

**BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED**

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

**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).

**Regional office:** #162, 1<sup>st</sup> Cross, 2<sup>nd</sup> Main, AGS layout, RMV 2<sup>nd</sup> stage, Bangalore-560094

**Phone:** 080-23415853

**Vacancy Advertisement No. 471**

**Applications are invited by BECIL(RO), Bangalore Office for recruitment of manpower purely on contract basis for Deployment at National Automotive Test Tracks (NATRAX), NH-52, Old Agra-Mumbai Highway, Post Khandwa (Near Pithampur), District Dhar – 454774 Madhya Pradesh.**

Post Code	Post / Requirement	Evaluation Criteria	Consolidated monthly Remuneration	Max. Age	Duration/Period of Engagement
1.	<b>Engineer - EV (4W)</b>  <b>(01)</b>	Qualification / Experience: Minimum BE/BTECH in Electrical / Automobile / Mechanical Minimum Experience of 2- 5 years in EV testing and Manufacturing. Experience details and skill set required:  Performing EV 4W testing, based on customer requirements and project scope which may involve performing witness testing at partner labs. Conducting WVTA as per demand from Customers, Liaisoning with various agencies as per requirement  of standards etc. Understanding of various regulations and associated standards	<b>(Negotiable)</b>	<b>Max. 30 yrs.</b>	<b>06 MONTHS</b>  (Which is likely to be Extended)

		<p>related to EV testing &amp; certification. Working knowledge on EV battery, e Motor, Controllers, Chargers, General vehicle</p> <p>systems, EV drive cycles, Basic CAD - UG/ProE/CATIA Keeping up-to-date on latest technology trends including testing technologies for EV and batteries. Desirable: Should have thorough knowledge of Electrical Vehicle parts / assemblies. Hands on experience of connection of wiring harness of E Vehicles, knowledge of EV / components Testing and certification standards. Excellent Communication Skills both written and verbal. Knowledge of MS-Office and leadership skills.</p>			
2.	<p><b>Engineer / Executive Engineer-Homologation (Export) (01)</b></p>	<p>Qualification / Experience: Minimum B.E. / B.Tech. (Preferred M.E. / M.Tech.) in Automobile or Mech. Eng. Minimum Experience of 5-6 years in relevant field. Work experience on export homologation with OEMs, Tier 1 Suppliers or Test Agencies. Work experience on export homologation with EV manufacturers, start-ups etc. Vehicle Certification &amp; Homologation Vehicle Components Testing, Validation, Certification &amp; Homologation Automotive Regulations &amp; Standards like EEC, ECE, JASO, Gulf Standards, FMVSS, ADR etc. Participation in various panel meetings &amp; committee meetings of export homologation.</p> <p>Experience details and skill set required: Responsible for the homologation/certification for global regulations for all categories of passenger and goods vehicles, viz. L1, L2, L5, L7, M1, M2, M3, N1, N2, N3 categories. Responsible for the homologation/certification for export purpose for construction equipment vehicles, tractors, special purpose vehicles etc. Responsible for co-ordination with the customers</p> <p>and the in-house test labs and test tracks for the completion of all the activities required for the export homologation and certification. Responsible for all the documentations required for the homologation of global products. Participation in the various committees &amp; panel meetings related to export homologation.</p>	<b>(Negotiable)</b>	<b>Max. 30 yrs.</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be Extended)</p>

