



# 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, Fax: 0120-4177879 Website: www.becil.com

## VACANCY ADVERTISEMENT NO. 404

Applications are invited for recruitment/empanelment of following manpower purely on outsource basis for deployment in Ministry of Cooperation.

| Post Code | Post/ Requirement<br>(requirement may get increase or decrease) | Educational Qualifications and Experience required  | Monthly Remuneration |
|-----------|---|---|----------------------|
| 1         | Sr. Manager & Team Lead (01)                                    | <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduation and Post-graduation from the recognized university.</li> <li>Minimum experience of 8 years in leading/managing the Social Media team of a reputed organization</li> </ul> <p><b>Desirable Skill Set:</b></p> <ul style="list-style-type: none"> <li>Good Command over English &amp; Hindi</li> <li>Proven Leadership skills in Project Management</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Creative inputs for photos &amp; videos</li> <li>Overall responsibility for production of media, managing the camera crew and editor team</li> <li>Proofread and vet photos/videos and textual content in the multimedia</li> </ul>  | 65000/- to 75,000/-  |
| 2         | Graphic Designer/Social Media Associate (01)                    | <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>The incumbent should Have Bachelors in fine Arts (BFA) with expertise in design layout software's (AI/PSD/Adobe In design etc.). Knowledge of basic video editing and basic 3D Modeling is necessary OR Diploma/Bachelors in Mass Communication /Journalism</li> <li>Minimum experience of Three years in social media for a reputed organization</li> </ul> <p><b>Desirable Skill Set:</b></p> <ul style="list-style-type: none"> <li>Experience in digital analytics and implementing successful social media campaigns</li> <li>Proficiency in office and Google docs Editors suites and Experience of designing.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Experience of designing brochures, leaflets, Coffee Table Books. Pocket books, Standees, newspaper/outdoor curative's etc or Drafts and posts on all social media platforms.</li> <li>Monitoring content and topical issues on social media handles</li> <li>Compiling Social and Digital media reports</li> </ul> | 30,000/- to 35,000/- |

| Post Code | Post/ Requirement<br>(requirement may get increase or decrease) | Educational Qualifications and Experience required  | Monthly Remuneration |
|-----------|---|---|----------------------|
| 3         | Multimedia Designer(01)   | <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in graphic design, digital design, film, or a related field.</li> <li>• At least three years' experience in a similar role</li> <li>• A complete portfolio of multimedia design content showcasing your skills and experience.</li> <li>• Basic knowledge of web publishing software.</li> </ul> <p><b>Desirable Skill Set:</b></p> <ul style="list-style-type: none"> <li>• In-depth knowledge of software design programs such as InVision, Adobe Creative Suite, and Sketch.</li> <li>• Artistic with a keen eye for aesthetics and visually appealing content and good communication and interpersonal skills.</li> <li>• Ability to collaborate on long-term projects.</li> <li>• Excellent knowledge of storyboarding, visual design principals, and animation.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Creating digital images, video animation, and textual animations.</li> <li>• Creating original artwork for digital image processing.</li> <li>• Creating animated sequences using computer animation software.</li> <li>• Recording, editing, and encoding audio files.</li> <li>• Performing media edits bases on user feedback</li> </ul> | 50,000/- to 60,000/- |
| 4         | Video Editor (01)   | <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Minimum experience of two years in video editing and production for the Social Media teamof a reputed organisation</li> <li>• Diploma or Bachelors in Video Editing and/or Multimedia</li> <li>• Course work or proven experience in graphics</li> </ul> <p><b>Desirable Skill Set:</b></p> <ul style="list-style-type: none"> <li>• Ability to produce a video end-to-end completewith basic graphics and text overlays</li> <li>• Ability to deliver outputs within short time spans</li> <li>• Proficiency in using video editing software/toolsboth on PC and mobile</li> <li>• Proficiency in producing video clips to be used as Instagram Reels YouTube Shorts, etc.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Edit videos(with graphics):</li> <li>• Edit bytes out of a video stream</li> <li>• Create a round-up video of an event</li> <li>• Edit videos tailored to the needs of specific social media platforms</li> <li>• Edit and upload videos on YouTube, with appropriate graphics as thumbnails and completewith captions</li> </ul>   | 35,000/- to 45,000/- |

