



BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

(A Government of India Enterprise under Ministry of Information & Broadcasting)

(A Mini Ratna Company)

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

Phone: 0120-4177850 / 4177860 **Fax:** 0120-4177879 **Website:** www.becil.com

VACANCY ADVERTISEMENT NO. 206

Applications are invited for recruitment of following manpower purely on outsource basis for deployment in a Govt. office in Bhopal.

S. No.	Post / No. of Requirements <i>(The vacancies are tentative and may get increase or decrease as per requirement of user department)</i>	Eligibility Criteria	Category	Monthly Remuneration
1	Medical Record Technician (19 Nos)	<p>Essential Qualifications: B.Sc. (Medical Records)</p> <p>OR</p> <p>10+2 (Science) from a recognized board with at least 6 months Diploma/Certificate course in Medical Record keeping from a recognized Institute /University and 2 year's experience in Medical Record Keeping in a Hospital set up.</p> <p>AND</p> <p>Ability to use computers – Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minutes in English or 30 words per minutes in Hindi.</p> <p>Age limit- Between 18 -30 years of age</p>	19 (UR-08,OBC-05,SC-03,ST-01,EWS-02)	RS.25,500/-
2	Medical Record Officer (04 Nos)	<ol style="list-style-type: none"> Bachelor Degree preferable with Science & Recognized University or Equivalent. Should have done one year course in Medical Record from recognized Institution. Not less than 5 years of experience in organizing and maintenance of Medical records in a not less than 200 Bedded Medical Hospital/Institute. <p>Age limit- Between 21-35 years of age</p>	04 (UR-02,OBC-01,SC-01)	Rs.35,400/-

S. No.	Post / No. of Requirements (The vacancies are tentative and may get increase or decrease as per requirement of user department)	Eligibility Criteria	Category	Monthly Remuneration
3	Coding Clerk (01 No)	Essential Qualifications: B.Sc. (Medical Records) OR 10+2 (Science) from a recognized board with at least 6 month Diploma/Certificate course in Medical Record Keeping from a recognized Institute /University and 2 years' experience in Medical Record Keeping in a Hospital Setup. And Ability to use computers – Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minutes in English or 30 words per minute in Hindi. Age Limit: Between 18-30 years of age	01 (UR-01)	Rs.19,900/-
4	Lab Attendant G-II (08)	Essential Qualification & Experience: 1. 10+2 with Science 2. Diploma in Medical Lab Technology Desirable: 2 years in relevant field. Age Limit : Between 18-27 years	08 (UR-03,OBC-02,SC-01,ST-01,EWS-01)	Rs.19,900/-
5	Office Assistant (02)	Essential Qualification & Experience: 1. Degree of recognized University or equivalent. 2. Proficiency in computers. AND 3. Five year's work experience as Upper Division Clerk preferably from a Govt. sector. Age Limit : Between 21-30 years	02 (UR-01,OBC-01)	Rs.35,400/-
6	Lower Division Clerk (07)	Essential Qualification & Experience: 1. 12 th Class or equivalent qualification from a recognized Board or University. 2. A Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computer. (35 w.p.m and 30 w.p.m corresponding to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word.) Age limit : Between 18-27 years of age	07 (UR-03,OBC-02,SC-01,ST-01,EWS-01)	Rs.19,900/-
7	Warden (Hostel) (02)	Essential Qualification & Experience: 1. Graduate from recognized University / Institute. 2. Diploma /Certificate in House Keeping /Material Management / Public Relation /Estate Management. 3. Possessing two years' Experience of handling hostel in Government / Reputed Organization. Age Limit: Between 30-45 Years	02 (UR-01,OBC-01)	Rs.35,400/-

