



## BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

(A Government of India Enterprise under Ministry of Information & Broadcasting)  
(A Mini Ratna Company)

**Corporate Office:** C-56/A-17, Sector-62, Noida-201307  
**Phone:** 0120-4177850, **Fax:** 0120-4177879 **Website:** www.becil.com

Applications are invited for empanelment of Temporary staff purely on contract basis for deployment in various government offices in Delhi/NCR.

S. No.	Post	Evaluation Criteria	No. of Requirement	Fee Per Month* (Gross)
1	Office Assistant	<p><b>Qualification</b> - Graduate (Any Discipline) from a recognized University <b>Work Experience</b> – Minimum 3 years in Government/PSU/Autonomous bodies in the field of administration <b>Age</b> – 21 to 45 years</p> <p><b>Mode of Selection</b></p> <p><b>Written Test</b></p> <p>1) General Awareness, English Grammar and English Writing</p> <p><b>Skill Test</b></p> <p>2) Computer Knowledge (Word, Excel &amp; Power Point) 3) Candidates should qualify typing test of 35 wpm in English and/or 30 wpm in Hindi.</p> <p><b>Interaction/discussion</b></p>	25	Rs.21,000/-

\*The rates are subject to change as per Minimum Wages Act, 1948 in the NCT of Delhi. EPF, ESI and other Provisions of Law for contract employees are also applicable. Selection will be made as per prescribed norms and requirement of the job.

Application forms may be obtained from **BECIL's Corporate Office: C-56, A/17, Sector-62, Noida-201307** or downloaded from [www.becil.com](http://www.becil.com).

The duly filled in application form along with self-attested photocopies of educational/ experience certificates, two passport size photograph, Aadhar Card and **non-refundable registration fee of Rs.300/- (Rupees Three Hundred Only)** by cash or demand draft drawn in favor of **BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED** payable at **New Delhi** may be submitted to Assistant General Manager (HR) in **BECIL's Corporate Office at BECIL Bhawan, C-56/A-17, Sector-62, Noida-201307 (U.P.)**.

The SC/ST/PH candidates are exempted from registration fee.

**Last date for submission of application forms is August 18, 2017.**

Sd/-  
Mahesh Chand  
Assistant General Manager (HR)