regarding Cash/DD/ Cheques.</li> </ul>	RS.30,000/-*
6	Sale Assistant  New Delhi (01)	<p><b><u>Essential Qualification:</u></b></p> <p>(i) Graduation (ii) 2 years' experience in Sales and Marketing. (iii) Maximum age to be 40 Year on the date of issue of this advertisement.</p> <p><b><u>Duties to be performed:</u></b></p> <ul style="list-style-type: none"> <li>• Assisting ABM and BM (hqrs.) in all the activities mentioned in ABM's duties.</li> </ul>	Rs. 25,000/-*

S. No.	Designation/ Place/ Requirement <i>(requirement may get increase or decrease)</i>	Evaluation Criteria	Monthly Remuneration (INR)
7.	Data Entry Operator  New Delhi (04) Jammu (01)	<p><b>Essential Qualification:</b></p> <p>(i) Graduation (ii) Candidate must be computer and net savvy with full knowledge of MS office and other basic skills required for using computer and internet. (iii) Typing speed on computer should be 35 WPM as per SSC norms. (iv) Having 2 years' experience in Government Organization. (v) Maximum age to be 40 years on the date of issue of this advertisement.</p> <p><b>Duties to be performed:</b> Preparation of bills related to books and journals, handling FTS work, assisting in clerical work, typing attending office phone calls, uploading PFMS portal, Making entries in various register, Maintenance of file and dispatch register, Maintenance of file and dispatch register, deliver of letter/files to sections.</p>	RS.25,000/-*
8	Multi-tasking Assistant  Chennai (01) Bengaluru (01) Patna (01) Jammu (01)	<p><b>Essential Qualification:</b></p> <p>(i) 12th Pass. (ii) Working Knowledge Computer. (iii) Maximum age to be 40 years on the date of issue of this advertisement.</p> <p><b>Duties to be performed:</b> Arranging books in stores, Assist in office work cleaning, Maintenance of Stores packing loading and unloading and delivery and dispatch of books, participating in Book Exhibition, assisting in Clerical Work</p>	Rs.18,000/-*

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 website [www.becil.com](http://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.
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.

**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  
For queries other than technical

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

**Last date for submission of application forms is 15.02.2023.**

Sd/-  
DGM (MR)

**BECIL REGISTRATION  
PORTALHOW 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, Cheque, 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 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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