		<p>Desirable:  Knowledge of Automotive Standards of other countries like EEC, ECE, JASO, Gulf Standards, FMVSS, ADR etc.  Knowledge of Vehicle Testing &amp; Component Testing for Export Homologation.  Knowledge of EV regulations &amp; Test procedures for other countries of interest like European Countries, US, Gulf Countries etc. Time Management &amp; Customer Satisfaction.  Excellent Communication Skills both written and verbal.  Knowledge of MS-Office and leadership skills.</p>			
3.	<p><b>Engineer Executive Engineer-Homologation (Domestic)</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience:  Minimum B.E. / B.Tech. (Preferred M.E. / M.Tech.) in Automobile or Mech. Eng.  Minimum Experience of 5-6 years in relevant field.  Experience of Test Tracks / Proving Ground is added advantage.  Vehicle Certification &amp; Homologation  Vehicle and Components Testing &amp; Validation  Automotive Regulations &amp; Standards.  Participation in various panel meetings &amp; committee meetings of AIS, BIS etc.  Work experience with OEMs, Tier 1 Suppliers, Test Agencies.  Work experience with EV manufacturers, start-ups.</p> <p>Experience details and skill set required:  Responsible for the domestic certification of all categories of passenger and goods vehicles, viz. L1, L2, L5, L7, M1, M2, M3, N1, N2, N3 categories.  Co-ordinate with the customers and the in-house test labs and test tracks for the completion of all the activities required for the certification.  Documentations required for the domestic certification.  Participation in the panel meetings of various committees of AIS, BIS, Test Agencies etc.  Responsible for the certification of construction equipment vehicles, tractors, special purpose vehicles etc.  Desirable:  Knowledge of Automotive Standards, AIS, BIS and other related standards.  Knowledge of Vehicle Testing &amp; Component Testing.  Knowledge of EV regulations &amp; Test procedures.  Time Management &amp; Customer Satisfaction.  Excellent Communication Skills both written and verbal.  Knowledge of MS-Office and leadership skills.</p>	<b>(Negotiable)</b>	<b>Max. 30 yrs.</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be Extended)</p>
4.	<p><b>Sr. Executive – Business</b></p>	<p>Qualification / Experience:  BE/BTECH with MBA in Marketing  Minimum Experience of 15 years in similar / relevant field</p>	<b>(Negotiable)</b>	<b>Max. 42 yrs.</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be</p>

	<p><b>Development</b></p> <p><b>(01)</b></p>	<p>Proficient in any project Management Tools like MS-Project, MS-Office (advance)</p> <p>Experience details and skill set required:  Business development executive will be responsible for overall business development, customer addition and retention, new scope of testing like homologation, R&amp;D projects.  Should be responsible for new customer addition and liaisoning with organizations for understanding of technical requirements, proposing NATRAX facilities, making presentations, finalising the technical proposals and defining business scope.  Should be conversant with capital budgeting, ROI etc.  Will also cater to additional responsibilities like motor sports, dealer demo, track record setting drives.  Will be responsible for professional collaboration with technical institutes and organizations to create new business avenues.  Desirable:  Should have knowledge of vehicle track and lab testing.</p> <p>Should have good marketing skill.  Negotiation Skills.  Project Management.  Business Acumen.  Analytical and Problem-Solving Skills.  Flexibility.  Time Management.  Attention to details  Excellent Communication Skills both written and verbal.  Knowledge of MS-Office, track booking software's, project office software's and leadership skills.</p>			Extended)
5.	<p><b>Engineer /Executive Engineer - CAE</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience:  Minimum BE/B.Tech - Mechanical/ Automotive ME/M.Tech - Mechanical/ Automotive with CAE specialisation preferred  Minimum 3 - 5 Years in relevant field  Experience details and skill set required:  Candidate should be proficient in dynamics, kinematics and multi-body dynamics.  Working knowledge in vehicle suspension, steering and tyres.  Must have hands on experience in using MBD software's like Lotus, MSC Adams.  Must have knowledge about mathematical modelling.  Collaborate with cross-functional teams to develop, optimize, and validate simulation models.  Must have knowledge in using 3D design software's.  Create and maintain detailed technical</p>	<b>(Negotiable)</b>	<b>Max. 30 yrs.</b>	<b>06 MONTHS</b>  (Which is likely to be Extended)

		<p>documentation, reports, and presentations to communicate findings effectively.</p> <p>Good communication skills and should be able to deal with customers while working on site and with them.</p> <p>Desirable: Good communication skills. Hands on experience on MBD softwares like Lotus/ Carsim/ Carmaker/ Adams, Windows, MSOffice.</p>			
6.	<p><b>Sr. Executive Engineer - Vehicle Dynamics</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience: Minimum BE in Mechanical engineering / Automobile engineering, ME /M. Tech in Mechanical engineering / Automobile engineering preferred.</p> <p>The candidate should have ideally 15+ years of experience in Vehicle Dynamics, Operation and inferences on K&amp;C tests &amp; data, Ride &amp; Handling tests, Tyre Homologation including tyre labelling, Good knowledge on vehicle chassis and suspension design and development, hard point optimisation, Correlation with CAE data and so on.</p> <p>Experience details and skill set required: The candidate should have strong exposure in K&amp;C, Chassis systems characterisation rigs, ride and handling trials, tyre testing, tire labelling as per AIS 142, Performance, NVH and durability trials.</p> <p>Coordinate and organise the activities, communicate with customers, understand their requirement, scheduling the activities at lab level.</p> <p>Working hand in hand with the internal teams like K&amp;C Engineer, Vehicle Dynamics Engineers, Tyre group engineers &amp; providing value addition to customers in terms of inference, recommendation on optimisation and refinement if possible.</p> <p>Being a senior position should have knowledge about efficient management techniques, Technical standards, Quality consciousness in new product development area</p> <p>Desirable: The candidate should have good knowledge on Vehicle dynamics, automotive R &amp; H testing, good mentoring skill and adequate management efficiency.</p> <p>The candidate should be from areas of chassis and suspension system / drive away chassis system / Vehicle suspension development / Development activity in vehicle dynamics domain.</p> <p>Excellent problem - solving skills and attention to detail. Excellent Communication Skills both written and verbal. Ability to work independently and as part of a team. Working Knowledge of MS-Office.</p>	<b>(Negotiable)</b>	<b>Max. 42 yrs.</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be Extended)</p>

