



# 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. 60

Applications are invited for recruitment/empanelment of following manpower purely on contract basis for deployment in the office of Directorate of Publications Division (DPD), Ministry of Information & Broadcasting, New Delhi.

Sl. No.	Name of Post/ Requirement/ Place of Posting	Eligibility Criteria	Duties to be performed	Consolidate Fee (per month)
1.	Editor (English)  New Delhi  (02)	<ol style="list-style-type: none"> <li>Candidate must possess at least Post Graduate degree in any discipline with English as a subject at graduation level from any recognized University.</li> <li>Two years' experience in any aspect of book editing/book publishing/book writing etc.</li> <li>Candidate must be computer and net savvy with full knowledge of MS office and other basic skills required for using computer and internet.</li> <li>Knowledge of Government rules and procedures is preferable.</li> <li>Maximum age to be 40 years on the date of issue of this advertisement.</li> </ol> <p><b><u>Desirable Qualification</u></b> Preference will be given to the candidate who is having:</p> <ol style="list-style-type: none"> <li>knowledge of Hindi and any other regional language</li> <li>Degree/Diploma/Certificate course in book publishing/journalism/mass communication.</li> </ol>	<ul style="list-style-type: none"> <li>Understand and assimilate the provided content.</li> <li>Organize and edit the provided content to achieve the intent of publication by the author/editor.</li> <li>To work closely with the author/editor to understand the desired content and style objectives.</li> <li>To assist in editing, proof reading, inner layout and pre-production process.</li> <li>To work with the design resource(s) and the in-house production to ensure flawless operational execution to meet the deadlines and not compromise on the high standards.</li> <li>To set up collaborative processes and use effective project management to streamline the division's ability to consistently produce high-quality output.</li> <li>Will be required to interact with the senior officers of Publications Division, Ministry of Information and Broadcasting, and other stakeholders.</li> <li>To assist in any other work assigned to him/her by the officers of Publications Division.</li> </ul>	Rs.60,000/-
2.	Asstt. Editor (English)  New Delhi  (02)	<ol style="list-style-type: none"> <li>Graduate Degree from a reputed institution, which is recognized by the Government, along with suitable experience in the field of journalism/ publishing/ e-publishing/ digital archives.</li> <li>The candidate must have excellent command over concerned over English</li> </ol>	<ul style="list-style-type: none"> <li>Understanding and assimilation of the provided content.</li> <li>Coordinating for selection of books/publications to be archived and converted into E Books.</li> <li>Working closely with the Editorial team and technical team to scrutinize the content of the digital book and ensure that it is a faithful replica of the print book.</li> </ul>	Rs.30,000/-

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		<p>language.</p> <p>3. The candidate must have excellent Computer and IT skills.</p> <p>4. Knowledge of Government rules and procedures is preferable.</p> <p>5. Knowledge of e-publishing, digitization is preferable.</p> <p>6. Maximum age to be 40 years on the date of issue of this advertisement.</p>	<ul style="list-style-type: none"> <li>Working closely with a hired private agency to technically scrutinize the digital book/ publication.</li> <li>Dealing with authors/ writers, picture researchers, photographers, stylists and illustrators.</li> <li>Work closely with the Marketing Wing to ensure promotion of print and electronic books.</li> <li>Assist in establishing a comprehensive archival and retrieval system.</li> <li>Work in collaboration with the private agencies and ministry in-house production team and to oversee flawless operational execution to meet the deadlines using computers for word processing, desktop publishing and email, dealing with phone and email queries, e.g. from writers and the public, and other administrative tasks like filing.</li> <li>Any other work assigned by Publications Division.</li> </ul>	
3.	<p>Proof Reader (English)</p> <p>New Delhi</p> <p>(02)</p>	<p>1. Graduate in any discipline from the recognised University with sound knowledge of English/Hindi language.</p> <p>2. Two years experience in proof reading.</p> <p>3. Well versed in international proof reading/editing symbols.</p> <p>4. Maximum age to be 40 years on the date of issue of this advertisement.</p> <p><b><u>Desirable Qualification</u></b> Preference will be given to the candidate who is having</p> <p>5. English/Hindi language as subject at degree level.</p> <p>6. Knowledge of Editorial work</p> <p>7. Well versed in basic knowledge of computer like MS word, Excel etc.,</p>	<ul style="list-style-type: none"> <li>To proof read and do basic language correction in assigned English/Hindi text of the books/journals.</li> <li>To assist in related editorial/book production work.</li> <li>To assist in any other work assigned from time to time.</li> </ul>	Rs.25,000/-
4.	<p>Business Executive</p> <p>New Delhi</p> <p>(02)</p>	<p><b><u>Essential Qualification:</u></b></p> <p>1. Graduation</p> <p>2. PG Diploma in advertisement and marketing with minimum 2 years experience.</p> <p>3. Experience in e-Commerce and e-Publishing will be preferred qualification.</p> <p>4. Maximum age to be 40 years on the date of issue of this advertisement.</p>	<ul style="list-style-type: none"> <li>Supply of books on gratis for Business Promotion.</li> <li>Handling grievances relating to Books/e-commerce.</li> <li>Co-ordination for sale of Books on e-commerce platforms.</li> <li>Business promotions through online medium.</li> <li>Updating social media.</li> <li>Co-ordination for participation in International Book Exhibitions and Fairs.</li> <li>Co-ordination for display/running of</li> </ul>	Rs.25,000/-

