



## **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

### **CORRIGENDUM FOR VACANCY ADVERTISEMENT NO. 322**

With reference to the earlier advertisement vide File No. BECIL/MR-Project/1/DDA/Advt.2023/322 Dated: 15.05.2023, it is hereby informed that last date for submission of application forms has been extended till 26<sup>th</sup> May, 2023 (Friday).

Further, selection will be done through Computer Based Test (CBT) followed by Typing Test (qualifying nature).

Sd/-  
DGM (MR)



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## VACANCY ADVERTISEMENT NO. 322

Applications are invited for recruitment/empanelment of following manpower purely on short term contract basis for deployment in the offices of Delhi Development Authority (DDA), New Delhi.

S. NO.	Name of Post / Requirement / Age <i>(requirement may get increase or decrease)</i>	Essential qualification & Selection Criteria	Consolidate fee per month
1.	Office Assistant (16) Age- 21 to 45 Years.	Qualification- Graduate in any discipline from any recognized university. Selection Criteria:- 1. Written Test (Objective & Descriptive) for General Awareness (Current Affairs), English Grammar and Writing. 2. Computer knowledge Test includes working knowledge of MS Office (Word Excel & PowerPoint) 3. All eligible candidates should qualify typing test of 35 wpm in English or 30 wpm in Hindi 4. Final Selection will be done on the basis of personal interaction/discussion	As per Minimum Wages Rates of Delhi Govt. for Graduates
2.	Data Entry Operator (10) Age- 21 to 45 Years.	Qualification- 12 <sup>th</sup> / Graduate in any discipline from any recognized university. Selection Criteria:- All eligible candidates should qualify typing test of 35 wpm in English or 30 wpm in Hindi.	As per Minimum Wages Rates of Delhi Govt. for 10+2 and Graduates

- Selection will be made as per the prescribed norms and requirement of the job. Reservation Policy will be followed as per Govt. directives. The maximum age limit will be relaxed in deserving cases.
- Number of vacancies may get increase or decrease as per the requirement.
- Preference will be given to local candidates, preferably who are already working in the same/similar department of posting.
- No TA/DA will be paid for attending the test/ interview/ joining the duty on selection.
- Application must be submitted ONLINE only for the above post.
- 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 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.
- Candidates will be informed via email / telephone for their Skill Tests/Interview/Interaction.
- 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.
- Only shortlisted candidates as per above eligibility criteria will be called for skill test / 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.
- Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.
- Candidates who have applied earlier and appeared for selection process need not to apply again.

**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  
For queries other than technical

: [khuswindsingh@becil.com](mailto:khuswindsingh@becil.com)  
: [sanyogita@becil.com](mailto:sanyogita@becil.com) OR 0120-4177860

**Last date for submission of application forms is 21.05.2023.**

Sd/-  
DGM (MR)