



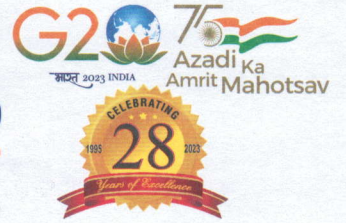
ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड  
(सूचना एवं प्रसारण मंत्रालय के अधीन-भारत सरकार का उद्यम) (मिनि रत्न कम्पनी) (CIN - U32301UP1995GOI017744)

**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 (उ०प्र०), 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/HR /01/Recruitment (MR)/2024/1537

Dated: 16<sup>th</sup> February, 2024

### VACANCY ADVERTISEMENT NO.431

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.) per month
1.	Project Manager (HR)	01	<p><b>Essential Qualification:-</b> Bachelor's degree in Human Resources/PG Diploma or Equivalent in HR from recognized Institute/University.</p> <p><b>Desirable:-</b> MBA in HR from recognized Institute/University.</p> <p><b>Experience:-</b></p> <ul style="list-style-type: none"><li>• Minimum of 3 years of experience in HR management roles.</li><li>• Excellent interpersonal and communication skills.</li><li>• Proven ability to handle sensitive and confidential information with discretion.</li><li>• Demonstrated leadership and team management skills.</li><li>• Proven track record in HR management positions, showcasing the ability to oversee various HR functions effectively.</li><li>• Experience in managing employee relations, including conflict resolution, disciplinary actions, and performance management.</li><li>• Proficiency in managing the recruitment and selection process, including sourcing, interviewing, and hiring qualified candidates.</li><li>• Experience in developing and implementing HR policies, HR Contracts and procedures in alignment with organizational goals and legal requirements.</li><li>• Strong knowledge of employment laws, regulations, and HR best practices.</li><li>• Ability to develop and implement HR strategies and initiatives aligned with the overall business strategy.</li><li>• Demonstrated ability to address complex HR issues and find effective solutions.</li><li>• Experience in Bulk Hiring, should be multi-tasking and ability to work under pressure.</li></ul> <p><b>Responsibilities:-</b></p> <ol style="list-style-type: none"><li>1. To oversee the recruitment process, including job posting, sourcing candidates, screening resumes, conducting interviews, appointments.</li></ol>	Rs.42,000/- per month (Forty Two Thousand only)

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2. To manage complete employee life cycle.
3. Develop and implement recruitment strategies to attract and retain top talent.
4. To ensure compliance of employment laws, regulations, and HR best practices.
5. To manage employee relations issues, including conflict resolution, disciplinary actions.
6. To Manage RTI/Complaint/Grievance/Vigilance Matters related to recruitment.
7. To provide guidance and support to junior employees and authorities respectively on HR-related matters.
8. To foster a positive work environment and promote employee engagement and morale.
9. To develop, implement, and communicate HR policies and procedures in compliance with labour laws and regulations.
10. To ensure consistent application of policies and procedures across the organization.
11. To stay updated on changes in employment laws and regulations and support management on compliance issues.
12. Maintain accurate employee records, including personnel files, time and attendance records, and HR databases.
13. To ensure data privacy and confidentiality of employee information.
14. To mitigate HR-related risks by addressing potential legal issues, such as discrimination, harassment, and wrongful termination claims.
15. To work with legal counsel as needed to address legal matters and mitigate legal risks.

**Location of Duty:-** Corporate Office, Noida

2.1. Project Manager (HR) will be hired on contract basis for a period of 01 (one) year initially to begin with six months. This period could be extended further based on the requirement of the BECIL. However, his performance will be reviewed after every six months and his contract will be extended (as the case may be) depending on his performance.

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

- (i) Tax deductions will be as per applicable rules.
- (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. Project Manager (HR) is expected to be in office during normal working hours. He 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) The BECIL reserves the right to terminate the service of Project Manager(HR) without any prior notice if the performance is not found to be satisfactory.

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- (vii) Project Manager (HR) would be subject to be the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.
- (viii) Project Manager(HR) should be in sound health (both physically and mentally), should not be accused in any pending inquiry and should be of impeccable integrity.

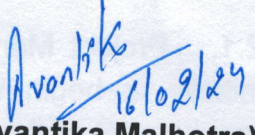
3. **Selection Procedure:** The engagement shall be purely on contract basis. Applications in response to this Advertisement / NOTICE shall be shortlisted on the basis of experience and qualification of applicants. Project Manager(HR) shall be selected from shortlisted candidates by the Screening-cum-Selection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

4. The interested candidates must submit an application alongwith copies of educational qualifications and experience certificates in a sealed envelope in the **prescribed format attached** through speed post 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.). OR send on e-mail id: avantika@becil.com with subject the Advertisement No. and Post Name. **The last date of receipt of application is 01.03.2024.**

**Please note:** Application without aforesaid prescribed format and incomplete will not consider for the post and will be summarily rejected.

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

**Encl:** As above

  
(Avantika Malhotra)  
Manager (HR)

अवन्तिका मल्होत्रा / AVANTIKA MALHOTRA  
प्रबंधक (मानव संसाधन) / Manager (HR)  
ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड  
सूचना एवं प्रसारण विभाग के अधीन - भारत सरकार का उद्यम  
Broadcast Engineering Consultants India Limited  
A Government of India Enterprise - Under Ministry of Information & Broadcasting







# BROADCAST ENGINEERING CONSULTANTS INDIA LTD

(A Govt. of India Enterprise)

Head Office: 14-B, Ring Road, I.P. Estate, New Delhi-110002

Tel : +91(11) 23378823-25, Fax No. +91(11) 23379885

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

Tel: 0120-4177850 Fax : 0120-4177879

Website: www.becil.com

Please attach recent passport size photograph

## (REGISTRATION FORM)

(Imp: Please read the details on prescribed educational, professional as well as experience requirements for the various professionals before filling in the form)

1. Application for the post of: \_\_\_\_\_

2. Candidate's Name - Mr.  Mrs.  Miss.  (Please tick the appropriate)

\_\_\_\_\_

3. Father's Name:

\_\_\_\_\_

4. Date of Birth:  Day  Month  Year

5. Aadhar No. (Compulsory)

\_\_\_\_\_

6. Employee State Insurance No. (if any)

\_\_\_\_\_

7. PAN No. (Compulsory)

\_\_\_\_\_

8. Category: General  OBC  SC  ST  PH  Others

9. Marital Status: Married  Unmarried  Widow

10. Nationality: \_\_\_\_\_ 11. Religion: \_\_\_\_\_

12. Permanent Address (Capital Letters):

\_\_\_\_\_

\_\_\_\_\_

City

State

\_\_\_\_\_

Pin Code

\_\_\_\_\_

13. Correspondence Address (Capital Letters):

\_\_\_\_\_

\_\_\_\_\_

City

State

\_\_\_\_\_

Pin Code

\_\_\_\_\_

14. E-Mail ID (Capital Letters):

\_\_\_\_\_

Mobile No.1

\_\_\_\_\_

Mobile No.2

\_\_\_\_\_

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Avi





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"/>

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*

Signature \_\_\_\_\_