



## **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

### **CORRIGENDUM**

### **VACANCY ADVERTISEMENT NO. 335**

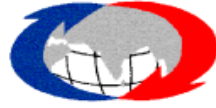
(File No. BECIL/HRMS/Project-III/NAB/Advt.2023/335 Dated: 26.06.2023)

This has reference to earlier advertisement vide File No. BECIL/HRMS/Project-III/NAB/Advt.2023/335 Dated: 26.06.2023.

- **Last date for submission of application has been extended till 10<sup>th</sup> July, 2023 (Monday).**
- **Personal Interaction / Walk-in-interview will be conducted on 13<sup>th</sup> July, 2023 (Thursday) at same venue.**

Rest of the information will remain same.

Sd/-  
GM (Project-III)



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## VACANCY ADVERTISEMENT NO. 335

Applications are invited for recruitment of following manpower purely on contract/adhoc basis for the office of NAB, National Automotive Board, Govt. of India, 2<sup>nd</sup> Floor, Administrative Building, ICAT campus 2, Sector-11, IMT Manesar, Gurgaon-122051.

S. No.	Post /Requirement (may get increase or decrease as per the requirement)	Evaluation Criteria	Monthly Remuneration (+10%)	Interaction Date
1	Advisor (Service Matters)-01	<p><b>Essential Qualification &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>1. Graduate</li> <li>2. Preferably MBA(HR)/LLB</li> </ol> <p><b>Knowledge/Experience:</b></p> <ul style="list-style-type: none"> <li>• 20 Years of Experience, preferably in Govt. Service, handling disciplinary proceedings, enquiries, vigilance cases, performed IO/PO duties, well versed with the CCS (CCA) Rules, Services &amp; Establishment matters in Departments of Government.</li> <li>• Experience of creation of posts and framing of Recruitment Rules, General Admin matters, GeM Procurement, tenders on CPP portal etc.</li> <li>• Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/Excel etc.)</li> </ul> <p><b>Age Limit:</b> 60-65 Years</p>	Rs.80,000/-	<p><b>Date:</b> <b>7<sup>th</sup> July, 2023</b> <b>(Wednesday)</b></p> <p><b>Time:</b> <b>at 10:30 am</b></p> <p><b>Venue:</b> <b>office of NAB,</b> <b>National</b> <b>Automotive</b> <b>Board, Govt. of</b> <b>India, 2<sup>nd</sup> Floor,</b> <b>Administrative</b> <b>Building, ICAT</b> <b>campus 2,</b> <b>Sector-11, IMT</b> <b>Manesar,</b> <b>Gurgaon-</b> <b>122051</b></p>
2	Executive Assistant – (HR & Admin) - 01	<p><b>Essential Qualification &amp; Experience:</b> Graduate with sound Knowledge of HR &amp; Admin. Preferably : MBG/PGDM/ equivalent</p> <p><b>Experience:</b> 1. Soft skill - MS office and PPT, Letter drafting 2. Preparation of employee attendance, record, recruitment, documentation, etc. 3. Coordination with various agencies for the smooth office operations.</p> <p><b>Desirable Requisites:</b> 3 years Knowledge of working on computers and handling HR &amp; Admin matters.</p> <p><b>Age Limit:</b> 25-30 Years</p>	Rs.30,000/-	
3	Accounts Assistant - 01	<p><b>Essential Qualification &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>1. B.Com graduate</li> <li>2. Knowledge of Tally</li> </ol> <p><b>Desirable Requisites :</b> 3 years Knowledge of working on computers and accounting</p> <p><b>Age Limit:</b> 25-30 Years</p>	Rs.30,000/-	

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 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

: [sanyogita@becil.com](mailto:sanyogita@becil.com) OR 0120-4177860

**Last date for submission of application forms is 05.07.2023.**

Sd/-  
GM (Project-III)