



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 / 4177860 **Email:** Hrsection@becil.com **Fax:** 0120-4177879 **Website:** www.becil.com

VACANCY ADVERTISEMENT NO. 548

Applications are invited for recruitment of following manpower purely on contract basis for deployment in the office of National Board of Accreditation (NBA), New Delhi .

S. No.	Name of post	No. of Required manpower	Eligibility (Qualification, Proficiency etc.)	Remuneration
1.	Office Assistant	05	Qualification: ➤ Graduate in any discipline with 50% or more marks. Experience: ➤ 2 years' experience as Office Assistant in a reputed organization. Basic skills required: ➤ Proficiency in MS Office and other computer applications. Age limit (Maximum): 30 years	Minimum wages as per Delhi govt. Higher initial pay may be granted to experienced candidates.
Total		05		

Note:

***Minimum age/Maximum age limit would be applicable as on publishing date of the advertisement.**

Selection Process:

1. Applications shall be invited from applicants against the post name published.
2. Shortlisting shall be done as per the eligibility criteria for the post.
3. Possession of the prescribed qualifications and experience does not automatically entitle a candidate to be shortlisted for further stages of the selection process.
4. Preference may be accorded to candidates possessing higher marks in the prescribed qualifications and/or greater relevant experience, as per the discretion of the client (Principal Employer).
5. The organization reserves the right to shortlist candidates based on higher qualifications, or other suitable criteria as deemed fit.
6. The list of all the shortlisted applicants shall be forwarded to the client for further selection at their end.
7. Shortlisted Applicants shall be informed via Email/phone calls for their interview/assessment/skill test (if any). Applicants are advised to keep their email and phone updated.
8. Selected applicants shall be informed via email/phone about their selection and further process.
9. BECIL shall not be obligated to publish or upload any interim results or stage wise shortlists. Only the final result, comprising the list of candidates selected for the post upon conclusion of the final interview conducted by the client, shall be published on the official website of BECIL.

How to apply:

1. Please visit **career** page of website **www.becil.com** to view all available jobs.
2. Click on **apply here** for the post of job you want to apply.
3. The selection process, how to apply, General instructions, Advisory for the candidates can be read here.
4. Under **apply for job** candidate has to enter his mobile no. and email id. An OTP will be received for verification.
5. Candidate has to fill the personal details in General information and submit it.
6. Next proceed on payment to complete your application.
7. Application processing fees for the candidates is as follows:

Category-wise Application Processing Fees	
Category	Application Processing Fee
SC/ST, PWD	NIL
All other categories	Rs. 295/-

The payment options are as:

- a) Credit/ Debit card of any bank.
 - b) UPI
 - c) CBDC
 - d) Net banking
8. After the payment is successful, candidate can save the payment receipt.

General Instructions:

1. Applicant must read the instructions and ensure that the application is submitted correctly.
2. Applicants are requested to enter the details in the application format carefully. After submission of the application, no modification shall be permitted.
3. Applicants must review their application forms carefully before final submission. BECIL shall not accept any request for changes to be made in the information submitted by the candidates incorrectly.
4. The applicant should ensure that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respect. In case it is detected at any stage of recruitment process that the applicant does not meet the eligibility criteria and/or the applicant has furnished any incorrect/false information or has suppressed any material fact(s), the candidature of such applicant is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, his/her services are liable for suitable actions including termination and prosecution.
5. Applications that are not in conformity with the requirements indicated in this advertisement/incomplete application will not be entertained.
6. No TA/DA will be paid for attending the test/document verification/personal interaction (if any) & joining the duty on selection etc.
7. Preference shall be given to local applicants and who have work experience in the same/similar department.
8. Only shortlisted applicants as per above eligibility criteria shall be called for further process (if any).
9. Mere filling the form will not confirm your suitability/selection for the post.
10. The candidature of applicants at all stages of selection process will be provisional and is subject to satisfying the prescribed eligibility conditions. Mere submission of form by the applicant will not imply that his/her candidature has been finally cleared by BECIL/Client. BECIL/Client takes up verification of eligibility conditions with reference to original documents once again, at various stages of the selection process and after the applicant has been selected for the post.
11. Applicants are advised to ensure the correctness of Email ID & Phone Number. BECIL shall not be responsible for any typographical errors (i.e Email IDs, Mobile Number etc.) in the application forms submitted by applicant.
12. If you want to apply for one or more post against the same advertisement, you shall be submitting application form separately. The application processing fee shall be applicable as per number of posts applied.
13. Applicants are advised to possess a valid e-mail ID, which is to be entered in the Application Form. They are also advised to retain this e-mail ID active as any important intimation to the candidates shall be provided by BECIL/Client through e-mail. They are further requested to check regularly their e-mail (including message in SPAM folder) for any communication from BECIL/Client in this regard. Any important information including Corrigendum/Changes/Updates and information / general instructions during the course of recruitment process and on selected applicants shall be made available either through the website or on the email id, simultaneously tracking the website for updates.
14. Applicants are advised to fill the post judiciously as per the advertisement published by BECIL.
15. All the communications will be made either on registered email or registered mobile number.
16. No applicant shall make any communication with our client.
17. BECIL reserves the right to cancel/modify/restrict/increase/reopen the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof. Posts indicated herein may be kept unfilled at the discretion of BECIL.

18. The number of vacancies may increase or decrease at any stage of selection process.
19. Indian Nationals only need to apply.
20. Canvassing in any form will be a disqualification.
21. All decisions taken by the organization regarding eligibility, shortlisting, interview and final selection shall be final and binding on all candidates.
22. No correspondence will be entertained from candidates not invited / selected.
23. Any legal dispute with regard to the selection process shall be subject to the jurisdiction of courts located at New Delhi.
24. Shortlisted candidates are required to produce original/self-attested application form, along with one set of photocopied documents of essential qualification/experience for verification at the time of interview.
25. Those Candidates who were previously engaged by M/s. BECIL or Client and whose services were terminated, discontinued or not renewed due to disciplinary action, unsatisfactory performance, misconduct, or violation of contract terms shall not be eligible for consideration or engagement under this advertisement.
26. **The application processing fee submitted by the candidate shall not be refunded**
(उम्मीदवार द्वारा जमा की गई आवेदन प्रोसेसिंग फीस वापस नहीं की जाएगी।)

Advisory:

1. The applicants are advised not to fall prey to fraudulent job offers in the name of BECIL/Client. BECIL does not engage or authorize any agents or intermediaries for recruitment advertisements or job offers.
2. BECIL shall not be responsible in any way for any amount paid by the applicants to any individual or group of individuals/agencies purporting to be representing BECIL/Client.
3. BECIL does not solicit any money whatsoever from any applicant at any stage of the recruitment process, other than the prescribed application processing fee as advertised in the advertisements.
4. Vacancies (if any) are published on our Corporate Website **www.becil.com** only, with complete details.

Disclaimer: Terms and conditions given in the advertisement are guidelines only. In case of any ambiguity, decision of BECIL shall be final and binding on candidates.

In case of any doubt & queries please contact to: 0120-4177850/860 or email at: Hrsection@becil.com

The Last date for receipt of application to BECIL is till 13.05.2026, 18:00 HRS.

**Sd/-
Deputy General Manager
(MR & Projects)**