



BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

(A Government 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

Applications are invited for recruitment/empanelment of following manpower purely on contract basis for deployment in a government office in Delhi/NCR.

S. No.	Name of Post	No. of Post	Hiring Criteria	Job Description	Age	Consolidated Fee per month
1	Social Media Executive	English 03, Hindi 01, Urdu 01 TOTAL 05	<ol style="list-style-type: none"> Must hold a Bachelor's Degree (any Field). Must have good communication skills (in English/Hindi/Urdu as the case may be ; 3 positions for English, One position for Hindi and one position for Urdu) Must be versatile in using the Internet, MS Word, Excel, Graphics etc. Must be conversant with working on social media platforms such and Facebook, Twitter, Youtube. Professional experience in managing social media presence for client organization. 	<ol style="list-style-type: none"> Messaging <ul style="list-style-type: none"> The SME will be responsible for publish high-quality, error free, content on the social media platforms of MHA. Identify content worthy of being published, generate content ideas. Craft social media messages in a way that is appropriate to each platform and context. Design and Publish messages on MHA's social media platforms (Facebook, Twitter, YouTube, Instagram etc, more to added) in English/Hindi/Urdu. Social Media Listening & Feedback <ul style="list-style-type: none"> Use social media listening tools (mostly freely available) to track and listen to social media conversation. Analyse social media conversations and provide feedback regarding the social media outreach of MHA and its subordinate organisations. Other responsibilities for this role will be assigned as necessary/appropriate. 	Upto 45 years	Rs.23,000/-

S. No.	Name of Post	No. of Post	Hiring Criteria	Job Description	Age	Consolidated Fee per month
2.	Graphic Designer	01	<ol style="list-style-type: none"> 1. A minimum of two years experience in visual design and/or front end development for social media and/or World Wide Web. 2. Must be proficient in Adobe Creative Cloud (Photoshop in design, Illustrator etc. 3. Must be conversant with social media platforms such as Facebook, Twitter, YouTube, Instagram and Blog 4. Professionals experience in managing social media presence for client organization. 	<ol style="list-style-type: none"> 1. The Graphic Designer (Social Media) will be responsible for working with team members in creating impactful visual designs and graphic products that improve the effectiveness of PIB's social media communication. 2. Understand the content, context, purpose, style and tone of the message to be communicated. 3. Create visual designs and graphic products such as info graphics, GIF videos, etc. which are appropriate in communicating the message to MHA audiences on various social media platforms, such as Twitter, Facebook, Instagram. Other responsibilities for this role will be assigned as necessary/appropriate. 	Upto 45 years	Rs.30,000/-

Application forms may be obtained from **BECIL's Corporate Office: C-56, A/17, Sector-62, Noida-201307** or downloaded from www.becil.com.

The duly filled in application form along with self-attested photocopies of educational/ experience certificates, two passport size photograph, PAN Card, Aadhar Card and **non-refundable registration fee of Rs.300/- (Rupees Three Hundred Only)** by debit card, cash or demand draft drawn in favor of **BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED** payable at **New Delhi** may be submitted to Assistant General Manager (HR) in **BECIL's Corporate Office at BECIL Bhawan, C-56/A-17, Sector-62, Noida-201307 (U.P)**.

SC/ST/PH candidates are exempted from registration fee.

Last date for submission of application forms is 09 July, 2018.

Sd/-
Mahesh Chand
Assistant General Manager (HR)