



## BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

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

**Head Office:** BECIL, 14-B, Ring Road, Indraprastha Estate, New Delhi – 110002

**Phone:** 011-23378823, **Fax:** 011-23379885

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

**Phone:** 0120-4177850, **Fax:** 0120-4177879 **Website:** [www.becil.com](http://www.becil.com)

### VACANCY NOTICE

Applications are invited for recruitment of following manpower purely on contract basis for deployment in a govt. office in Delhi/NCR.

S. No	Post	Eligibility Criteria	Monthly Remuneration
1	Media Manager-1	<p><b>Qualification:-</b> Masters in Mass Communication and Journalism with additional qualification in Indian History &amp; Culture.</p> <p><b>Experience -</b> At least 15 years of work experience in Editorial content of Print and Digital Media along with the fairly good idea about India's rich and diverse culture heritage. Experience of handling a digital team of a large media organization would be an added advantage.</p> <p><b>Job Profile:-</b></p> <ul style="list-style-type: none"> <li>To visualise and implement media strategy of the Ministry and to provide necessary professional edge to the functioning of the media effort.</li> <li>To establish and ensure better coordination with press and electronic media besides handling publicity of Ministries various schemes through different mediums including but not restricted to Ministry's social media platforms.</li> <li>Media Manager will work under the guidance and director supervision of Media Advisor. Will coordinate for developing and implementing media strategies for the media cell with a vision in which the promotion of art, culture and heritage attain maximum dissemination of the policies and interventions.</li> <li>To establish rapport and partnership with the nodal media officers of the organisations. To conceptualise and come up with innovative workable ideas to promote interventions of the Ministry of Culture with the guidance of the Media Advisor.</li> <li>Coordination with the media units of the Ministry of Information and Broadcasting under the supervision of Media Advisor. Evaluate and submit report on the outreach and impact of media activities through regular media monitoring to Media Advisor and competent authorities of the Ministry.</li> <li>Coordinate the development production and distribution of audio visual materials (TV &amp; Radio), Print, Web-based advertisements and other broadcast, IEC media materials.</li> <li>In collaboration with the senior officials of the MOC, oversee the development of organizational communications and other regular feed back</li> </ul>	Rs.75,000/-

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2	Technical Manager-1	<p><b>Qualification</b> - Masters in Mass Communication and Journalism with additional qualification in technical aspects of Web Communication and development.</p> <p><b>Experience</b> - At least 8 years of work experience in handling audio-visual media with leading media organizations along with the fairly good idea about culture and tourism sector of India.</p> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>• Review the websites of the Ministry and its organisations on regular basis and strategise for its improvement.</li> <li>• Live streaming and monitoring of the contents, Suggest means and ways to organisations for improvement, Identify weak areas and deliberate for its improvement, Quality assessment of postings, Assist to resolve all technical issues noticed or brought to notice and To facilitate the media cell with regular requirements and provide necessary admin support and ensuring timely maintenance of the equipment placed at the media cell</li> </ul>	Rs.74,000/-
4	Campaign & Publicity Coordinator	<p><b>Qualification:</b> PG Diploma in Mass Communication and Graduation with Hindi as a compulsory subject and knowledge of both Hindi and English language preferably handling government related projects</p> <p><b>Experience:</b> Minimum four years experience in Electronics and Print Media preferably in Government or Government related projects</p> <p><b>Job Profile:-</b></p> <ul style="list-style-type: none"> <li>• Should be able to visualise and prepare concept note, work out strategies, analyse critical areas and critical posts from social listing tools, manage and monitor social medial postings, media relations, review reports and information and carry out research, event planning with coordination of Ministry and its subordinate offices.</li> <li>• To provide necessary professional support in the content writing and uploading of the social media handles .</li> <li>• To constantly monitor all the necessary news and information about the Ministry and share it with media manager.</li> <li>• To enhance the number of followers of Ministries social media accounts.</li> <li>• To analyze the contents and the frequency with which the content is uploaded to measure its effectiveness.</li> <li>• To track on the events organized by various organizations of the Ministry so that the same could be compiled, collated and communicated.</li> <li>• Will also be responsible for documentation of the achievement of the Ministry and also to keep a record of the content that can be uploaded in the web in future.</li> <li>• To facilitate media cell to conduct National/State/Regional level workshop, consultations and seminars</li> </ul>	Rs.45,000/-

