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File No. BECIL/MR-Project-1/NSIC/Advt.2023/281 **DATE: 09.03.2023**

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

VACANCY ADVERTISEMENT NO. 281

Applications are invited for recruitment of following manpower purely on outsource basis for deployment in the **National SC ST Hub Offices**:

S. No.	Name of Post	No. of post	Requirement (Vacancies may get Increase or Decrease)	Evaluation Criteria	Monthly Remuneration
1.	E – Tendering Professional	11	Bangalore 01 Bhubaneswar 01 Guwahati 01 Hyderabad 01 Kolkata 01 Ludhiana 01 Mumbai 01 Pune 01 Surat 01 Sindhudurg 01 Jalaun 01	**A.** **Age:** Below 50 years of age. **Qualification:** B.E/B.Tech. OR MBA with knowledge of E-Tendering, GeM and related internet technologies. **Experience:** a. Minimum 5 years post qualification experience in procurement/participation in tenders i.e. scrutiny of the terms & conditions, preparation and submission of bid documents b. The applicant should possess minimum 1 year experience in the area of E-procurement. **OR** **B.** Retired professional (Superannuated / VRS opted) from PSUs(Central/State)/Private Bank at the level of Senior Management Grade Scale –III (or its equivalent) or higher scale without any stigma from the vigilance angle. **Age:** Less than 65 years of age. **Qualification:** Graduate **Experience:** In case of a retired person, the applicant should have minimum 5 years' work experience in the procurement domain and minimum 1 year experience in the area of e- procurement in the PSUs. **Note (for A and B):** a. The applicant should have sound knowledge of Hindi / English languages and proficiency in regional languagesspoken at the location of NSSH Offices. The applicants should possess and bring to work at his/her cost his/her **own laptop loaded with required software** (Windows, MS Office etc.) and **USB data card** for internet	Rs.50,000/-

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<table>
<tr><td></td><td></td><td></td><td></td><td>connectivity. Once deployed, such professionals should also have proper understanding of the tendering purpose. The applicant should have proper understanding of the tendering process, documentation, procurement process for various values of tenders, taxation, CVC guidelines, costing of deliverables, reading and comprehending the tender notice/documents, online tender participation and subsequently guide the entrepreneur in preparing the bids.</td><td></td></tr>
<tr><td>2.</td><td>Finance Facilitation Professional</td><td>12</td><td><table><tr><td>Agra</td><td>01</td></tr><tr><td>Bhubaneswar</td><td>01</td></tr><tr><td>Chennai</td><td>01</td></tr><tr><td>Hyderabad</td><td>01</td></tr><tr><td>Kolkata</td><td>01</td></tr><tr><td>Lucknow</td><td>01</td></tr><tr><td>Ludhiana</td><td>01</td></tr><tr><td>Mumbai</td><td>01</td></tr><tr><td>Pune</td><td>01</td></tr><tr><td>Surat</td><td>01</td></tr><tr><td>Sindhudurg</td><td>01</td></tr><tr><td>Jalaun</td><td>01</td></tr></table></td><td>A.
Age: Below 50 years of age.
Qualification: MBA/ ICWA/ B.Com with knowledge of Banksfor MSME Sector.
Experience: The applicant must have minimum 5 years post qualification work Experience in bank(s)/ NBFCs in the advances/credit department and possess sound knowledge of appraisal of credit proposals and on various credit norms as applicable to the banking credit system.

OR
B.
For Retired Officer (Superannuated /VRS opted) must be
a. Retired / left the services of the Public Sector/ Private Bank at the level of Senior Management Grade Scale –III (or its equivalent) or higher scale without any stigma from the vigilance angle.
Age: Between 58 to 65 years as on the date of the engagement and lower age in case of VRS shall be allowed.
Qualification: Graduate and /or higher qualification
Experience: Must have served the bank(s) with minimum 5years in the advances/credit department of the Bank havingsound knowledge of appraisal of credit proposals and ofvarious credit norms as applicable to the banking creditsystem.

Note (for A and B): The applicant should have sound knowledge of Hindi/English languages and proficiency in regional languages spoken at the location of NSSH Offices.</td><td>Rs.50,000/-</td></tr>
<tr><td>3.</td><td>Office Attendant</td><td>05</td><td><table><tr><td>Guwahati</td><td>01</td></tr><tr><td>Hyderabad</td><td>01</td></tr><tr><td>Pune</td><td>01</td></tr><tr><td>Surat</td><td>01</td></tr><tr><td>Sindhudurg</td><td>01</td></tr></table></td><td>Age: Above 21 years
Qualification: Minimum 10th Pass. Preference to the candidate having computer knowledge.
Essential: Fluent in local language.</td><td>Rs. 18,499/-</td></tr>
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1. Selection will be made as per the prescribed norms, reservation policy and requirement of the job.
2. Preference shall be given to the candidate who is resident of NSSH Office location where vacancy is advertised and/or working in the same/similar department.
3. No TA/DA will be paid for attending the test/ written exam/ interview/ joining the duty on selection.
4. Application must be submitted ONLINE only for the above post.

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5. 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.
6. Candidates will be informed via email / telephone/ SMS 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 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.

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 24th March 2023.

Sd/-
DGM (MR)

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ANNEXURE – A

SCOPE OF WORK

A) E-TENDERING PROFESSIONALS

1. Responsible for achievement of KPIs with regards to providing handholding support to the SC-ST MSEs for participation in Tenders (through NSIC or directly) which includes facilitation of SC/ST MSMEs in understanding the various clauses, ascertain the eligibility and provide handholding support for bid preparation and submission on GeM portal or other e-tendering portal.
2. Responsible for achievement of KPIs with regards to registration of SC/ST MSEs with CPSEs/Central Govt. departments as Approved Vendors.
3. Offer technical troubleshooting to SC/ST MSEs coming to NSSHO for tender participation, GeM enrolment.
4. Conduct/Organize GeM enrolment Camps, training workshops for SC-ST MSEs in e-tendering
5. Mapping of SC-ST MSEs with CPSEs by leveraging Sambandh Portal.
6. To create awareness of the support in Tender participation amongst SC/ST MSEs through awareness campaigns
7. Organize Special Vendor Development Programmes for SC/ST MSEs with CPSEs/Central Govt. Departments.
8. Maintain record of the SC/ST MSEs assisted.
9. Any other activities/work assigned by the NSSHO head.

B) FINANCE FACILITATION PROFESSIONAL

1. To create awareness of the schemes related to credit support to MSMEs amongst SC/StT entrepreneurs through campaigns and training workshops.
2. To facilitate SC/ST MSMEs in preparing their proposals and project reports for availing credit from the banks/financial institutions.
3. To mobilize bank loan proposals of SC/ST MSMEs for submission to Banks/Financials Institutions.
4. To appraise the credit proposals and suggest necessary improvements with the view to enhance acceptability of such proposals at Banks/Fls.
5. To follow up with the Banks/Financial Institutions regarding credit proposals submitted and expedite their sanction. In case of any queries by the banks, assist MSME units for preparing the desired information/details for submission to the banks/Fls.
6. To facilitate the SC/ST entrepreneurs in availing short term credit under NSIC's Raw Material Assistance scheme (against Bank Guarantee).
7. To mobilize and process applications under various subsidy interventions of NSSH.
8. Any other work assigned from time to time.

C) OFFICE ATTENDANT

1. Assisting NSSH Officials in day to day activities
2. Entries in Visitor register/movement register
3. Filing of documents
4. Dispatch of letters
5. Offering Tea/Coffee to staff and visitors
6. Any other work assigned from time to time

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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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