7.	<p><b>Executive Engineer / Sr. Executive Engineer – Process Engineering</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience: BE / B. Tech (Mech. / Auto / Industrial / Production) Experience of minimum 10 years in process engineering. Experience details and skill set required: Strong Experience of process improvement, problem solving, time management and conflict resolution. The process Engineer will work out on the SOPs, Process, methods etc. so that the overall co-ordination of each and every testing program is organised efficiently. The process Engineer will work with cross-functional teams for process improvements and to bring overall efficiency in the operations. Good Experience of various quality standards, processes and compliance. Desirable: Should have technical knowledge about automotive manufacturing. Should have good co-ordination skill. Communication Skills. Experience in Manufacturing, Process improvement, Quality systems. Project Management. Strong analytical and Problem-Solving Skills. Ability to work in cross-functional work environment. Exposure of finance and procurement processes / working. Various quality standards, safety practices. Exposure to Six Sigma, Problem Solving Tools, QMS. Proficient in any project management tools</p>	<b>(Negotiable)</b>	<b>Max. 36 yrs</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be Extended)</p>
8.	<p><b>Engineer / Executive Engineer – FAME/PLI</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience: Minimum Bachelor degree in Mechanical or Automobile or Electrical Engineering.</p> <p>2. Minimum 3 to 5 years of relevant experience in automotive certification agencies like ARAI, GARC, ICAT etc. in handling homologation documentation, FAME documentation, practical experience of dealing with customer and understanding the whole critical steps needed to be followed in certification &amp; homologation.</p> <p>3. Relevant experience in automotive companies can also be considered.</p> <p>Experience details and skill set required: 1. The ideal candidate will be responsible for CMVR certification of EVs (2/3-wheeler), process of certification. 2. Identification of AAT products, awareness of FAME &amp; PLI</p>	<b>(Negotiable)</b>	<b>Maz. 30 yrs.</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be Extended)</p>

		<p>schemes related to Auto.</p> <p>3. This role warrants the candidate to have a competency to handle large amount of documentation including audit process, plant visits as well as exposure to regular testing requirements.</p> <p>Desirable:</p> <p>Good understanding of latest technologies related to EV, batteries, ADAS etc.</p> <p>In-depth knowledge of homologation testing, EV Testing, Witness Testing, Battery Testing</p> <p>documentation process for FAME scheme.</p> <p>Experience in working with vehicle manufacturers or automotive test agencies.</p> <p>Familiarity with relevant process, flowchart, standards.</p> <p>Certification in testing, FAME testing, ADAS Certification</p> <p>Strong organizational skills with the ability to manage multiple tasks and priorities effectively.</p> <p>Attention to detail and accuracy in data management and documentation.</p> <p>Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with learning management systems (LMS) and other training software.</p> <p>Strong communication skills, both written and verbal to interact with Clients and staff.</p>			
9.	<p><b>Sr. Executive-Talent Acquisition</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience:</p> <p>Master's degree in Human Resources, Business Administration, or a related field.</p> <p>Minimum of 11-14 years of recruitment experience, with at least 2-4 years in a leadership role within the automobile industry.</p> <p>Proven experience in developing and executing successful recruitment strategies.</p> <p>Experience details and skill set required:</p> <ol style="list-style-type: none"> <li>1. Develop and implement comprehensive recruitment strategies aligned with the organisation's goals and objectives.</li> <li>2. Forecast hiring needs based on business growth and project timelines.</li> <li>3. Stay updated with industry trends and best practices in recruitment.</li> <li>4. Lead, mentor, and manage the recruitment team, ensuring high performance and professional development.</li> <li>5. Oversee the entire recruitment lifecycle from job requisition to on boarding.</li> <li>6. Develop job descriptions and specifications in collaboration with department heads.</li> <li>7. Implement and optimize applicant tracking systems (ATS) and</li> </ol>	<b>(Negotiable)</b>	<b>Max 40 years</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be Extended)</p>