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			Mobile Vans. <ul style="list-style-type: none"> <li>Supervision of marketing and sale of books.</li> <li>Circulation, Sales promotion and Dispatch coordination with zonal Sales Emporia.</li> <li>Liaison with book agent/ distributors.</li> <li>Circulation of journals, preparation of print order; co-ordination with Postal Department/Courier agency.</li> <li>Co-ordination for advertisements for journals.</li> <li>Co-ordination for supply of complementary copies of Journals to Ministry and VVIPs.</li> <li>Ensure timely start of the subscription received online as well as offline.</li> <li>Reply of complaints and Grievances for subscribers.</li> </ul>	
5.	Marketing Supervisor (Kolkata, Mumbai) (02)	1. M. Com with 4 years experience in Marketing of Books 2. Maximum age to be 40 years on the date of issue of this advertisement.	<ul style="list-style-type: none"> <li>Co-ordinate with Agents/Institutions to seek orders for publications.</li> <li>To improve visibility and marketing of DPD's publications through exhibitions and book fairs.</li> <li>Undertake sales and attend to queries.</li> <li>Maintain the daily account of sales regarding Cash/DD/Cheques</li> </ul>	Rs.25,000/-

- Selection will be made as per the prescribed norms and requirement of the job.
- No TA/DA will be paid for attending the test/ written exam/ interview/ joining the duty on selection.
- Application must be submitted **ONLINE** only for the above post.
- For applying please visit the BECIL website [www.becil.com](http://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.**
- Candidates are advised to view the BECIL website regularly after submitting their application successfully for any notification/ updates.
- 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.

In case of any doubt/help please email as below:

For technical problem faced while applying ONLINE : [khuswingersingh@becil.com](mailto:khuswingersingh@becil.com)  
 For queries other than technical : [maheshchand@becil.com](mailto:maheshchand@becil.com)

**Last date for submission of application forms is 07.07.2021**

Sd/-  
 Mahesh Chand  
 Deputy General Manager (HR)

## BECIL REGISTRATION PORTAL

### HOW TO APPLY:

1. Candidates are required to apply online through website [www.becil.com](http://www.becil.com) or <https://becilregistration.com> 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](http://www.becil.com) or <https://becilregistration.com> 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.750/- (Rs. 500/- extra for every additional post applied)
- OBC - Rs.750/-(Rs. 500/- extra for every additional post applied)
- SC/ST - Rs.450/-(Rs. 300/- extra for every additional post applied)
- Ex-Serviceman - Rs.750/-(Rs. 500/- extra for every additional post applied)
- Women - Rs.750/-(Rs. 500/- extra for every additional post applied)
- EWS/PH - Rs.450/-(Rs. 300/- extra for every additional post applied)

**Note: the GST and Bank charges will be borne by the candidates.**

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. 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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