



## 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. 513

Applications are invited in **Offline Mode** for recruitment of following manpower purely on contract basis for deployment in the office of Carpet Export Promotion Council.

S. No.	Name of Post	No. of Posts & place of posting	Eligibility:	Consolidated Fees (in Rs.) per month
1.	Young Professional-International Trade	01 (Delhi)	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Master's degree in Commerce, Economics, International Trade, or a related field.</li> <li>Strong skills in data analysis and research, particularly in export trends and trade policies.</li> <li>Proficiency in MS Office, especially Excel and PowerPoint.</li> <li>Excellent communication skills, both written and verbal.</li> <li>Prior experience of minimum <b>3 years</b> in trade analysis, export documentation, or policy research is preferred.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Review monthly and annual export and import data, preparing detailed reports.</li> <li>Provide insights on exports, market intelligence, and global trade trends.</li> <li>Analyze export data by HSN code and prepare relevant inputs for the Government of India.</li> <li>Support the development of country-specific Free Trade Agreement (FTA) inputs.</li> <li>Compile export targets and monitor progress reports.</li> <li>Provide input on the Foreign Trade Policy and conduct in-depth market studies.</li> <li>Coordinate and maintain Master notes on export updates and policy recommendations.</li> </ul> <p><b>Age Criteria: 30 – 40 Years</b></p>	42,595 to 52,595/-

2	<b>Young Professional – Fairs &amp; Events</b>	01 (Delhi)	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree in Event Management, Business Administration, Marketing, or related field.</li> <li>Post graduate qualification is an added advantage.</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li><b>2-3 years</b> of relevant experience in event management, trade promotion, or public relations.</li> <li>Experience with government/industry organizations/event agencies/Export Promotion Council will be preferred.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Assist in planning and coordinating CEPC's participation in trade fairs, expos, and buyer-seller meets (domestic &amp; international).</li> <li>Support logistics management, including stall allotment, vendor coordination.</li> <li>Prepare event-related documentation such as proposals, budgets, circulars, and post-event reports.</li> <li>Liaise with exhibitors, service providers, stakeholders, and government agencies for the smooth conduct of events.</li> <li>Handle event-related queries and provide timely assistance to member exporters.</li> <li>Manage registrations, exhibitor data, and coordination for participation/subsidy claims.</li> <li>Support branding, publicity, and digital promotion efforts for CEPC's events.</li> <li>Maintain event calendars, timelines, and checklists to ensure timely execution of tasks.</li> <li>Assist in conducting surveys, feedback analysis, and data management related to events.</li> <li>Prepare presentations and assist in drafting content for reports and communications.</li> <li>Travel to event locations to support on-ground coordination and execution.</li> </ul> <p><b>Age Criteria : 25 – 35 Years</b></p>	28,959 to 38,959/-
3	<b>Receptionist cum Office Assistant</b>	01 (Delhi)	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline.</li> <li>Proficiency in MS Office and basic computer skills.</li> <li>Good communication and interpersonal skills.</li> <li>Prior experience in a similar role preferred.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Manage the front desk and handle visitor inquiries.</li> <li>Maintain records and assist in office documentation.</li> <li>Handle incoming calls, emails and correspondence.</li> <li>Support day-to-day administrative tasks.</li> <li>Coordinate with different departments for smooth office functioning.</li> <li>Noting, Drafting of Minutes of Meeting</li> <li>Knowledge of Shorthand</li> </ul> <p><b>Age Criteria : Maximum Age 30 Years</b></p>	25,322
<b>Total</b>		<b>3</b>		

### **Selection Process:**

1. Applications shall be invited from applicants against the advertisement published.
2. Shortlisting shall be done as per the eligibility criteria for the post.
3. The list of all the shortlisted applicants shall be forwarded to the client for further selection at their end.
4. Shortlisted Applicants shall be informed via Email/phone calls for their interview/assessment/skill test (if any). Applicants are advised to keep their email and phone updated.
5. Selected applicants shall be informed via email/phone about their selection and further process.

### **How to apply:**

1. The applications for selection to the above posts will be accepted through SPEED POST/REGISTERED POST ONLY. **No other mode of application shall be entertained.**
2. Application Processing Fee in the form of Demand Drafts (Mandatory) will be accepted In favor of **“Broadcast Engineering Consultants India Ltd, Noida”**.

<b>Category-wise Application Processing Fees</b>	
<b>Category</b>	<b>Application Processing Fee</b>
SC/ST, PwD	NIL
All other categories	Rs. 295/-

3. The interested applicants must submit an application along with copies of educational qualifications and experience certificates in a sealed envelope in the prescribed format attached through SPEED POST/REGISTERED POST only & address it to **“Broadcast Engineering Consultants India Limited (BECIL), BECIL BHAWAN, C-56/A-17, Sector-62, Noida-201307 (U.P)”**.
4. BECIL shall not be responsible for any postal loss/ postal delay in receipt of applications.
5. The envelope carrying the duly filled-in application form should be super-scribed as “Advertisement No:.....” and “Post Applied For – .....”.
6. Incomplete applications (columns of the format enclosed not filled in or all requisite documents not enclosed) or those in format other than the one prescribed in the Application Form will not be entertained & shall be summarily rejected.
7. The necessary documents as listed below (self- attested photo copy) are required to be attached along with the application.
  1. Educational / Professional Certificates.
  2. 10<sup>th</sup>, 12<sup>th</sup> (if applicable)
  3. Birth Certificate.
  4. Caste Certificate(if applicable)
  5. Work Experience Certificate (if applicable)
  6. PAN Card copy
  7. Aadhaar Card copy
  8. Copy of EPF/ESIC Card (Pervious employer-if applicable)
  9. Bank passbook. Copy mentioning the bank Account details.