		<p>recruitment tools.</p> <p>8. Source potential candidates through online channels (e.g., social platforms, professional networks, references etc).</p> <p>9. Build and maintain a network of potential candidates through proactive market research and ongoing relationship management.</p> <p>10. Develop employer branding initiatives to attract top talent.</p> <p>11. Screen, interview, and assess candidates to determine their suitability for roles within the company.</p> <p>12. Conduct reference checks and background verifications.</p> <p>13. Coordinate with hiring managers to make final hiring decisions.</p> <p>14. Partner with department heads and senior management to understand staffing needs and develop job profiles.</p> <p>15. Provide regular updates and reports on recruitment metrics and progress to senior management.</p> <p>16. Ensure recruitment practices comply with relevant laws and regulations.</p> <p>17. Maintain accurate and organized documentation on all candidates, searches, and recruitment activities.</p> <p>18. Prepare and present regular reports on recruitment metrics, including time-to-fill, cost-per-hire, and quality of hire.</p> <p>19. Exposure of campus recruitment and drive</p> <p>Desirable:</p> <p>Strong understanding of the automobile industry and the specific skill sets required for various roles.</p> <p>Excellent leadership and team management skills.</p> <p>Proficient in using recruitment portals</p> <p>Strong communication, interpersonal, and negotiation skills.</p> <p>Ability to work in a fast-paced, dynamic environment.</p> <p>Analytical mind-set with the ability to interpret recruitment metrics and data.</p>			
1.	<b>Staff Engineer- EV (01)</b>	<p>Qualification / Experience:</p> <p>20+ years in EV (Automotive OEMs &amp; Battery Manufactures, Component Manufacturers) with B.E / B. Tech in Mechanical, Automotive Engineering, or a related field.</p> <p>Proven experience in electric vehicle testing and evaluation.</p> <p>Strong leadership and team management skills.</p> <p>In-depth knowledge of EV technology, testing standards, and regulatory requirements.</p> <p>Excellent analytical and problem-solving abilities.</p> <p>Effective communication and interpersonal skills.</p> <p>Ability to work in a fast-paced and dynamic environment.</p> <p>Experience in an automobile testing company or related industry.</p> <p>Familiarity with advanced testing equipment and software.</p> <p>Experience details and skill set required:</p>	<b>(Negotiable)</b>	<b>Max 52 years</b>	<b>06 MONTHS</b>  (Which is likely to be Extended)



		<ol style="list-style-type: none"> <li>1. Lead and manage the EV testing team, including engineers, technicians, and support staff.</li> <li>2. Develop and implement strategic plans for the EV testing department.</li> <li>3. Oversee the development and execution of comprehensive testing plans for electric vehicles</li> <li>4. Ensure that all testing activities comply with industry standards, regulatory requirements, and NATRAX policies.</li> <li>5. Stay updated with the latest advancements in EV technology and testing methodologies.</li> <li>6. Develop and maintain testing protocols for performance, safety, durability, impartiality and compliance of electric vehicles</li> <li>7. Ensure the accuracy and reliability of test results through proper calibration and maintenance of testing equipment.</li> <li>8. Analyze test data and prepare detailed reports with recommendations for improvements.</li> <li>9. Work closely with other departments, including to ensure seamless integration of testing processes.</li> <li>10. Ensure that all team members are trained and adhere to safety protocols and procedures</li> <li>11. Develop and manage the department's budget, ensuring cost-effective use of resources.</li> <li>12. Identify and procure necessary equipment and materials for testing purposes.</li> <li>13. EV lab testing expansion for other segments like 4W vehicles and 4W battery certification including planning of machinery and other resources.</li> <li>14. Tie up and collaboration with other test labs/agencies/centres for testing and business development</li> <li>15. Ensure Business Development &amp; New Projects to Increase the Revenue for NATRAX</li> <li>16. Familiarity with advanced testing equipment and software.</li> <li>17. To execute testing certifications to support GoI schemes like Fame / PLI in EV sector.</li> </ol>			
11	<p><b>Principal Engineer- Lab operations cum L&amp;D</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience:  Graduate in Engineering (any stream) from recognized university. 20+ years in Lab operations (ADAS/PWT/Tyre/Instrumentation) and exposure and interest in Establishing learning &amp; development department  Minimum Experience of 12+ years in Academics / L&amp;D wing in Industry. PHD / Master degree in related field of Engineering is preferred.</p> <p>Experience details and skill set required:  1. Lead and manage the teams in the Vehicle Dynamics Lab,</p>	<b>(Negotiable)</b>	<b>Max 65 years</b>	<b>06 MONTHS</b>  (Which is likely to be Extended)

