



## 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](http://www.becil.com)

### VACANCY ADVERTISEMENT NO. 189

Applications are invited for recruitment of following manpower purely on outsource basis for deployment in the office of All India Institute of Medical Sciences (AIIMS), Guwahati.

S. No.	Post/ Requirement (requirement may get increase or decrease)	Eligibility Criteria	Monthly Remuneration
1.	Upper Division Clerk (02)	<p><b>Essential Qualification &amp; Experience:</b></p> <p>(i) Degree from a recognized University or equivalent</p> <p>(ii) Proficiency in Computers</p> <p><b>Skill Test Norms</b></p> <p>A Typing speed of 35 w.p.m. in English on Computer (35 w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)</p> <p><b>Age Limit:</b> Between 18-40 years</p>	Rs.19,308/-
2.	Data Entry Operator (01)	<p><b>Essential Qualification &amp; Experience:</b></p> <p>(i) Degree from a recognized University/ Institution</p> <p>(ii) Should possess a speed of not less than 8000 keys Depressions per hour for Data Entry Work.</p> <p>(iii) Proficiency in MS Office as per "Note" below</p> <p>(iv) Experience of data entry with Govt./Semi Govt./Autonomous Institutions or Pvt. entities etc.</p> <p><b>Note:</b> The speed of 8000 Key Depressions per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machine (s) by the Competent Authority.</p> <p><b>Age Limit:</b> Between 18-40 years</p>	Rs.17,752/-
3.	Store Keeper (02)	<p><b>Essential Qualification &amp; Experience:</b></p> <p>(i) Degree from a recognized University/ Institution</p> <p>(ii) At least 2 years of working experience Govt. Org/ Autonomous Bodies /Pvt. entities etc.</p> <p>(iii) Desirable: P.G Degree/ Diploma in material management from recognized University / Institution</p> <p><b>Age Limit:</b> Between 18-40 years</p>	Rs.17,752/-
4.	Cashier (01)	<p><b>Essential Qualification &amp; Experience:</b></p> <p>(i) Degree in Commerce of recognized University or equivalent and</p> <p>(ii) At least 2 years' experience of handling accounts work of a Government Private/Autonomous Bodies.</p> <p>(iii) Having proficiency in Tally</p> <p><b>Age Limit:</b> Between 18-40 years</p>	Rs.17,752/-
5.	Accounts Assistant (01)	<p><b>Essential Qualification &amp; Experience:</b></p> <p>(i) Degree in Commerce of recognized University or equivalent and</p> <p>(ii) At least 2 years' experience of handling accounts work of a Government Private/Autonomous Bodies.</p> <p>(iii) Having proficiency in Tally</p> <p><b>Age Limit:</b> Between 18-40 years</p>	Rs.17,752/-

S. No.	Post/ Requirement (requirement may get increase or decrease)	Eligibility Criteria	Monthly Remuneration
6.	Junior Admin Officer (02)	<b>Essential Qualification &amp; Experience:</b> (i) Degree from a recognized University/ Institution in any discipline with 3 (three) years working experience in office administration preferably in Government Organization/Autonomous Bodies. <b>Age Limit:</b> Between 21-45 years	Rs.33,481/-
7.	Junior Accounts Officer (01)	<b>Essential Qualification &amp; Experience:</b> (i) Degree in Commerce with CA Inter, possessing 3 (three) years' experience of handling accounts work out of which two years in Government Organization/Autonomous Bodies. <b>Age Limit:</b> Between 21-45 years	Rs.33,481/-
8.	Assistant Stores Officer (02)	<b>Essential Qualification &amp; Experience:</b> (i) Degree from recognized University/Institution (ii) PG Degree/Diploma Material Management from a recognized University <b>OR</b> Degree in Material Management from a recognized University /Institution and 3 years' experience in store handling (preferably medical stores) <b>Age Limit:</b> Between 21-45 years	Rs.33,481/-

Note: EPF/ESI contribution (employee share) will be deducted from above Monthly Remuneration, if applicable.

1. Selection will be made as per the prescribed norms and requirement of the job.
2. Preference will be given to those candidates who are already working in the same/similar department.
3. No TA/DA will be paid for attending the test/ written exam/ interview/ joining the duty on selection.
4. Application must be submitted ONLINE only for the above post.
5. 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.
6. Candidates will be informed via email / telephone/ SMS for their Skill Tests/Interview/Interaction.
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 selection. So please mention your complete educational qualification and work experience details in online application form.

In case of any doubt/help please email as below:

For technical problem faced while applying ONLINE : [khuswindersingh@becil.com](mailto:khuswindersingh@becil.com)

For queries other than technical : [sanyogita@becil.com](mailto:sanyogita@becil.com) OR [0120-4177860](tel:0120-4177860)

**Last date for submission of application forms is 29.09.2022.**

Sd/-  
DGM (MR)

## 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.com> 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.com> 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.750/- (Rs. 500/- extra for every additional post applied)
- OBC - Rs.750/- (Rs. 500/- extra for every additional post applied)
- SC/ST - Rs.450/- (Rs. 300/- extra for every additional post applied)
- Ex-Serviceman - Rs.750/- (Rs. 500/- extra for every additional post applied)
- Women - Rs.750/- (Rs. 500/- extra for every additional post applied)
- EWS/PH - Rs.450/- (Rs. 300/- extra for every additional post applied)

**Note: the GST and Bank charges will be borne by the candidates.**

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. \*\***

\*\*\*\*\*