



Broadcast Engineering Consultants India Limited
(A Government of India Enterprise)

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Broadcast Engineering Consultants India Limited (BECIL) has been engaged as a Delivery Partner by the Press Information Bureau, New Delhi to design, set up and operationalise the 'Main Press Centre' and Press operations of Main Press Centre (MPC) and Venue Media Centres (VMC) for the forthcoming 'Commonwealth Games 2010' scheduled to be held in New Delhi. For this, BECIL requires the services of following support personnel on contractual engagement basis:

1. Office Assistant

a) Qualifications

- i) Graduate/ Senior Secondary with two years experience.
- ii) Knowledge of computer applications like Word, Excel, Power Point and other computer skills like internet, email etc preferred.
- iii) Good typing skills and office record management.
- iv) Fluency in Hindi/English

b) Functions

- i) Assist officer in charge. Carry out duties and responsibilities assigned

c) Consolidated Fee: Rs. 10,000/- per month.

2. Data Entry Operator

a) Qualifications

- i) Intermediate/Senior Secondary.
- ii) Knowledge of computer applications like Word, Excel, Power Point and other computer skills like internet, email etc preferred.
- ii) Good typing speed.

b) Functions

- i) Assist officer in charge. Carry out duties and responsibilities assigned

c) Consolidated Fee: Rs. 6,000/- per month.

3. Helper

a) Qualifications

- i) 8th pass

b) Functions

i) Carry out duties and responsibilities assigned by officer in charge

c) Consolidated Fee: Rs. 5,300/- per month.

Past experience of management of media/international sports events and interaction with electronic media channels will be preferred.

The educational/professional qualifications and experience requirements shall be relaxable in case of candidates found otherwise suitable.

Candidates can apply for more than one positions, each position requires a separate application/registration for the candidate to be considered.

The contractual engagement shall be till the end of Commonwealth Games 2010.

Application form may be obtained from BECIL Project Office or downloaded from our website www.becil.com. Completed form along with CV, copies of educational/ experience certificates and registration fee of Rs. 200 (Rupees Two Hundred only) payable by cash or by demand draft drawn in favour of Broadcast Engineering Consultants India Limited payable at New Delhi may be submitted at our project office at Noida.

Click here to download the Application form www.becil.net/Jobs/becilregform.pdf.