Powertrain Lab and Tyre Testing Lab.

2. Develop and implement strategic plans for each lab to align with the organisation's goals and objectives.
3. Oversee the development and execution of comprehensive testing protocols for these labs.
4. Ensure that all testing activities meet industry standards, regulatory requirements, and NATRAX policies. SOPs are created and implemented for test operations in the labs.
5. Stay and keep the team updated with the latest advancements in automotive technology and testing methodologies.
6. Ensure the accuracy and reliability of test results through proper calibration and maintenance of testing equipment.
7. Create plan for lab expansion and also execute newer rigs & machines for lab expansion.
8. Develop and maintain testing protocols for performance, safety, durability, impartiality and compliance of automotive components.
9. Implement and maintain high standards of quality and safety in all testing activities.
10. Ensure that all team members are trained and adhere to safety protocols and procedures.
11. Develop and manage the budget for each lab, planning and execution of lab / facility upgradation in terms of machinery and other resources.
12. Lead initiatives to enhance testing capabilities and efficiency.
13. Creating L&D roadmap for the organization with focus on relevant areas.
14. Establishing partnerships with top universities by negotiating and signing Memorandums of Understanding (MOUs) to facilitate collaborative research & development, internships, and employee education programs.
15. Developing an in-house academy that serves as a centre for learning and professional development, offering a range of courses and certifications relevant to the organization's field.
16. Create and execute learning programs, workshops and trainings.
17. Organizing and conducting National/International Conferences, Seminars and Webinars on various topics to promote continuous learning and to keep people updated with the latest industry trends
18. Leading the organization's focus on research and development, culture for innovation and improvement
19. Get new lab proposal planned and approved through internal committees.

Desirable:  
Proven experience in automotive testing and evaluation, with a

		<p>focus on vehicle dynamics, powertrain, ADAS, and tyre testing.  Strong leadership and team management skills.  In-depth knowledge of automotive technology, testing standards, and regulatory requirements.  Excellent analytical and problem-solving abilities.  Strong communication skills to effectively guide employees through their learning journey.  Project management and budgeting skills to manage L&amp;D initiatives.</p>			
12.	<p><b>Sr. Executive/  Staff Executive -  Facility cum  Admin</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience:  Master's degree in Business Administration or equivalent degree, Facility Management, Security Management, or a related field. Have some certification (e.g., Certified Facility Manager - CFM, Certified Protection Professional - CPP) is a plus as well if experiency of Admin in Army, Government organisation or Defence will be a plus.</p> <p>Minimum of 15 years of experience in administrative, facility, and security management roles, preferably in the automobile industry or in any Government entity</p> <p>Proven experience in managing large facilities and complex administrative operations.</p> <p>Experience details and skill set required:  Facility Management:  o Ensure the maintenance, cleanliness, and functionality of office and production facilities.  o Oversee facility repairs, maintenance activities, and renovation projects.  o Plan, coordinate and implement upgradation of existing facilities including interior works of office / auditorium and to set up new facilities  o Coordinate with external service providers for facility-related services, such as cleaning and landscaping.  o Monitor facility budgets and manage expenses related to facility operations.  o Implement and manage space planning and utilization strategies to optimize office layout and functionality.  o Must have experience of canteen and transportation management  2. Security Management:  o Develop and implement comprehensive security policies and procedures to protect organisation assets, personnel, and information.  o Oversee the installation, maintenance, and monitoring of security systems, including CCTV, access control, and alarm systems.</p>	<b>(Negotiable)</b>	<b>Max 50 years</b>	<b>06 MONTHS</b>  (Which is likely to be Extended)