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3	Graphic Designer-1	<p><b>Qualification:-</b> Any graduate plus holding diploma in animation/ graphic designing/multi media</p> <p><b>Experience:-</b> 8 years experience</p> <p><b>Job Profile:-</b></p> <ul style="list-style-type: none"> <li>• Skill-Possession of creative flair, versatility, conceptual/ visual ability and originality, upto date with leading software and technologies, adequate knowledge of software skills, adobe Photoshop, adobe illustrator and corel draw.</li> <li>• Coordinate and develop production and distribution of audio visual materials.</li> <li>• Assist the Media cell in implementing ideas and visualisation .</li> </ul>	Rs.51,000/-
5	English Content Writer-1	<p><b>Qualification:</b> PG Diploma in Mass Communication</p> <p><b>Experience:</b> Minimum five years work experience of Print/Electronics Media in any News Channel</p> <p><b>Job Profile:-</b></p> <ul style="list-style-type: none"> <li>• Should be able to visualise and prepare concept note, work out strategies, analyse critical areas and critical posts from social listing tools, manage and monitor social medial postings, media relations, review reports and information and carry out research, event planning with coordination of Ministry and its subordinate offices.</li> <li>• To provide necessary professional support in the content writing and uploading of the social media handles To constantly monitor all the necessary news and information about the Ministry and share it with media manager.</li> <li>• To assist in documentation of the achievement of the Ministry and also to keep a record of the content that can be uploaded in the web in future.</li> <li>• To assist the media cell to conduct National/State/Regional level workshop, consultations and seminars</li> </ul>	Rs.45,000/-
6	Video Editor	<p><b>Qualification:</b> Graduate with Degree or diploma in video editing</p> <p><b>Experience:</b> Minimum eight years experience in visual design and/or front end development for social media and/or World Wide Web. Must be proficient in Photoshop, CorelDraw, Final Cut Pro Editing etc. Must be conversant with social media platforms such as Face book, Twitter, YouTube, Instagram and Blog. Professionals experience in managing social media presence for client organization.</p> <p><b>Job Profile:-</b></p> <ul style="list-style-type: none"> <li>• To produce and edit short films for the Ministry on multifarious aspects of art and culture, important events etc.</li> <li>• Will also be responsible to prepare inventory of the Audio-visual documentation and also to develop content like info graphics, photos, audio visuals etc that can be uploaded on the social media platforms.</li> </ul>	Rs.40,000/-

S. No	Post	Eligibility Criteria	Monthly Remuneration
7	Video Cameraman	<p><b>Qualification:</b> Graduate with Degree or Diploma in Video / Digital Photography</p> <p><b>Experience:</b> Minimum three years experience</p> <p><b>Job Profile:-</b></p> <ul style="list-style-type: none"> <li>To shoot short films for the Ministry on multifarious aspects of art and culture, important events etc. Will also cover important functions of the Ministry and its organizations.</li> </ul>	Rs.30,000

Selection will be made as per prescribed norms and requirement of the job. No TA/DA will be paid for attending the test/interview or joining the duty on selection. However, preference will be given to local candidates.

Application forms may be **downloaded** from [www.becil.com](http://www.becil.com).

The duly filled in application form along with following self-attested documents may be sent **via Speed Post only** to Deputy General Manager (HR) in **BECIL's Head Office at BECIL, 14-B, Ring Road, I.P. Estate, New Delhi-110002**, Phone: 011-23378823.

1. Photocopies of educational qualification certificates
2. Photocopies of work experience certificates
3. Two passport size photograph
4. PAN Card
5. AADHAR Card
6. REGISTRATION Fees (Non-refundable) by demand draft drawn in favor of **BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED** payable at **New Delhi**.
  - For General and OBC candidates Rs.500/- (Rupees Five Hundred Only),
  - For SC/ST/PH candidates Rs.250/- (Rupees Two Hundred Fifty only)

Please do not visit BECIL office personally to submit the application form due to COVID-19 spread.

**Last date for submission of application forms 6<sup>th</sup> July, 2020.**

**Sd/-**  
**Mahesh Chand**  
**Deputy General Manager (HR)**