S. No.	Post / No. of Requirements (The vacancies are tentative and may get increase or decrease as per requirement of user department)	Eligibility Criteria	Category	Monthly Remuneration
8	Pharmacist G-II (10)	<p>Essential Qualification & Experience:</p> <ol style="list-style-type: none"> 1. Diploma in Pharmacy from a recognized University/Institution. 2. Should be a registered Pharmacist under the Pharmacy Act,1948 <p>Desirable:</p> <ol style="list-style-type: none"> 1. Degree in Pharmacy from a recog. University/Institution. 2. Experience in dispensing and/or storage and dispensing of drugs in a reputed hospital or Institution or in a drug store of a pharmaceutical concern. <p>Age Limit: Between 18-30 years</p>	10 (UR-04,OBC-03,SC-1,ST-01,EWS-01,)	Rs. 29,200/-
9	Assistant Laundry Supervisor (01)	<p>Essential Qualification & Experience:</p> <ol style="list-style-type: none"> 1. 12th pass or its equivalent from a recognized Board/School. 2. Diploma/Certificate in Dry Cleaning/Laundry Technology from a recognized Institute. 3. 2 years experience in a reputed mechanized laundry. <p>Age Limit: Between 18-30 years</p>	01 (UR-01)	Rs. 25500/-
10	Dark Room Assistant (01)	<p>Essential Qualification & Experience:</p> <p>Diploma in Radiography from a recognized institution with 1 year experience.</p> <p>Age Limit: Between 18-30 years</p>	01 (UR-01)	Rs.25,500/-
11	Junior Medical Record Officer (Receptionist) (03)	<p>Essential Qualification & Experience:</p> <ol style="list-style-type: none"> 1. 10+2 (Science) from a recognized board with atleast 6 month Diploma/Certificate course in Medical Record Keeping from a recognized Institute/University having 2 years experience in Medical Record Keeping in a Hospital setup. <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 2. Ability to the computer hands on experience in office applications, spreadsheets and presentations. 3. Typing speed of 35 words per minute in English or 30 words per minute in Hindi. <p>For Receptionist:</p> <ol style="list-style-type: none"> 1. Degree in Mass Communication/Hospital Administration/ Hospitality Management from a recognized University/Institute. <p style="text-align: center;">And</p> <ol style="list-style-type: none"> 2. Ability to use computers Hands on experience on Office applications, spread sheets and presentations. <p>Age Limit: Between 21-35 years</p>	03 (UR-01,OBC-01,SC-01)	Rs. 29,200/-

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12	Dietician (01)	<p>Essential Qualification & Experience:</p> <ol style="list-style-type: none"> 1. M.Sc.(Home Science Food & Nutrition)/M.Sc.(Clinical Nutrition & Dietetics)/ M.Sc. (Food Science & Nutrition)/ M.Sc. (Food & Nutrition Dietetics)/ M.Sc. (Food Service Management & Dietetics) from a recognized University/Institution. 2. 3 years experience in the line preferably in 200 bedded Hospital. <p>Age Limit: Between 21-35 years</p>	01 (UR-01)	Rs. 44,900/-
13	Manager/Supervisors/Gas Officers (01)	<p>Essential Qualification & Experience:</p> <ol style="list-style-type: none"> 1. Degree in Mechanical Engineering with 5 years working experience with Manifold or its repairs in Supervisory capacity in a Medical setup <p style="text-align: center;">OR</p> <p>Diploma in Mechanical Engineering with 7 years experience with Manifold or its repairs in supervisory capacity in Medical setup. Must be capable of carrying out work associated with the Medical Gas Management distribution line, taps, cocks and outlets.</p> <p>Age Limit: Between 30-40 years</p>	01 (UR-01)	Rs.44,900/-
14	Manifold Technician (Gas Steward) (04)	<p>Essential Qualification & Experience:</p> <ol style="list-style-type: none"> 1. 10+2 in Science with 7 years experience in Medical Gas Pipeline System in a 200 Bedded Govt. Hospital. 2. Trade Certificate or ITI Diploma in Mechanical Engineering with 5 years experience in Medical Gas Pipeline System in a 200 Bedded Hospital. <p>Age Limit: Between 25-35 years</p>	04 (UR-02,OBC-01,SC-01 ,)	Rs. 29,200/-
15	Medical Social Service Officer Gr.I (04)	<p>Essential Qualification & Experience:</p> <ol style="list-style-type: none"> 1. M.A.(Social Work). MSW with specialization in Medical Social work, from a recognized University/Institution. 2. 5 years experience in a government or private hospital of minimum 200 beds. <p>Desirable: Ability to use computers Hands on experience in office applications, spread sheets and presentations.</p> <p>Age Limit: Between 21-35 years</p>	04 (UR-02,OBC-01,SC-01,)	Rs.44,900/-

