



## 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 / 4177860 **Fax:** 0120-4177879 **Website:** www.becil.com

### WALK-IN INTERACTION

### VACANCY ADVERTISEMENT NO. 227

Interested candidates are invited for walk-in-interview/interaction for following posts purely on contract basis for engaging temporary staff in the office of Pharmacopoeia Commission for Indian Medicine & Homoeopathy (PCIM&H), Ghaziabad.

**DATE:** 10<sup>TH</sup> DECEMBER, 2022 (SATURDAY)

**TIMINGS:** 10:00 AM TILL 3:00 PM

**VENUE:** COMMITTEE ROOM, ADMINISTRATIVE BLOCK,  
PHARMACOPOEIA COMMISSION FOR INDIAN MEDICINE & HOMOEOPATHY (PCIM&H),  
MINISTRY OF AYUSH, KAMLA NEHRU NAGAR,  
GHAZIABAD, UTTAR PRADESH – 201002

S. No.	Name of Post	No. of post	Educational Qualification	Monthly Remuneration
1.	Pharmacopoeial Associate (Chemistry)	03	<b>Essential:</b> 1. Master's Degree in concerned subject (Chemistry, Pharmacognosy, Botany/Pharmacy) 2. Knowledge in computer applications such as MS Word, MS Excel & Power Point. <b>Desirable:</b> 1. Ph.D in concerned Subject 2. 02 yrs. experience in any research institute <b>Age:</b> Should not exceed 30 years in case of fresh engagement	Rs.32,000/-
2.	Pharmacopoeial Associate (Pharmacognosy)	01		
3.	Pharmacopoeial Associate (Pharmacy)	01		
4.	Pharmacopoeial Associate (Publication)	01	<b>Essential:</b> 1. Graduate in any discipline from a recognized University. 2. Should have good communication, writing ability and interpersonal skills. 3. Knowledge in computer applications such as MS Word, MS Excel & Power Point. <b>Desirable:</b> 02 yrs. Experience in any research institute <b>Age:</b> Should not exceed 30 years in case of fresh engagement	Rs.25,000/-
5.	Office Assistant	10	<b>Essential:</b> 1. Graduate in any discipline from a recognized University. 2. Should have good communication, typing speed, capable in taking dictation, writing ability and interpersonal skills. 3. Knowledge of computer applications such as MS Word, MS Excel & Power Point. <b>Age:</b> Should not exceed 30 years in case of fresh engagement	Rs.20,000/-

S. No.	Name of Post	No. of post	Educational Qualification	Monthly Remuneration
6.	Technical Data Associate	04	1. Bachelor degree with 05 years of experience in Administration/finance in Govt./PSU/Autonomous Body <b>Desirable:</b> Knowledge in computer applications such as MS Word, MS Excel & Power Point. Preference will be given to retired persons who have excellent communication skills and interpersonal skills with adequate knowledge of computer applications. <b>Age:</b> Should not exceed 65 years	Rs.31,500/-
7.	MTS	06	1. Matriculation (10th class pass) or equivalent from a recognized Board of Education 2. Knowledge of local language. <b>Age:</b> Should not exceed 25 years in case of fresh engagement	Rs.16,425/-
8.	Driver	01	1. Matriculation passed from a recognized Board. 2. Possession of a valid driving license for motor cars. <b>Age:</b> Should not exceed 65 years	Rs.20,000/-
9.	House Keeping Staff	07	5th passed from recognized Board. <b>Age:</b> Should not exceed 30 years in case of fresh engagement	Rs.16,425/-
10.	Consultant (Admin)	01	1. Persons retired from the post of Section Officer/Under Secretary/Deputy Secretary/Director or equivalent in the Government of India, Attached & Subordinate offices, Autonomous Bodies of the Government of India are eligible for the position of Consultant in Administrative matters. 2. Graduates in Law, IT and other disciplines are eligible to be considered for selection for specific assignments as consultants. 3. Candidate should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential. 4. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure. 5. Preference will be given to persons with experience of dealing RTI, Grievances, Legal, Policy matters. <b>Age:</b> Should not exceed 65 years	Rs.50,000/-
11.	Consultant (Establishment)	01	1. Persons retired from the post of Section Officer/Under Secretary/Deputy Secretary/Director or equivalent in the Government of India, Attached & Subordinate offices, Autonomous Bodies of the Government of India are eligible for the position of Consultant in Establishment matters. 2. Graduates in Law/ IT other disciplines are eligible to be considered for selection for specific assignments as consultants. 3. Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential. 4. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, account office procedure. 5. Preference will be given to persons with experience of	Rs.50,000/-