### **General Instructions:**

1. Applicant must read the instructions and ensure that the application is submitted correctly.
2. Applicants must review their application forms carefully before final submission. BECIL shall not accept any request for changes to be made in the information submitted by the candidates incorrectly.
3. The applicant should ensure that they fulfil the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respect. In case it is detected at any stage of recruitment process that the applicant does not meet the eligibility criteria and/or the applicant has furnished any incorrect/false information or has suppressed any material fact(s), the candidature of such applicant is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, his/her services are liable for suitable actions including termination and prosecution.
4. Applications that are not in conformity with the requirements indicated in this advertisement/incomplete application will not be entertained.
5. No TA/DA will be paid for attending the test/document verification/personal interaction (if any) & joining the duty on selection etc.
6. Preference shall be given to local applicants and who have work experience in the same/similar department.
7. Applicants are requested to keep a photocopy of their application Forms before offline submission and retain with them for future reference.
8. Only shortlisted applicants as per above eligibility criteria shall be called for further process (if any).
9. Mere filling the form will not confirm your suitability/selection for the post.

10. The candidature of applicants at all stages of selection process will be provisional and is subject to satisfying the prescribed eligibility conditions. Mere submission of form by the applicant will not imply that his/her candidature has been finally cleared by BECIL/Client. BECIL/Client takes up verification of eligibility conditions with reference to original documents once again, at various stages of the selection process and after the applicant has been selected for the post.
11. Applicants are advised to ensure the correctness of Email ID & Phone Number. BECIL shall not be responsible for any typographical errors (i.e Email IDs, Mobile Number etc.) in the application forms submitted by applicant.
12. If you want to apply for one or more post against the same advertisement, you shall be submitting application form separately. The application processing fee shall be applicable as per number of posts applied.
13. Applicants are advised to possess a valid e-mail ID, which is to be entered in the Application Form. They are also advised to retain this e-mail ID active as any important intimation to the candidates shall be provided by BECIL/Client through e-mail. They are further requested to check regularly their e-mail (including message in SPAM folder) for any communication from BECIL/Client in this regard. Any important information including Corrigendum/Changes/Updates and information / general instructions during the course of recruitment process and on selected applicants shall be made available either through the website or on the email id, simultaneously tracking the website for updates.
14. Applicants are advised to fill the post judiciously as per the advertisement published by BECIL.
15. All the communications will be made either on registered email or registered mobile number.
16. No applicant shall make any communication with our client.
17. Applicants are requested to enter the details in the offline application format carefully. After submission of the application, no modification shall be permitted.
18. BECIL reserves the right to cancel/ restrict/increase/reopen the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof. Posts indicated herein may be kept unfilled at the discretion of BECIL.
19. Indian Nationals only need to apply.
20. Canvassing in any form will be a disqualification.
21. No correspondence will be entertained from candidates not invited / selected.
22. Shortlisted candidates are required to produce original/self-attested application form, along with one set of photocopied documents of essential qualification/experience for verification at the time of interview.
23. **The application processing fee submitted by the candidate shall not be refunded (उम्मीदवार द्वारा जमा किया गया शुल्क यानी आवेदन प्रसंस्करण शुल्क वापस नहीं किया जाएगा).**

**Advisory:**

1. The applicants are advised not to fall prey to fraudulent job offers in the name of BECIL/Client. BECIL does not engage or authorize any agents or intermediaries for recruitment advertisements or job offers.
2. BECIL shall not be responsible in any way for any amount paid by the applicants to any individual or group of individuals/agencies purporting to be representing BECIL/Client.
3. BECIL does not solicit any money whatsoever from any applicant at any stage of the recruitment process, other than the prescribed application processing fee as advertised in the advertisements.
4. Vacancies (if any) are published on our Corporate Website [www.becil.com](http://www.becil.com) only, with complete details.

**Disclaimer:** Terms and conditions given in the advertisement are guidelines only. In case of any ambiguity, decision of BECIL shall be final and binding on candidates.

In case of any doubt & queries please contact to: 0120-4177850/860.

**The Last date for receipt of application to BECIL is till 06.06.2025, 18:00 HRS.**

**Sd/-**

**Deputy General Manager**



**14. Educational/Professional Qualifications:**

S. No.	Examination Passed	Course Name & Board/University/Institute	Year of Passing	Total Marks	Marks Obtained	Percentage
1	10 <sup>th</sup> passed					
2	12 <sup>th</sup> passed					
3	Graduation					
4	Post-graduation					
5	Diploma					
6	Others (if any)					

**15. Work Experience (add separate sheet if required):**

S. No.	Organization	Designation	Duration	
			From (DD/MM/YYYY)	To (DD/MM/YYYY)
1.				
2.				
3.				
4.				
5.				

**16. Total years of experience:** \_\_\_\_\_

**17. References**

S.No.	Name	Address	Contact Number

**18. 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 this form:**

1. Educational / Professional Certificates
2. 10<sup>th</sup> Certificate / Birth Certificate
3. Caste Certificate, if any.
4. Work Experience Certificates
5. PAN Card
6. Aadhar Card
7. Copy of EPF/ESIC Card (Previous employer-if applicable)

(.....)  
Signature of Candidate with date