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16	Psychiatric Social Worker (02)	Essential Qualification & Experience: 1. M.A. or M.Sc. in Psychology/Psychiatric Social Work from a recognized Institute/University. 2. 5 years working experience in vocational guidance and counseling in psychiatric Age Limit: Between 18-35 years	02 (UR-01,OBC-01,)	Rs. 44,900/-
17	Social Worker (01)	Essential Qualification & Experience: 1. 10+2 from a recognized board and 8 years experience as Social Worker. Age Limit: Between 18-35 years	01 (UR-01)	Rs.25,500/-
18	Laundry Manager (01)	Essential Qualification & Experience: 1. 12 th pass or its equivalent from a recognized Board/School. 2. Diploma/Certificate in Dry Cleaning/Laundry Technology from a recognized University. 3. 12 years experience in a reputed mechanized laundry. Age Limit: Upto 50 years	01 (UR-01)	Rs. 35,400/-
19	Radiographic Technician Gr.I (02)	Essential Qualification & Experience: 1, B.Sc. (Hons) (3 yrs course) in Radiography from a recognized University/Institution. OR Diploma in Radiography from a recognized Institution with 2yrs experience. Desirable: Ability to use computers-Hands on experience in office application, spread sheets and presentations. Age limit- Between 21-35 years	02 (UR-01,OBC-01,)	Rs.35,400/-
20	TB & Chest Diseases Health Assistant (01)	Essential Qualification & Experience: 1. B.Sc.(Hons)Nursing from a recognized Institute/University OR 2. Diploma in Nursing with 2years of relevant experience. Age Limit- Between21-30 years of age	01 (UR-01)	Rs.35,400/-

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21	Technical Officer / Technical Supervisor (04)	Essential Qualification & Experience: 1. B.Sc. in OT Techniques OR B.Sc. in Nursing OR B.Sc. in Physician Assistant course along with a total experience of work in Operation Theatre for at least 5 years. OR 10+2 with science with Diploma in OT Techniques OR Diploma in General Nursing and Midwifery OR Diploma in Physician Assistant course along with a total experience of work in Operation theatre for atleast 7years. Age Limit -Not exceeding 40 Years.	04 (UR-02,OBC-01,SC-01)	Rs. 44,900/-
22	Store Keeper cum Clerk (08)	Essential Qualification & Experience: 1. Graduate from a recognized university with one year experience in handling stores. Desirable: Post-graduate Degree/Diploma in Materials Management from a recognized Institution. Age limit: Upto 30 years.	08 (UR-03,OBC-02,SC-01,ST-01,EWS-01)	Rs.19,900/-
23	Junior Warden (House Keepers) (01)	Essential Qualification & Experience: 1. Graduate from a recognized University or equivalent . 2. Two years experience as a Jr. Warden or equivalent in any college or Institution. Age limit: Between 30-45years.	01 (UR-01)	Rs. 19,900/-
24	Data Entry Operator (15)	Essential Qualification & Experience: 1. 12 th Standard pass or equivalent. 2. Should possess a speed of not less than 8000 Key Depressions per hour for Data Entry Work. Note: The speed of 8000 Key Depressions per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machine(s) by the Competent Authority. Age limit: Between 18-27 years	15 (UR-7,OBC-4,SC-2,ST-1,EWS-1)	Rs. 25,500/-
25	Office/Stores Attendant (Multi-Tasking) (01)	Essential Qualification & Experience: 10 th pass or ITI equivalent. Age limit: Not exceeding 30 years.	01 (UR-01)	Rs. 18,000/-

