



ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड  
(सूचना एवं प्रसारण मंत्रालय के अधीन-भारत सरकार का उद्यम) (मिनि रत्न कम्पनी) (CIN - U32301UP1995GOI017744)

**BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED**

(A Government of India Enterprise - Under Ministry of Information & Broadcasting) (A Mini Ratna Company)  
पंजीकृत एवं कॉर्पोरेट कार्यालय : बेसिल भवन, सी-56/ ए-17, सैक्टर-62, नोएडा-201307 (उ०प्र०), फोन : +91 120 4177850, फैक्स : +91 120 4177879  
Registered & Corporate Office : BECIL BHAWAN, C- 56/ A-17, Sector-62, Noida-201307 (U.P.), Tel. : +91 120 4177850, Fax: +91 120 4177879



File No. BECIL/HR/02/Recruitment (DFL) 2024/1544

Dated: 22.02.2024

**VACANCY ADVERTISEMENT NO.433**

Applications are invited for **Engagement /Hiring** of services of following manpower purely on contract basis:-

S. No.	Name of the Post	No. of Post	Essential Qualification / Experience / Key Responsibilities	Consolidated Pay (In Rs.)
1.	Cyber Forensic Executive (Administrator)	01	<p><b>Qualifications:-</b></p> <ul style="list-style-type: none"><li>Diploma/ Graduation from any University.</li><li>Experience in Central / State Govt. / other Govt. / Reputed Private Organisation.</li><li>Office Work / Management.</li><li>Technology Proficiencies: Software: MS Office (Word, Excel, Outlook, Power Point, and Access).</li><li>English Oratory/ Sales Skills/ Experience in Cyber Domain will be appropriately considered during interview of the shortlisted candidates.</li></ul> <p><b>Experience:-</b></p> <ul style="list-style-type: none"><li>Minimum 04 Years of experience with Central /State Government / Reputed Private Organization in Cyber Domain.</li></ul> <p><b>Key Responsibilities:-</b></p> <ul style="list-style-type: none"><li>Prepare, edit and format documents, reports, and presentations. Maintain accurate and up-to-date records and files.</li><li>Maintain a well-organized and manage office supplies, equipment and other resources as needed for the Centre of Excellence of BECIL.</li><li>Coordinate and manage calendar, meetings, appointments and travel arrangements for team members.</li><li>Act as a Point of contact for internal and external stakeholders for the Centre of Excellence.</li><li>Manage emails, phone calls, and correspondence on behalf of the team.</li><li>Generate reports on security incidents, vulnerabilities and compliance status as per consultation with Technical Team of Centre of Excellence.</li><li>Enter and update data in spreadsheets, databases and other software as required.</li><li>Seek support for Centre of Excellence from different Departments and teams, including Admin, Human Resources, Finance and Marketing, as needed.</li><li>Hardening of Windows OS Implementation of Cyber Security Policies as per latest Cyber Security Policy in consultation with Technical Team.</li><li>Assist with special Projects and tasks as assigned by Senior Advisor (Defence &amp; Strategic Affairs).</li><li>Ensure the Organization's adherence to security policies, regulations, and compliance standards. Implement and enforce security protocols to meet regulatory requirements.</li><li>Handle classified documents, as per procedure.</li></ul>	Rs.50,000/- per month

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मुख्यालय : 14-बी, रिंग रोड, इन्द्रप्रस्थ एस्टेट, नई दिल्ली-110 002, फोन : + 91 11 23378823-25 फैक्स : +91 11 23379885

Head Office : 14-B, Ring Road, Indraprastha Estate, New Delhi- 110 002 Tel.: 91 11 23378823-25 Fax : +91 11 23379885

E-mail: contactus@becil.com Website : www.becil.com

2. The general terms and conditions of engagement are as listed below:-

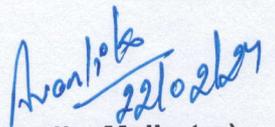
- (i) Tax deductions will be as per applicable rules.
- (ii) **Allowances:** No allowance such as Dearness Allowance, Residential Telephone, Transport Facility/Transport Allowance, House Rent Allowance, CGHS, Medical reimbursement etc. is admissible.
- (iii) **Leave:** As per contract appointment rules. The Cyber Forensic Executive (Administrator) is expected to be in office during normal working hours. He may also be required to attend office on Weekend/Holiday if work demand so.
- (iv) **TA/DA:** TA/DA is allowed for travel in the country in connection with the Official work as per normal rules applicable to any serving officer.
- (v) No other benefits will be admissible.
- (vi) **Headquarters:** The headquarters will be at **BECIL Bhawan, Noida, Uttar Pradesh.**
- (vii) The BECIL reserves the right to terminate the services of the Cyber Forensic Executive (Administrator) without any prior notice if the performances are not found to be satisfactory.
- (viii) The Cyber Forensic Executive (Administrator) would be subject to be the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.
- (ix) The Cyber Forensic Executive (Administrator) should be in sound health (both physically and mentally), should not be accused in any pending inquiry and should be of impeccable integrity.

3. The interested candidates must submit their applications in **prescribed format (attached)** along with the relevant certificate/s **on e-mail id: [avantika@becil.com](mailto:avantika@becil.com) with subject the Advertisement No. and Post Name.** The last date of receipt of application is **07.03.2024.**

**Please note:** Application without aforesaid **prescribed format** and incomplete will not consider for the post and will be summarily rejected.

4. The BECIL holds the right to reject any application without furnishing any reason to the applicant whatsoever.

**Encl:** As above

  
(Avantika Malhotra)  
Manager (HR)

अवन्तिका मल्होत्रा / AVANTIKA MALHOTRA  
प्रबंधक (मानव संसाधन) / Manager (HR)  
ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड  
सूचना एवं प्रसारण मंत्रालय के अधीन-भारत सरकार का उद्यम  
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14. Educational/Professional Qualifications:

S. No.	Examination Passed	Course Name & Board/University/Institute	Year of Passing	Total Marks	Marks Obtained	Percentage
1	10 <sup>th</sup> passed					
2	12 <sup>th</sup> passed					
3	Graduation					
4	Post-graduation					
5	Diploma					
6						

15. Work Experience (add separate sheet if required):

S. No.	Designation	Organization	Duration	
			From (DD/MM/YY)	To (DD/MM/YY)
1.				
2.				
3.				
4.				
5.				

16. Total years of experience: \_\_\_\_\_

17. References

S.No.	Name	Address	Contact Number

18. Languages known (Tick appropriate boxes)

	Read	Speak	Write
1. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Please attach self-attested photocopies of following documents with this form:

1. Educational / Professional Certificates
2. 10<sup>th</sup> Certificate / Birth Certificate
3. Caste Certificate, if any.
4. Work Experience Certificates
5. PAN Card
6. Aadhar Card
7. Copy of EPF/ESIC Card (if already have)



*Ani*

Signature \_\_\_\_\_