



ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड

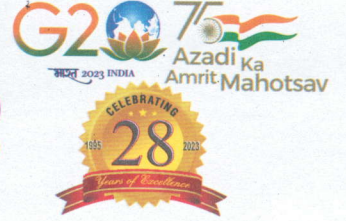
(सूचना एवं प्रसारण मंत्रालय के अधीन-भारत सरकार का उद्यम) (मिनि रत्न कम्पनी) (CIN - U32301UP1995GOI017744)

**BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED**

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

पंजीकृत एवं कॉर्पोरेट कार्यालय : बेसिल भवन, सी-56/ ए-17, सैक्टर-62, नोएडा-201307 (उ.प्र.), फोन : +91 120 4177850, फैक्स : +91 120 4177879

Registered & Corporate Office : BECIL BHAWAN, C- 56/ A-17, Sector-62, Noida-201307 (U.P.), Tel. : +91 120 4177850; Fax: +91 120 4177879



File No.BECIL/D&SA/SD/209/CoE DFL Lab/2023/666(III)HR Dated: 28<sup>th</sup> November, 2023

### VACANCY ADVERTISEMENT NO.403

Applications are invited for **Engagement /Hiring** of services of following manpower purely on contract basis:-

S. No.	Name of the Post	No. of Post	Essential Qualification / Experience / Nature of Work to be performed	Consolidated Pay (In Rs.)
1.	Cyber Forensic Executive (Administrator)	01	<p><b>Qualifications:-</b></p> <ul style="list-style-type: none"><li>Master Tech in Cyber Security, Networking, Computer Science or a related field.</li><li>Relevant certifications such as Cisco Certified Network Associate (CCNA), Network Administration, Ethical Hacking and Information Security.</li><li>System Administration Skills, including experience with Server Administration, network administration, and Security Infrastructure Management and paper work.</li><li>Technology Proficiencies: Software: MS Office (Word, Excel, Outlook, Power Point, and Access).</li></ul> <p><b>Experience:-</b></p> <ul style="list-style-type: none"><li>8-10 Years' experience with Central/State Government.</li></ul> <p><b>Nature of Work to be performed:-</b></p> <ul style="list-style-type: none"><li>Prepare, edit and format documents, reports, and presentations. Maintain accurate and up-to-date records and files.</li><li>Maintain a well-organized and manage Cyber Forensic Lab supplies, equipment, and other resources as needed.</li><li>Coordinate and manage calendar, meetings, appointments, and travel arrangements for team members.</li><li>Act as a point of contact for internal and external stakeholders. Manage e-mails, phone calls, and correspondence on behalf of the team.</li><li>Document forensic investigations, incident response procedures, and security configurations. Generate reports on security incidents, vulnerabilities, and compliance status.</li><li>Enter and update data in spreadsheets, databases, and other software as required.</li><li>Provide support to different departments and teams, including Human Resources, Finance, and Marketing, as needed.</li><li>Hardening of Windows OS Implementation of cyber security policies as per latest cyber security policy and conducting of Cyber Security Audit and preparing audit reports.</li><li>Assist with special projects and tasks as assigned by supervisors.</li><li>Can Understand Conduct digital forensic investigations in response to cyber incidents, data breaches and insider threats. This includes collecting and preserving digital evidence, analyzing systems and logs, and producing detailed reports.</li><li>Ensure the organization's adherence to security policies, regulations, and compliance standards. Implement and enforce security controls to</li></ul>	Rs.50,000/- per month

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मुख्यालय : 14-बी, रिंग रोड, इन्द्रप्रस्थ एस्टेट, नई दिल्ली-110 002, फोन : + 91 11 23378823-25 फैक्स : +91 11 23379885

Head Office : 14-B, Ring Road, Indraprastha Estate, New Delhi- 110 002 Tel: 01 11 23378823-25 Fax : +91 11 23379885