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26	Technical Assistant/Technician (04)	<p>Essential Qualification & Experience:</p> <p>1. BSc in Medical Lab Technology or equivalent. 2. 5 years experience in the concerned field</p> <p style="text-align: center;">OR</p> <p>3. Diploma in Medical Lab Technology or equivalent. 4. 8 years of experience in concerned field 5. For the post of Anesthesia/Operation Theatre, B. Sc. OT Techniques or equivalent with 5 years experience in the concerned field. 6. 10+2 with science with Diploma in OT techniques or equivalent with 8 years experience in concerned field.</p> <p>Age limit: Between 25-35 years</p>	04 (UR-02,OBC-01,SC-01)	Rs. 35,400/-
27	Stenographer (04)	<p>Essential Qualification & Experience:</p> <p>1. 12th class or equivalent qualification from a recognized Board or University</p> <p style="text-align: center;">OR</p> <p>2. Matriculation or Equivalent qualification from a recognized board or University with 5 years service (regular or ad-hoc) as stenographer in Govt. Organisation/ Institution. 3. Skill Test Norms: Dictation:10 MINUTES @80w.p.m Transcription: 50 MINUTES (English) 65 MINUTES (Hindi) only on computers.</p> <p>Age limit: Between 18-27 years</p>	04 (UR-02,OBC-01,SC-01)	Rs.25,500/-
28	Cashier (02)	<p>Essential Qualification & Experience:</p> <p>1. Degree in Commerce of recognized University or equivalent and 2. At least 3 years Experience of handling accounts work of a Government Organisation. 3. Having proficiency in Computer Application.</p> <p>Age limit: Between 25-35 years</p>	02 (UR-01,OBC-01,)	Rs.25,500/-

1. Selection will be made as per the prescribed norms and requirement of the job.
2. Number of vacancies may get increase or decrease as per the requirement.
3. Preference will be given to local candidates, preferably who are already working in the same/similar department of posting.
4. No TA/DA will be paid for attending the test/ written exam/ interview/ joining the duty on selection.
5. Application must be submitted ONLINE only for the above post.

6. For applying please visit the BECIL website www.becil.com. Go the 'Careers Section' and then click 'Registration Form (Online)'. Please read 'How to Apply' carefully before proceeding to register and online payment of fee. The instruction (How to Apply) for filling up the ONLINE Application/ Registration is attached below for reference.
7. Candidates will be informed via email / telephone for their Skill Tests/Interview/Interaction.
8. 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.
9. Only shortlisted candidates as per above eligibility criteria will be called for 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.
10. Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.

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 : khuswindersingh@becil.com

For queries other than technical : sanyogita@becil.com OR [0120-4177860](tel:0120-4177860)

Last date for submission of application forms is 24.10.2022.

Sd/-
DGM (MR)

BECIL REGISTRATION PORTAL

HOW TO APPLY:

1. Candidates are required to apply online through website 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 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:
 - **Step 1: Select Advertisement Number**
 - **Step 2: Enter Basic Details**
 - **Step 3: Enter Education Details/ Work Experience**
 - **Step 4: Upload scanned Photo, Signature, Birth Certificate/ 10th Certificate, Caste Certificate**
 - **Step 5: Application Preview or Modify**
 - **Step 6: Payment Online Mode (via credit card, Debit card, net banking, UPI etc.)**
 - **Step 7: 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 100 kb 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 refunded.

****Candidates are advised to apply through above mentioned website only, candidates will be solely responsible for submitting their 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. ****
