



BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

(A Govt of India Enterprise under Ministry of Information & Broadcasting)

(A Mini Ratna Company)

Corporate Office: BECIL Bhawan, C-56/A-17, Sector-62, Noida- 201307.

Phone: 0120-4177850, **Fax:** 0120-4177879 **Website:** www.becil.com.

Regional office: #162, 1st Cross, 2nd Main, AGS layout, RMV 2nd stage, Bangalore-560094

Phone: 080-23415853.

Vacancy Advertisement – 292

Offline applications are invited by BECIL(RO), Bangalore Office for recruitment of manpower purely on contract basis for Deployment at National Automotive Test Tracks (NATRAX), NH-52, Old Agra-Mumbai Highway, Post Khandwa (Near Pithampur), District Dhar – 454774 Madhya Pradesh.

01	Executive Asst. – Secretarial work (01)	<p>Qualification / Experience: Graduate in any discipline Experience: 5 years exp in secretarial work (preferred: female candidates)</p> <p>Details and skill set required:</p> <ol style="list-style-type: none"> Acting as a first point of contact to visitors: dealing with correspondence, emails and phone calls of Director. Managing diaries and organizing meetings and appointments, preparing MOM, sharing MOM, often controlling access to the manager/executive. Organizing department meetings, events, corporate / Client meetings and conferences. Typing English and Hindi letters, compiling and preparing reports, presentations and correspondence. Managing corporates / Customer databases and filing systems. Liaising with staff, suppliers and clients. <p>Desired Skills</p> <ol style="list-style-type: none"> Good written and oral communication skills. Language preferred - English & Hindi English & Hindi Typing with good accuracy A knowledge of standard software packages such as MS - Office and the ability to learn to new software. 	30 YRS	28,000/-
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SELECTION PROCEDURE:

Selection will be made as per prescribed norms and requirement of the job. No TA/DA will be paid for attending the test/interview or joining the duty on selection.

Selection of the candidates will be done as under:

- ❖ Based on the initial screening process of applications & supportive documents.
- ❖ Only shortlisted candidates will be called for written test &/ personal interview.

Candidates are advised to fill the **BECIL Application form Enclosed with this notification**, with proper details such as correct email id, contact numbers and postal addresses, qualification, experience etc indicated in the application form as all correspondence will be made by the BECIL through e-mail only.

Applicants should ensure that duly signed copies of updated cv with duly filled application form with all supportive documents should be mailed at hr.bengaluru@becil.com on or before 28-03-2023.

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For any queries, candidates can call to the landline no: 080-23415853 and also can send their queries to hr.bengaluru@becil.com. For any updates, please visit our website www.becil.com.

Note: Canvassing in any manner would lead to disqualification of candidature.

GENERAL CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. Fixed Remuneration inclusive of professional tax/income tax and statutory deductions such as EPF/ESI will be deducted as per rules.
3. Age, Qualifications and Experiences stipulated above should be as on 15th of January 2023.
4. BECIL reserves the right to increase/decrease the number of vacancies advertised as per the need or cancel the recruitment of a particular post or cancel the advertisement itself without any notice.
5. BECIL reserves the right to fill or not to fill the posts and mere fulfillment of qualifications and other requirements laid down does not entitle a candidate to be called for Interview.
6. Persons having relevant field experience, desirable experience in Government/autonomous body/PSU will be given more weightage.
7. BECIL reserves the right to fill up or otherwise cancel any or can cancel all the notified posts as per the rules of the company.
8. BECIL reserves the right to discontinue the services or extend the services of any contract employee during the contract period.

-Sd-
Usha Mangalgi
General Manager