BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

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

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

VACANCY ADVERTISEMENT NO. 295

Applications are invited for recruitment of following manpower purely on outsource basis for deployment at National Institute of Industrial Engineering (NIETE), Mumbai.

S. No.	Name of the post and number of positions	Essential and Desirable Criteria	Job responsibilities	Age	Consolidated Fee
1.	**Manager (ERP implementation in Academics office)** **No. of Post:** 01 (UR)	**Essential Educational Qualification:** Graduate degree in any discipline (10+2+3) with at least First class (60% marks) from a recognised reputed University or Institute. Post-qualification experience of at least 5 years in Coordination of PGP & Fellow Program, out of which 4 years independently handling academics and training functions. Candidates having relevant experience in Central Govt./autonomous bodies and higher education institutes of repute will be preferred. **Required Experience / Skills**: Proficient in Excel, Fluent in written and spoken English, Minimum 8 years' experience of academic administration. **Desirable:** Post-Graduation in any discipline (10+2+3+2) with at least (55% marks), Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with ERP/ Learning Management System (LMS) will be an added advantage.	Demonstrated ability to manage academic ERP projects and Implementation of Academic ERP, other academic activities.	Preferably below 45 years	₹ 75,000 – ₹ 1,00,000/- per month (Consolidated and all inclusive), based on experience.
2.	**Manager (Examination)** **No. of Post:** 01 (UR)	**Essential Educational Qualification:** Graduate degree in any discipline (10+2+3) with at least First class (60% marks) from a recognised reputed University or Institute. Post-qualification experience of at least 10 years in academic activity administration, out of which 8 years independently handling academic programme admissions and examination functions and other academic administration. Candidates having relevant experience in Central Govt./autonomous bodies and higher education institutes of repute will be preferred. **Desirable:**	1. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. 2. To provide support for all the academics activities of the Institute. 3. To manage complete examination processes, preparation of results and grades and other academic activities. 4. Required to do day-to-day activities and to coordinate with the academic activities.	Preferably below 45 years	₹ 75,000 – ₹ 1,00,000/- per month (Consolidated and all inclusive), based on experience.

		Proficiency in computer operations (MS Windows & MS Office and Excel), Internet, Knowledge / experience, good communication skills, proficient in Excel, Fluent in written and spoken English.	5. Will be responsible for conducting examination for all courses related to this Institute. 6. Any other job as assigned by the higher officials.		
3.	**Officer (Academic office)** **No. of Post:** 01 (UR)	**Essential Educational Qualification:** Graduate degree in any discipline (10+2+3) with at least First (60% marks) from a recognised reputed University or Institute. Post-qualification experience of at least 5 years in Coordination of PGP & Fellow Program, out of which 4 years independently handling academics and training functions. **Desirable:** Proficient in Excel, good communication skills. Candidates having relevant experience in Central Govt./autonomous bodies and higher education institutes of repute will be preferred.	1. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. 2. To provide academics support for all PGP & Fellow programme and all other activities of the Institute. 3. Required to do day-to-day activities and to coordinate with the academic activities related to PGP & Fellow Programme. 4. Assisting examination processes, preparation of results and grades and other academic activities.	Preferably below 35 years	Rs.40,000/- to Rs.50,000/- per month (Consolidated and all inclusive)
4.	**Library and Information Assistant** (Library Science field) **No. of Post:** 02 (UR)	**Essential Educational Qualification:** 1. Postgraduate in Library and Information Science with at least 55% marks. 2. *Consistent good academic record. 3. *UGC-NET in Library and Information Science. **Desirable Qualification:** Certificate/ diploma in Library Automation and Networking and Equivalent. **Work Experience:** One to Three years of working experience (including post-qualification internship) in Central Govt./autonomous bodies and higher education institutes of repute will be preferred. **Working Time:** 8 hours – 6 days a week (shift-wise on any day of the week, including weekends and holidays)	Library related work as assigned by the Institute.	Preferably below 35 years	Rs.55,000/- to Rs.60,000/- per month (Consolidated and all inclusive)
5.	**Library and Information Assistant** (Computer Science field) **No. of Post:** 01 (UR)	**Essential Educational Qualification:** *B.E./ B.Tech (in Computer Science & Engineering/ Information Technology)/ MCA *Consistent good academic record *UGC-NET in Computer Science/ Information Technology/ Library and Information Science. **Desirable Qualification:** *Certificate/ Diploma in Library Automation and Networking and Equivalent *Degree in Library in Information Science will be an added advantage. **Work Experience:** One to Three years working experience (including post qualification internship) in Central Govt./autonomous bodies and higher education institutes of repute will be preferred. **Working Time:** 8 hours – 6 days a week (shift-wise on any day of the week, including weekends and holidays)	Library related work as assigned by the Institute.	Preferably below 35 years	Rs.55,000/- to Rs.60,000/- per month (Consolidated and all inclusive)