E-mail: contactus@becil.com Website : www.becil.com

			<p>meet regulatory requirements.</p> <ul style="list-style-type: none"><li>• Handle digital evidence following established chain of custody procedures and maintain evidence integrity.</li></ul>	
2.	Cyber Forensic Analyst (DFA Technical)	01	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"><li>• Bachelor's degree in Computer Science, Digital Forensics, or a related field and CHFI.</li><li>• Strong understanding of digital forensics tools, techniques, and methodologies.</li><li>• Excellent communication and presentation skills.</li><li>• Ability to explain complex technical concepts to non-technical audiences.</li></ul> <p><b>Experience:-</b></p> <ul style="list-style-type: none"><li>• 2-4 Years' experience in Digital Forensic.</li><li>• Must have the relevant technical knowledge and appropriate qualifications. Ideally, he/she should have experience in the use of forensic software.</li><li>• Must have strong technical skills in the computing field and technical knowledge of the various methods of forensically acquiring digital data.</li></ul> <p><b>Nature of Work to be performed:-</b></p> <ul style="list-style-type: none"><li>• Conducts evidence processing such as registration, acquisition Analysis and storage.</li><li>• A key skill requirement is attention to detail and the ability to clearly document all actions conducted on each item of evidence.</li><li>• Recovering data that was either destroyed or damaged.</li><li>• Gathering computer and network information.</li><li>• Reconstructing cyber-attacks.</li><li>• Training of Law Enforcement Agency Personnel on cyber-related issues.</li><li>• Drafting expert testimony, affidavits, and reports.</li><li>• Consulting with clients, supervisors and managers.</li><li>• Continually developing investigative and Cyber Security Skills through Research and Training.</li><li>• Recovering password-protected/encrypted files and hidden information.</li><li>• Assessing software applications, networks, and endpoints for security flaws.</li><li>• Identify and recommend methods for the preservation and presentation of evidence.</li></ul>	Rs.45,000/- per month

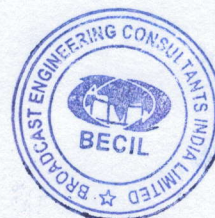
2.1. The Cyber Forensic Executive (Administrator) & Cyber Forensic Analyst (DFA Technical) will be hired on contract basis initially for a period of 6 months to begin with. This period could be extended further based on the requirements of the BECIL. However, their performance will be reviewed after every six months and their contracts will be extended (as the case may be) depending on their performances.

2.2. The general terms and conditions of engagement are as listed below:-

(i) Tax deductions will be as per applicable rules.

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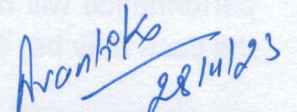


- (ii) **Allowances:** No allowance such as Dearness Allowance, Residential Telephone, Transport Facility/Transport Allowance, House Rent Allowance, CGHS, Medical reimbursement etc. is admissible.
- (iii) **Leave:** As per contract appointment rules. The Cyber Forensic Executive (Administrator) & Cyber Forensic Analyst (DFA Technical) are expected to be in office during normal working hours. They may also be required to attend office on Weekend/Holiday if work demand so.
- (iv) **TA/DA:** TA/DA is allowed for travel in the country in connection with the Official work as per normal rules applicable to any serving officer.
- (v) No other benefits will be admissible.
- (vi) **Headquarters:** The headquarters will be at Noida, Uttar Pradesh.
- (vii) The BECIL reserves the right to terminate the services of the Cyber Forensic Executive (Administrator) and Cyber Forensic Analyst (DFA Technical) respectively without any prior notice if the performances are not found to be satisfactory.
- (viii) The Cyber Forensic Executive (Administrator) and Cyber Forensic Analyst (DFA Technical) respectively would be subject to be the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.
- (ix) The Cyber Forensic Executive (Administrator) and Cyber Forensic Analyst (DFA Technical) respectively should be in sound health (both physically and mentally), should not be accused in any pending inquiry and should be of impeccable integrity.

3. **Selection Procedure:** The engagement shall be purely on contract basis. Applications in response to this Advertisement / NOTICE shall be shortlisted on the basis of experience and qualification of applicants. The Cyber Forensic Executive (Administrator) and Cyber Forensic Analyst (DFA Technical) shall be selected from shortlisted candidates by the Screening-cum-Selection Committee constituted by the BECIL. The decision of the Committee shall be final and binding.

4. The interested candidates may submit an application alongwith copies of educational qualification and relieving letter from Last Office /Govt. Job in a sealed envelope in the **format attached** and address it to the **Avantika Malhotra, Manager (HR), Broadcast Engineering Consultants India Limited (BECIL), BECIL BHAWAN, C-56/A-17, Sector-62, Noida-201307 (U.P.)**. The last date of submission of application is **12.12.2023**.

5. The BECIL holds the right to reject any application without furnishing any reason to the applicant whatsoever.

  
(Avantika Malhotra)  
Manager (HR)

अवन्तिका मल्होत्रा / AVANTIKA MALHOTRA  
प्रबंधक (मानव संसाधन) / Manager (HR)  
ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड  
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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						

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

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

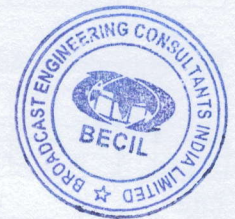
16. Total years of experience: \_\_\_\_\_

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"/>



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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 (if already have)

Signature \_\_\_\_\_