



## 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. 164

### (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.

S. No.	Post/ Requirement / Monthly Remuneration	Evaluation Criteria	Date / time / Venue of Interview/ interaction
1.	Head of Department (HoD) Human Resource (01) Rs.2,00,000/- (Negotiable)	<b>Qualification:</b> MBA/PGDBM in Human Resources, or relevant field with minimum 15-20 years of relevant work experience.  <i>For details of job responsibilities, requisite experience and skill set please see Annexure-A</i>	<b>Date:</b> 27 <sup>th</sup> July, 2022 (Wednesday)  <b>Reporting Time:</b> 10:30 AM  <b>Venue:</b> International Centre for Automotive Technology Division of NATRiP Implementation Society (NATIS), Government of India Plot No. 26, Sector - 3, IMT Manesar, Gurgaon - 122 050
2.	Head of Department (HoD) Administration (01) Rs.1,50,000/- (Negotiable)	<b>Qualification:</b> MBA/PGDBM in Business Administration or relevant field with minimum 15-20 years of relevant work experience.  <i>For details of job responsibilities, requisite experience and skill set please see Annexure-B</i>	
3.	Advisor (Hindi Language) (01) Rs.30,000/-	<b>Qualification &amp; Experience :</b> <ul style="list-style-type: none"> <li>• Graduate with good command in Hindi Language (Writing &amp; Speaking) preferably in Hindi Medium</li> <li>• Minimum Five years working experience in relevant field.</li> <li>• Knowledge of Editing &amp; Translation from English to Hindi</li> <li>• Knowledge of Computer &amp; Hindi Typing</li> <li>• Fluent in Hindi Speaking</li> <li>• Good understanding of Technical terms of Hindi</li> </ul> <b>Job Responsibility:</b> <ul style="list-style-type: none"> <li>• Conversation of all documents from English to Hindi in terms of policies, newsletters etc.</li> </ul>	

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

Sd/-  
DGM (MR)

## **ANNEXURE-A**

### **POST: HEAD OF DEPARTMENT (HOD) HUMAN RESOURCE :**

#### **Job responsibilities:**

- Human Resource (HR) & Administration operations of company are carried on smoothly and effectively.
- Develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc.
- Act to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc.
- Oversee all HR initiatives, systems and tactics.
- Supervise the work of HR personnel and provide guidance.
- Serve as the point of contact for employment relations and communicate with employees.
- Monitor adherence to internal policies and legal standards.
- Deal with grievances and violations invoking disciplinary action when required.
- Anticipate and resolve litigation risks.
- Report to senior management by analyzing data and using HR metrics.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Ensure operations adhere to policies and regulations.
- Keep abreast with all organizational changes and business developments.
- Sets policies and procedures for training, coaching, counseling and career development for staff.
- Performs others related duties as assigned.

#### **Work Experience:**

- Proven experience as HR & Administration Head.
- Full understanding of the way an organization operates to meet its objectives.
- Excellent knowledge of employment legislation and regulations.
- Thorough knowledge of human resource management principles and best practices
- A business acumen partnered with attention to the human element
- Knowledge of data analysis and reporting

#### **Desirable:**

- Excellent organizational and leadership skills
- Outstanding communication and interpersonal skills
- Diligent and firm with high ethical standards
- Broad knowledge of business departments and their functions
- Strategic thinker
- People management skills.

## **ANNEXURE-B**

### **POST: HEAD OF DEPARTMENT (HOD) ADMINISTRATION:**

#### **Job responsibilities:**

- Administration operations of company are carried on smoothly and effectively.
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Responsible for the day-to-day facilitates operations including supervising the maintenance and alteration of office areas and equipment purchasing office supplies furniture office equipment etc. for staff Manage schedules and deadlines Monitor and procures needed supplies for office equipment and canteen etc.
- Oversee facilities services and maintenance activities.
- Organize and supervise other office activities (Recycling, renovation, event planning etc.)
- Ensure operations adhere to politics and regularization keep abreast with all organization changes and business development.
- Draft and distribute statistical reports and analyses and exhibits to company stake holders and when required to regulatory and government agencies.
- Develops evaluates and maintains the management information system (MIS).
- Maintain the organizations administrative policies and procedures manual.
- Ensures the organizations compliance with applicable health, building, zoning and safety licensing and certification requirements.
- Serves as a member of the organizations key administrative decision making and planning body.
- Collaborate with other management staff to draft and implement an annual administrative budget.

#### **Work Experience:**

- Proven experience as Administration Head.
- Full understanding of the way an organization operates to meet its objectives.
- Excellent knowledge of employment legislation and regulations.
- Thorough knowledge of human resource management principles and best practices
- A business acumen partnered with attention to the human element
- Knowledge of data analysis and reporting

#### **Desirable:**

- Excellent organizational and leadership skills
- Outstanding communication and interpersonal skills
- Diligent and firm with high ethical standards
- Broad knowledge of business departments and their functions
- Strategic thinker
- People management skills.
- Excellent verbal and written communication skills professional and tactful I an inter personal skills with the ability to interact with a variety of personality.
- Strong leadership and supervisory skills
- Excellent organizational skills and attention to detail.
- Excellent time management skill with proven ability to meet deadline collaborate with all management staff to identity and deliver the required administrative support operations for the organization.



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:

- j) Educational / Professional Certificates
- k) Birth Certificate
- l) Caste Certificate, if any.
- m) Work Experience Certificates
- n) PAN Card
- o) Aadhar Card
- p) Copy of EPF/ESIC Card (if already have)
- q) Police Verification (at the time of joining)

Signature \_\_\_\_\_

Date \_\_\_\_\_