|   |                               |   |                      |
|---|-------------------------------|---|----------------------|
| 5 | Content Writer (Hindi)-(01)   | <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Masters in Hindi Literature</li> <li>• Minimum experience as a content writer/copywriter of 2 years in a reputed organization.</li> </ul> <p><b>Desirable Skill Set:</b></p> <ul style="list-style-type: none"> <li>• Good command in English &amp; Hindi, creative writing</li> <li>• Proficiency in curating, researching and writing formal content for official media</li> <li>• Ability to use tools such as Google Docs, Canva,Prezi for making reports</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Preparing content for Tweets &amp; Facebook Post in Hindi.</li> <li>• Preparing transcripts of extempore speeches in Hindi</li> <li>• Providing research inputs for speech, messages,etc.</li> <li>• Preparing post-event reports in Hindi</li> </ul> | 45,000/- to 55,000/- |
| 6 | Content Writer (English)-(01) | <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Masters in Mass Communication or Literature</li> <li>• Minimum experience as a content writer/copywriter of 2 years in a reputed organisation</li> </ul> <p><b>Desirable Skill Set:</b></p> <ul style="list-style-type: none"> <li>• Good command in English &amp; Hindi, creative writing</li> <li>• Proficiency in curating, researching and writing formal content for official media</li> <li>• Ability to use tools such as Google Docs, Canva,Prezi for making reports</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Preparing content for Tweets &amp; Facebook Post</li> <li>• Preparing transcripts of extempore speeches in English</li> <li>• Providing research inputs for speech, messages,etc.</li> <li>• Preparing post-event reports</li> </ul>   | 45,000/- to 55,000/- |

1. Selection will be made as per the prescribed norms and requirement of the job.
2. Preference will be given to local candidates and who are already working in the same/similar department.
3. No TA/DA will be paid for attending the test/ document verification / personal interaction / joining the duty on selection etc.
4. Application must be submitted ONLINE only for the above post.
5. For applying, please visit the BECIL's website [www.becil.com](http://www.becil.com). Go the 'Careers Section' and then click 'Registration Form (Online)'. Please read the terms and conditions carefully before applying and making online payment of fee. The instruction (How to Apply) for filling up the ONLINE Application/ Registration is attached for reference. Registration fee once paid will not be refunded under any circumstance. Therefore, candidate/ applicant must ensure their eligibility (**age, qualification, experience etc.**) before applying for the post. BECIL will not take responsibility for wrong application/ ineligible condition.
6. Candidates will be informed via email / telephone 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 skill test / selection process. So please mention your complete educational qualification and work experience details in online application form. Mere filling the registration form will not confirm your suitability/selection for the post.
9. Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.

10. BECIL will not be responsible for any typographical errors (i.e. Email IDs, Mobile Number etc.) in the application forms submitted by applicant.

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

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

For technical problem faced while applying online

: [techquery11@gmail.com](mailto:techquery11@gmail.com)

For queries other than technical

: [jitendra.kumar@becil.com](mailto:jitendra.kumar@becil.com)

**Last date of submission is 12.12.2023**

Sd/-  
DGM (BP)

## BECIL REGISTRATION PORTAL

### HOWTOAPPLY:

1. Candidates are required to apply online through website [www.becil.com](http://www.becil.com) or <https://becilregistration.in> 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.in> and click on the link "Career".
4. Candidates are required to follow below process for registration.
5. Registration to be completed in 7 steps:
  - **Step1: Select Advertisement Number**
  - **Step2: Enter Basic Details**
  - **Step3: Enter Education Details/ Work Experience**
  - **Step4: Upload scanned Photo, Signature, Birth Certificate/ 10<sup>th</sup> Certificate, Caste Certificate**
  - **Step5: Application Preview or Modify**
  - **Step6: Payment Online Mode (via credit card, Debit card, net banking, UPI etc.)**
  - **Step7: 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 100kb 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.885/- (Rs.590/- extra for every additional post applied)
- OBC- Rs.885/- (Rs.590/- extra for every additional post applied)
- SC/ST- Rs.531/- (Rs.354/- extra for every additional post applied)
- Ex-Serviceman – Rs.885/- (Rs.590/- extra for every additional post applied)
- Women- Rs.885/- (Rs.590/- extra for every additional post applied)
- EWS/PH- Rs.531/- (Rs.354/- extra for every additional post applied)

**Note: Bank and payment gateway charges on the above amount will be borne by the applicant.**

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 re-funded.

**\*\*Candidates are advised to apply through abovementioned website only, candidates will be solely responsible for submitting their application 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.\*\***