		<ul style="list-style-type: none"> <li>o Coordinate security personnel and manage relationships with external security service providers.</li> <li>o Conduct regular security assessments and audits to identify potential vulnerabilities and address security risks.</li> <li>o Ensure compliance with safety and security regulations and standards.</li> <li>o Maintain all statutory compliances.</li> </ul> <p>3. Vendor and Contract Management:</p> <ul style="list-style-type: none"> <li>o Negotiate and manage contracts with vendors and service providers for administrative, facility, and security services.</li> <li>o Ensure timely and cost-effective procurement of office supplies, equipment, and services.</li> </ul> <p>Desirable:</p> <p>Strong organizational and multitasking abilities.  Excellent communication and interpersonal skills.  Proficient in using facility management and security software and tools.  Knowledge of health and safety regulations and best practices.  Strong problem-solving and decision-making skills.  Financial acumen and budget management skills.  Ability to manage and negotiate with vendors and service providers.  Leadership and team management skills.</p>			
13.	<p><b>Assistant / Lead Assistant - Finance &amp; Accounts</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience:  Commerce Graduate / Post Graduate (B. Com/M. Com) from recognised University.  Minimum 5 years post qualification in similar work in reputed organisation.</p> <p>Experience details and skill set required:</p> <ol style="list-style-type: none"> <li>1.To handle Revenue Accounting in Tally.</li> <li>2. Sending Tax Invoices to various NATRAX Customers against the services provided to customer from Test Tracks, Laboratories including all support services /POS etc.</li> <li>3.Customer Ledger balance reconciliation with BANK statement &amp; knocking off the open invoices in Tally.</li> <li>4. To verify the records and make reconciliation from the records of T&amp;D to ensure the completeness of Invoicing to Customers.</li> <li>5. Identification and reconciliation of Advances from Customers to avoid GST non-Compliances.</li> <li>6. Reconciliation &amp; timely reporting of Debtors Aging analysis.</li> <li>7. Verification of PO &amp; other relevant data from PGMS. 8. Other works related to Receivables</li> </ol> <p>Desirable:</p>	<b>(Negotiable)</b>	<b>Max 35 years</b>	<b>06 MONTHS</b>  (Which is likely to be Extended)

		<p>Handled Voluminous work related to receivables Having Basic understanding of Taxes like GST / GST TDS / Income Tax TDS etc. Conceptual understanding of Accounting Entries. Working knowledge of Tally (accounting Package Tally prime)/ MS Word, MS Excel, MS PPT Etc. Exposure related to E-Invoicing including Credit Notes and e-way bills on GST portal. Good Communication Skills both verbal and written in English and Hindi Language</p>			
14.	<p><b>Assistant – Secretarial works</b></p> <p><b>(Director’s office)</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience: ➤ Graduate in any discipline ➤ Experience of minimum 5 years in secretarial work</p> <p>Experience details and skill set required: 1. Acting as a first point of contact to visitors: dealing with correspondence, emails and phone calls of Director. 2. Managing diaries and organizing meetings and appointments, preparing MOM, sharing MOM, often controlling access to the manager/executive. 3. Organizing department meetings, events, corporate / Client meetings and conferences. 4. Typing English and Hindi letters, compiling and preparing reports, presentations and correspondence. 5. Managing corporates / Customer databases and filing systems. 6. Liaising with staff, suppliers and clients.</p> <p>Desirable: Good written and oral communication skills. Language preferred - English &amp; Hindi English &amp; Hindi Typing with good accuracy. A knowledge of standard software packages such as MS - Office and the ability to learn to new software</p>	<b>(Negotiable)</b>	<b>Max 35 years</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be Extended)</p>
15.	<p><b>Executive Engineer – Civil &amp; Infra</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience: BE / B. Tech – Civil Engineering / M. Tech – Civil Engineering from reputed University. Minimum 06 - 07 years’ experience of Building construction / Industrial civil construction work/ Interior work in reputed industries / organisation</p> <p>Experience details and skill set required: 1. Assistance in planning, designing, and execution of civil engineering projects / works.</p>	<b>(Negotiable)</b>	<b>Max 40 years</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be Extended)</p>

