



BROADCAST ENGINEERING CONSULTANTS INDIA LTD.
(A Govt. of India Undertaking)
C-56/A 17, Sector-62, Noida-201307
Phone: 4177850, Fax: 0120-4177879

Applications are invited for recruitment on contract basis for

Media Cell
MINISTRY OF CULTURE

S.No	Position & Number of Posts	Eligibility Condition(s)	Job Profile	Consolidated Fees Per Month
1	Media Manager -1	Having at least 5 years' work experience in Print media as well as Audio-Visuals besides having fairly good idea about India's rich and diverse cultural heritage. Language skills will also be as essential as domain knowledge. Public Relations skills will be considered an important asset.	To visualize and implement media strategy of the Ministry of Culture and to provide necessary professional edge to the functioning of the Media effort. To establish and ensure better coordination with press and electronic media besides handling publicity of Ministry's various schemes through different mediums including but not restricted to Ministry's Social Media Platforms.	Rs. 75,000.00
2.	Senior Project Coordinator-1	Retired officer not below the rank Under Secretary to Government of India. Other things being equal, preference will be given to those having experience of working in the field of art, culture and media in a government department.	To ensure effective & efficient supervision of Media Cell of the Ministry for better coordination within the Ministry and also with its field organizations	Rs. 55,000.00
3	Media Assistant -2	Fresh Graduates in Mass Communication from a UGC Recognized University	To assist the Media Manager & the Sr. Project Coordinator in due, effective and efficient performance of their duties	Rs.40,000.00
4	Data Entry Operator-1	Preferably Graduate having working knowledge of typing and shorthand and having minimum two years experience of	To provide necessary assistance to Sr. Project Coordinator in handling correspondence and maintenance of records as per instructions in manual of	Rs.20,000.00

		working in government of India office. Proficiency in working on Computer (MS Office, Power Point, Excel, Access)	office procedure	
5.	MTS-1	Minimum Senior Secondary pass and having knowledge of operating computer, fax machine etc.	To assist Senior Project Coordinator and the Media Cell in due performance of given tasks	Rs.15,000.00

Application forms may be obtained from **BECIL Corporate Office, C-56, A/17, Sector-62, Noida-201307 UP** or **downloaded** from BECIL website www.becil.com. The complete forms along with CV, copies of educational / experience certificates duly self attested and **registration fee of Rs. 300/- (Rupees Three Hundred Only)** by demand draft drawn in favor of **Broadcast Engineering Consultants India Limited** payable at **New Delhi** may be submitted in our **BECIL Corporate Office**. **However, the SC/ST/PH candidates are exempted from the registration fee. Last date for submission of application forms is March 23, 2015. Provisions of Laws on Contract employees are applicable.**