



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. 172

WALK-IN-INTERVIEW

BECIL invites interested Candidates to attend Walk-in Interview for following posts for deployment in the office of International Centre for Automotive Technology (ICAT), Manesar purely on contract basis.

***Venue:** International Centre for Automotive Technology,
Division of NATRiP Implementation Society (NATIS), Government of India,
Plot No. 26, Sector - 3, IMT Manesar, Gurgaon - 122 050

Post Code	Post/Requirement <i>(no. of post may get increase or decrease as per requirement of user deptt.)</i>	Evaluation Criteria	Monthly Remuneration	Date / time / Venue*
1.	Accountant (02)	<p>Qualification/experience:</p> <ul style="list-style-type: none"> ➤ B.com with 5 years of relevant experience (post-qualification) in accounting and taxation field Or ➤ M.com with 3 years of relevant experience (post-qualification) in accounting and taxation field <p>Experience details and skill set required:</p> <ol style="list-style-type: none"> 1. Should have the knowledge of Income Tax, Goods & Services Tax (GST) etc. 2. Specific knowledge of TDS, GST input, GST returns etc. 3. Experience in Invoice processing, payments processing to Vendors and Contractors, Employee settlement claims and payrolls. 4. Experience in dealing with banks and insurance companies. 5. Excellent communication skills are must in both English and Hindi. 6. Should be well-versed in business communication and MS-Office. <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Should have the knowledge of computers with focus on MS Excel, MS Word, MS Powerpoint skill etc. ➤ Knowledge of Tally ERP is must. 	Rs.35,000/-	<p>Date: 5th August , 2022 (Friday)</p> <p>Timing: 10:00 AM to 11:00 AM</p>

Post Code	Post/Requirement <i>(no. of post may get increase or decrease as per requirement of user deptt.)</i>	Evaluation Criteria	Monthly Remuneration	Date / time / Venue*
2.	Senior Assistant Adhoc (01)	<p>Qualification/experience:</p> <ul style="list-style-type: none"> ➤ B.com/Graduate in any field Should have the experience of 2 years <p>Experience details and skill set required:</p> <ol style="list-style-type: none"> 1. Should have the knowledge of A/C handling & Tally <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Should have the computer Knowledge ➤ Should have the knowledge of Tally 	Rs.22,776/- Highly Skilled	<p>Date: 5th August , 2022 (Friday)</p> <p>Timing: 11:00 AM to 12:00 PM</p>
3.	Office Assistant Adhoc (01)	<p>Qualification/experience: Any Graduate with minimum one year of experience</p> <p>Experience details and skill set required:</p> <ol style="list-style-type: none"> 1. Exposure in assisting office related day to day activities and routine clerical tasks such as organizing and managing files, scheduling meetings and appointment and supporting in other office tasks. <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Should have the knowledge of computer, Advanced MS Excel, MS Word and Powerpoint presentation 	Rs.22,776/- Highly Skilled	<p>Date: 5th August , 2022 (Friday)</p> <p>Timing: 12:00 PM to 01:00 PM</p>
4.	Test Driver Adhoc (06)	<p>Qualification/experience:</p> <ul style="list-style-type: none"> ➤ 12th pass ➤ Driving License Commercial Heavy vehicles ➤ Minimum 5 years' experience of driving heavy vehicles <p>Experience details and skill set required:</p> <ol style="list-style-type: none"> 1. Man power shall be capable of driving 2W, 3W (both passenger carrying and commercials), 4W (including heavy Duty trucks, Bus), Tractors-Tailors combination, Agricultural trailer etc. Shall be expert for categories of vehicles as mentioned above. <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Shall have adequate knowledge of vehicle service maintenance. ➤ Good communication skills and basic computer operations is desirable ➤ Track Drivers should be able to maintain constant speed on tracks ➤ Able to read, write, and speak Hindi & English. 	Rs.22,776/- Highly Skilled	<p>Date: 5th August , 2022 (Friday)</p> <p>Timing: 01:00 PM to 02:00 PM</p>
5.	Office Attendant Adhoc (01)	<p>Qualification/experience:</p> <ul style="list-style-type: none"> ➤ Candidate must have completed higher Secondary ➤ Minimum one year experience <p>Experience details and skill set required:</p> <ul style="list-style-type: none"> ➤ Working knowledge of MS Word/Excel ➤ Knowledge of English language <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Knowledge of filling works 	Rs.19,084/- Semi-skilled	<p>Date: 5th August , 2022 (Friday)</p> <p>Timing: 01:00 PM to 02:00 PM</p>

Post Code	Post/Requirement <i>(no. of post may get increase or decrease as per requirement of user deptt.)</i>	Evaluation Criteria	Monthly Remuneration	Date / time / Venue*
6.	Cleaner for Housekeeping services (01)	<p>Qualification/experience:</p> <ul style="list-style-type: none"> ➤ Upto Matriculation, Experience of 3 years in household cleaning is desirable <p>Experience details and skill set required:</p> <ul style="list-style-type: none"> ➤ House hold work including cleaning utensils, dusting, table cleaning, washing, toilet cleaning, tiffin packing and support to cook for vegetable cutting <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Service required on 7 days for washing of utensils on 3 times basis and room cleaning on daily basis 	Rs.14,378/- Un-skilled	<p>Date: 5th August , 2022 (Friday)</p> <p>Timing: 01:00 PM to 02:00 PM</p>

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 interaction/interview/ joining the duty on selection.
3. Preference will be given to those candidates who are already working in the same/similar department.
4. Candidates are requested to fill the Registration Form (copy enclosed) and submit the same at the time of interaction/interview along with following documents:
 - a) Duly filled in Registration Form
 - b) Educational / Professional Certificates
 - c) Work Experience Certificates
 - d) Updated bio-data
 - e) Birth Certificate, if any
 - f) Caste Certificate, if any
 - g) PAN Card
 - h) Aadhar Card
 - i) Registration Fee of Rs.590/- for Gen & OBC and Rs.295/- for SC/ST/PH/Other.

In case of any query/help please email at: sanyogita@becil.com OR Call : [0120-4177860](tel:0120-4177860)

Sd/-
DGM (MR)

15. Educational/Professional Qualifications:

S. No.	Qualification	Details of Course	Board / University	Year of Passing	Percentage
1	X (10)				
2	XII (10+2)				
3	Graduation				
4	Post-Graduation				
5	Diploma				
6					
7					

16. Work Experience (add separate sheet if required):

S. No.	Organization	Designation	Duration		Brief Job profile
			From	To	
1.					
2.					
3.					
4.					

17. Total number of years of experience: _____

18. References

S.No.	Name	Address	Contact Number

19. If selected your preferences for location

1. _____ 2. _____ 3. _____ 4. Anywhere in India Yes No

20. 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 the form:

- Educational / Professional Certificates
- Birth Certificate
- Caste Certificate, if any.
- Work Experience Certificates
- PAN Card
- Aadhar Card
- Copy of EPF/ESIC Card (if already have)
- Police Verification (at the time of joining)

Signature _____

Date _____