		<p>2. His duties may include conducting site inspections, preparing drawings and estimates, supervising construction activities and see that all work in his charge are done accordingly to the specifications and drawings.</p> <p>3. Tracking and measurement of work executed.</p> <p>4. Checking of running / final bill, preparation of variation statement and ensuring compliance with relevant codes and regulations.</p> <p>5. Additionally, He may be involved in project documentation, quality control, and liaising with various stakeholders.</p> <p>6. His specific duties may vary based on the project and organizational requirements.</p> <p>Desirable:</p> <p>Candidate having working experience in building construction / industrial civil construction work/ Interior works.</p> <p>Having supervision of the works according to the specifications, drawings and standard laid down.</p> <p>Having computability in preparation of PERT / progress chart / Scheduling of Civil works / project.</p> <p>Having proficiency in computerised billing.</p> <p>Having working experience to execute the civil construction with available labour and material.</p> <p>Having working experience in fabrication of Structural steel work.</p> <p>Having experience in Interiors works.</p> <p>Having experience of new technology of building construction and interior works.</p> <p>Having excellent communication skills both written and verbal in English and Hindi Language.</p> <p>Proficiency in AUTOCAD / Excel / PERT and MS Project.</p>			
16.	<p><b>Lead Assistant / Sr. Lead Assistant / Sr. Executive – Procurement</b></p> <p><b>(01)</b></p>	<p>Qualification / Experience: Graduation - any BE / B. TECH, B. Com, MBA may be preferred. Minimum 10 to 12 Year Experience of Procurement in any Govt./Semi Govt./PSU/Autonomous Organization or any reputed firms.</p> <p>Experience details and skill set required:</p> <ol style="list-style-type: none"> <li>1. Procurement of Goods / Services on GeM Portal, as per policy and guidelines.</li> <li>2. Preparation of tender &amp; contract documents for the works like civil &amp; utility works/services etc. and also for procurement of imported equipment's (if any).</li> <li>3. Floating of tender on CPPP Portal.</li> <li>4. Developing suppliers/vendors</li> <li>5. Coordinating with internal teams regarding their needs. 6.</li> </ol>	<b>(Negotiable)</b>	<b>Max 45 years</b>	<p><b>06 MONTHS</b></p> <p>(Which is likely to be Extended)</p>

		<p>Developing and implementing purchasing strategies.</p> <p>7. Managing daily purchasing activities.</p> <p>8. Managing supplier relations and negotiating contracts, prices, timelines, etc.</p> <p>9. Maintaining the supplier database, purchase records, and related documentation.</p> <p>10. Coordinating with stores to determine and manage store's needs.</p> <p>11. Monitor/Maintaining of costs and expenses to assist in budget preparation.</p> <p>12. Keeping abreast with all organizational changes and developments including policies &amp; regulations by Govt. /Authorities.</p> <p>13. Maintaining files and support in auditing (both Internal Audits &amp; CAG Audits).</p> <p>14. Assisting management/HOD in the legal matters &amp; arbitration cases,</p> <p>15. Preparation of draft replies to vendors (in case of any disputes).</p> <p>Desirable:</p> <p>Knowledge of CPPP Portal and E-tendering,</p> <p>Knowledge of GFR</p> <p>Knowledge of Public Procurement Policies &amp; Guidelines including Global tendering</p> <p>Knowledge of GeM</p> <p>Knowledge of LIMBS Portal,</p> <p>Good Communication and written skills in Hindi &amp; English language.</p> <p>Proficient in MS - Office</p>			
--	--	---	--	--	--

1. Selection will be made as per the prescribed norms and requirement of the job.
2. No TA/DA will be paid for attending the interview/ joining the duty on selection.
3. Application must be submitted **ONLINE** only for the above posts.
4. For applying, please visit the BECIL's 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. 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 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 will be called for skill test / Interview who is meeting the above criteria. Merely submission of application forms does not confirm your selection.
8. Preference will be given to candidates residing in MP.
9. Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.

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

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

: [hr.bengaluru@becil.com](mailto:hr.bengaluru@becil.com) OR 08023415853

**Last date for submission of application form is 4<sup>th</sup> August, 2024.**

Sd/- GM  
Usha Mangalgi



## BECIL REGISTRATION PORTALHOW

### TO APPLY:

1. Candidates are required to apply online through website [www.becil.com](http://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](http://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 the 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.
10. Candidates are advised to fill the post judiciously as per the advertisement released by BECIL.
11. All the communications be made either on registered email or registered mobile number.
12. In case of submission of any false information or false documents, action, as per rules in addition to complaint with local authorities be made, on the desecration of BECIL.
13. No candidate shall make any communication with our client.
14. 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. \*\****

**\*\*\*\*\***