6.	Library and Information Associate (Interns) (Library Science field) No. of Post: 02 (UR)	**Essential Educational Qualification:** *Postgraduate in Library and Information Science with at least 55% marks. *Consistent good academic record. *UGC-NET in Library and Information Science will be given preference. **Desirable Qualification:** Certificate/ diploma in Library Automation and Networking and Equivalent. **Work Experience (Desirable):** One year in a reputed institute.	Library related work as assigned by the Institute.	Preferably below 30 years	Rs.25,000.00 per month
7.	Library Assistant No. of Post: 01 (UR)	**Essential Educational Qualification:** Bachelor's Degree inLibrary Science/Information Science/ Documentation Science or an equivalent. **Professional Degree Experience:** Eight (08) years relevant experience having a minimum three (03) years' service in Educational Library Management. Candidates with experience in a Government, Semi Government, recognized University/ Technological Institution of national standing etc. or at an equivalent level in a reputed private organization. Knowledge of computerized library environment, Computer literacy and ability to work independently will be preferred. **Required Experience / Skills:** Two years in a Library/ Computerization of a Library or one-year certificate in computer application from a recognised Institution or equivalent. **Desirable:** (1) 55% marks are desirable at Degree and Diploma. (2)Higher academic qualification and/ or experience. (3) Knowledge of Library automation & networking. (4)Should have computer literacy and experience of working with computer office application.	To assist the Library officer / LIO in offering the library services to the Faculty and the students, to assist the faculty and students to secure books, articles and other teaching and research materials. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. Liaising with departmental academic staff, external organizations and book suppliers. Upkeep of Library records and equipment.	Preferably below 35 years	₹ 50,000 – ₹55,000/- per month (Consolidated andall inclusive)
8.	Technical Assistant (Digital Library) No. of Post: 02 (UR)	**Essential Educational Qualification:** Three-year Diploma Course in Computer Engineering with minimum eight (08) years relevant post qualification experience **OR** BCA with minimum six (06) years relevant post qualification experience **OR** B.E/B.Tech (Computer Science & Engg/ Information Technology)/ MCA with three (03) years relevant post qualification experience in reputed academic institutions of diversified experience in providing IT support in corporate as well as in IITs or other technical institutes of higher education. **Essential Experience:** Minimum 2 years experience in academic / research libraries in handling all Library functions and services Experience in handling research publications, citation databases and archiving. c. Knowledge of basic computer operations and office applications such as Word, Excel etc. Candidates should have working knowledge in library management software (koha/Libsys etc), Institutional repository software (Dspace / Eprints etc) in Linux	System Support; Database Administration; Institutional Repository; Identity Card Distribution; Remote Access Service Support. Bachelors in Library and Information science (MLISc / M.Sc Library and Information Science) with first class.	Preferably below 35 years	₹ 40,000 – ₹45,000/- per month (Consolidated andall inclusive)