S. No.	Name of Post	No. of post	Educational Qualification	Monthly Remuneration
			dealing RTI, grievances Legal, Policy matters etc. <b>Age:</b> Should not exceed 65 years	
12.	Consultant (Account)	01	<p>1. Persons retired from the post of Store Officer/Under Secretary/Deputy Secretary/ Director or equivalent in the Government of India, Attached &amp; Subordinate offices, Autonomous Bodies of the Government of India are eligible for the position of Consultant in Accounts and Finance related matter.</p> <p>2. Graduates Account/Commerce/ Finance disciplines are eligible to be considered for selection for specific assignments as consultants.</p> <p>3. Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc is essential.</p> <p>4. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget account office procedure.</p> <p>5. Preference will be given to persons with experience of dealing budget accounts audit etc.</p> <p><b>Age:</b> Should not exceed 65 years</p>	Rs.50,000/-
13.	Consultant (Store)	01	<p>1. Persons retired from the post of Store Officer/Under Secretary/Deputy Secretary/ Director or equivalent in the Government of India, Attached &amp; Subordinate offices, Autonomous Bodies of the Government of India are eligible.</p> <p>2. Graduates/ PG diploma Material Management /Supply chain Management disciplines are eligible to be considered for selection for specific assignments as consultants.</p> <p>3. Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc is essential.</p> <p>4. Candidates should be well conversant with Central Secretariat functions like drafting, noting, inventory management, Stock Entry, Auction, physical verification.</p> <p>5. Preference will be given to persons with experience of store, auction, procurement etc.</p> <p><b>Age:</b> Should not exceed 65 years</p>	Rs.50,000/-
14.	Consultant (Legal)	01	<p><b>Essential:</b> Law Graduate from a recognized University or equivalent with minimum of 60% marks and minimum 05 years' experience.</p> <p><b>Desirable:</b> 1. Qualified in All India Bar Examination; Professional writing skills; 2. Post graduates in Law. 3. Experience in judicial or legal work in various Courts, Government or regulatory authority, tribunals, Commissions or any other similar forum. 4. Working knowledge of MS Office, Computer handling &amp; Internet browsing</p> <p><b>Nature of duties:</b> Tender legal opinion on the issues coming before the PCIM&amp;H. Prepare para-wise comments on all OAs, Writ Petitions, SLPs, and PILS filed against the PCIM&amp;H and forward to the concerned standing/ Govt. counsel after approval of the competent authority, for drafting counter affidavit. Scrutinize the counter affidavit received from Govt. counsel with reference to the para-wise comments. Perform such other</p>	Rs.50,000/-

S. No.	Name of Post	No. of post	Educational Qualification	Monthly Remuneration
			work of a legal nature as may be entrusted from time to time. Maintain a register of pending court cases in the PCIM&H. To be coordinate with Ministry and GC advocates for the execution of cases and monitor the pending court cases. To be present in the court during the hearing. Identification of legal issues for adjudication. The candidate so engaged as legal consultant is expected to work with competent authority and shall perform various duties in legal matters of other related works such as MoU, contract etc. Preparation of draft order and any other legal work as assigned by the Commission/competent authority. Further, legal consultant should be in sound health (both physically and mentally), should not be accused in any pending inquiry and should be of impeccable integrity. <b>Age:</b> Should not exceed 45 years	
15.	Hindi translator	01	1) <b>Essential Educational Qualifications:</b> a) Bachelor's degree from a recognized University with Hindi and English as main subjects. b) Knowledge of Computer with good speed in Hindi typing. 2) <b>Desired Qualifications</b> i) Master's degree in Hindi & English. ii) Diploma or Certificate courses in translation from Hindi to English and from English to Hindi from a recognized Institute or University. <b>Experience:-</b> Three (03) years' experience of translation work from Hindi to English or from English to Hindi in a recognized Institution or Central Government / State Government Offices including Government of India Undertaking. <b>Age:</b> Not more than 45 years. Relaxable upto 65 years for retired person from Govt. services.	Rs.50,000/-
16.	Project Consultant (Pharmacognosy)	02	<b>Essential Educational Qualifications:</b> a) M.Sc. Botany/ Pharmacognosy from a recognized University b) Ph.D in Botany/ Pharmacognosy from a recognized University. c) Knowledge in computer applications such as MS Word, MS Excel & Power Point. <b>Desired Qualifications</b> <b>(i) Experience:</b> 05 years of post-qualification experience from any Research Institute in medicinal plant macroscopy and microscopy of crude drugs and experience in handling microtomes and preparation of permanent slides. <b>Age:</b> Should not exceed 65 years	Rs.50,000/-
17.	Project Consultant (Chemistry)	02	<b>i) Essential Educational Qualifications:</b> a) M.Sc. in Chemistry from recognized University b) Ph.D in Chemistry from recognized University c) Knowledge in computer applications such as MS Word, MS Excel & Power Point. <b>Desired Qualifications</b> <b>(i) Experience:</b> 05 years of post-qualification experience in concerned field from any Research Institute. Preference will be given to candidates having experience on ASU&H drugs analysis including handling of instruments like	Rs.50,000/-

S. No.	Name of Post	No. of post	Educational Qualification	Monthly Remuneration
			HPTLC/GC/ICP OES etc. and publications in SCI Indexing Journals with article writing skills. <b>Age:</b> Should not exceed 65 years	
18.	MTS (Security)	28	Should have knowledge of Hindi or English and local language. Good physique and personality Fulfilling requirements of physical standards and medical fitness as per PSRA Act and Rules. Minimum Experience 3 years Should have knowledge of Security related matters, industrial safety and allied functions. Preference will be given to a person who has served in police and Home Guards Minimum 10 <sup>th</sup> pass. <b>Age:</b> Should not exceed 60 years	Rs.16,425/-

**Note:**

Number of post may increase or decrease as per the requirement

1. Selection will be made as per the prescribed norms and requirement of the job.
2. Preference will be given to local candidates and who are already working in the same/similar department.
3. No TA/DA will be paid for attending the interview/ joining the duty on selection.
4. Application must be submitted ONLINE only for the above posts.
5. 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. Merely submission of application forms does not confirm your selection.
8. Candidates are requested to take printout of their Application Forms after online submission and bring along with following documents on the date of Walk-in-interaction as above.

**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

: [khuswindersingh@becil.com](mailto:khuswindersingh@becil.com)

For queries other than technical

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

**Last date for submission of application forms is 05.12.2022.**

Sd/-  
DGM (MR)

## BECIL REGISTRATION PORTAL

### HOW 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 these 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.
9. Candidates are advised to fill the post judiciously as per the advertisement released by BECIL.
10. All the communications be made either on registered email or registered mobile number.
11. 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.
12. No candidate shall make any communication with our client.
13. 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. \*\***

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