		Essential Educational Qualification / Skills	Duties	Age	Remuneration
		environment and excellent technical & communication skills Candidates with experience in a Government, Semi Government, recognized University/ Technological Institution of national standing etc. or at an equivalent level in a reputed private organization possessing knowledge of computerized library environment, Computer literacy and ability to work independently will be preferred.			
9.	**Network Engineer** (To work on activities related to network administration and network management of the institute.) **No. of Post:** (01) UR	**Essential Educational Qualification:** B.E/B. Tech in Electronics, Telecommunication, Computer Science,Information Technology, Network Technologies or a related field. **Desirable Certification in**: • Access Wireless • Access Wireless WiNG • Campus EXOS Switching & Routing • Campus Fabric Switching & Routing • Extreme Cloud for MSP • Extreme Control **Experience:** 3-5 years of network administration in educational institutes/organizations. Managing Extreme Network is desirable. **Essential Skills** 1. An analytical mind 2. An ability to learn new technologies quickly 3. Good time management skills 4. An ability to follow processes 5. Strong documentation skills 6. Good communication skills – both written and verbal Commercial and business awareness	• To evaluate, check, and set up all software and hardware update to the network service and infrastructure. • To support the alignment and deployment of core network application workload, which needs constant learning of new devices (i.e., Nexus switches, ASR routers, and long-haul optical tools). • To perform the network monitoring of overall network devices and servers using a group of tools to ensure availability within SLAs. • Review network operation data for capacity and planning purposes. • To assist in the development, implementation, testing, and disaster recovery plans. • Connect with vendors for obtaining all required IT infrastructures. • To troubleshoot network and internet connectivity throughout the company's set-up. • To provide end-user support and issue resolution. • Research and recommend technologies to support business needs.	Preferably below 35 years	Rs.55,000/- to Rs.70,000/- per month (Consolidated and all inclusive)
10.	**Application Support Engineer** (To work on activities related to network administration, network management, application support and video conferencing set-up of the institute) **No. of Post:** 01 (UR)	**Essential Educational Qualification:** Any graduate **Essential Certification:** Microsoft Certified Solution Expert (MCSE)/CCNA certification. **Experience:** 8-10 years of network administration and application support in educational institutes/organizations. **Essential Skills** 1. An analytical mind 2. An ability to learn new technologies quickly 3. Good time management skills 4. An ability to follow processes 5. Strong documentation skills 6. Good communication skills – both written andverbal 7. Commercial and business awareness **Preferably:** Graduate with Government recognised Degree/Diploma in Hardware and Networking.	1. Handling more than 100 PCs on Network. 2. Handling Desktop, laptop, thin client, hardware problems, and Virtual Machines setup. 3. Hardware and Software Troubleshooting in Desktops & Laptops 4. Solving Client-side problems of Microsoft O365,Outlook express. Configuration, Troubleshooting &Recover PST. 5. Installation of Operating Systems like Win 2000 Pro. & Server, Win Server 2016 R2, Win Server 2019 R2WinXP& Win7, win8, Win 10, Linux. 6. Giving support in installation & maintenance of Software. 7. Configuring of Local Area Network. 8. Data Backup. 9. Configuring troubleshooting of IP address-relatedissues. 10. Installation &	Preferably below 35 years	Rs.55,000/- to Rs.70,000/- per month (Consolidated and all inclusive)

			troubleshooting of network printer. 11. Managing file and folder level security. 12. Performing the backup and restore tasks. 13. Installation & troubleshooting of Multipurpose and network printers. 14. Assembling, Troubleshooting & Formatting ofThin Client PC. 15. Experience in Video Conference setup for the VC meeting and experience in online platforms likeWebEx, MS Teams, and Zoom. 16. Application Support & Troubleshooting on GeM portal and E-Procurement portal. 17. Installation & troubleshooting support for CPLEX, Anylogic, Anylogistix, SPSS, and AMOS software. 18. Strong knowledge of Mail Server (Microsoft Exchange Server, O365, Mail server & Messaging Server version 10.0.2) 19. Migration of the data from the old server to the new server. 20. Migration of Physical servers to Virtual Servers and Virtual Servers to Physical servers using VMware Vcenter Converter Standalone Client. 21. Creating and maintaining the PowerShell scriptsthat generate reports to identify objects for clean- ups, such as stale user accounts, empty groups, and disabled computer accounts Give the Server relate all Backup for Example System State Backup through WBADMIN command, Group Policy, DNS & DHCP Backup and store Different HDD and Tape Drive. 22. Scanning and Cleaning for Viruses or Malware. Endpoint security 23. Scheduled downtime and notices for Server Relate issue. 24. Deploy windows patches. 25. Installation, Implement & Configuration of 26. Domain & Workgroup, Configure of DNS & DHCPserver. 27. Administrator of servers included creating & Deactivating User Account ids as per company policy. Manage user's login/profiles problems, monitor systems activity/security, file system administration, systems devices and network services, backup/restoration of user's data & Group in Domain. 28. Permission to users, and groups, access to files & folders with Disk Quota		

1.   Selection will be made as per the prescribed norms, reservation policy and requirement of the job.
2.   No TA/DA will be paid for attending the test/ written exam/ interview/ joining the duty on selection.
3.   Application must be submitted ONLINE only for the above post.
4.   For applying, please visit the BECIL's website 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.
5.   Candidates will be informed via email / telephone/ SMS for their Skill Tests/Interview/Interaction.
6.   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.
7.   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.
8.   Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.

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

Last date for submission of application forms is 28th March 2023.

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 additional 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. ***

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