



BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

(A Government of India Enterprise under Ministry of Information & Broadcasting)
(A Mini Ratna Company)

Head Office: BECIL, 14-B, Ring Road, Indraprastha Estate, New Delhi – 110002

Phone: 011-23378823, **Fax:** 011-23379885

Corporate Office: BECIL Bhawan, C-56/A-17, Sector-62, Noida-201307

Phone: 0120-4177850, **Fax:** 0120-4177879 **Website:** www.becil.com

VACANCY NOTICE

Applications are invited for empanelment of Temporary staff purely on contract basis for deployment in the office of Registrar General of India, Delhi.

S. No.	Post / Requirement	Qualification/ Experience	Nature of Work	Monthly Remuneration
1	Team Leader (One)	<ol style="list-style-type: none"> 1 Must hold Degree or Diploma in Mass Communication or Journalism or any other relevant field. 2 Must hold a Bachelor's Degree (any field). 3 Must have good communication skill (in English/Hindi). 4 Must be versatile in using the Internet, MS Word, Excel, Graphics, etc. 5 Must be conversant with working on social media platforms such as Facebook, Twitter, Youtube, Instagram etc. 6 Professional experience of at least of eight (08 years) in managing social media presence for client organization. 7 Lead a team of 4-5 persons in a client interface 	<ol style="list-style-type: none"> 1 The SME will be responsible for publishing high-quality, error free content on the social media platforms of ORGI/Census 2021. 2 Identify content worth of being published, generate content ideas. 3 Craft Social Media messages in a way that is appropriate to each platform and context. 4 Design and publish messages on ORGI's social media platforms (Facebook, Twitter, Youtube, Instagram etc. more to added) in English/Hindi/Urdu. <p><u>Social Media Listening & Feedback</u></p> <ol style="list-style-type: none"> 1 Use social media listening tools (mostly freely available) to track and listen to social media conversation. 2 Analyze social media conversations and provide feedback regarding the social media outreach of ORGI and its subordinate organizations. 3 Other responsibilities for this role will be assigned as necessary/appropriate. 	Between Rs.90,000/- to Rs.1,00,000/- per month based upon qualification and experience of the individual.
2.	Social Media Graphic Designer (Two)	<ol style="list-style-type: none"> 1 A minimum 05 years of 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 Professional 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 infographics, gif videos, etc. which are appropriate in communicating the message to ORGI audiences on various social media platforms, such as twitter, Facebook, Instagram. Other responsibilities for this role will be assigned as necessary/appropriate. 	Between Rs.55,000/- to Rs.60,000/- per month based upon qualification and experience of the individual.

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3.	Social Media Analytics Expert (One)	1 Must have Bachelor's degree (preferably in Applied Maths/Statistics). 2 Must have used the analytics software freely available and have working experience (05 years) of handling social media analytics. 3 Professional certification in social media analytics/ analytics understanding of the forecasting using analytics of outreach.	1 Giving the outreach of the social media messaging on daily basis in the social media platforms. 2 Maintain the online dashboard of the activities on the ORGI social media. 3 Keep a watch on each post to look at the positive & negative effects and suggest the remedy.	Between Rs.75,000/- to Rs.80,000/- per month based upon qualification and experience of the individual.
4.	Social Media Communicators (Two)	1 Must hold a Bachelor's Degree (any field). 2 Must have good communication skill (in English/Hindi). 3 Must be versatile in using the Internet, MS Word, Excel, Graphics etc. 4 Must be conversant with working on social media platforms such as Facebook, Twitter, Youtube, Instagram, etc. 5 Professional experience of at least 05 years in managing social presence for client organization.	1 The SME will be responsible for publishing high –quality, error-free content on the social media platforms of ORGI/Census 2021. 2 Identify content worth of being published, generate content ideas. 3 Craft social media messages in a way that is appropriate to each platform and context. 4 Design and publish messages on ORGI's social media platforms (Facebook, Twitter Youtube, Instagram etc. more to added) in English/Hindi/Urdu. <u>Social Media Listening & Feedback</u> 1 Use social Media listening tools (Mostly free available) to track and listen to social media conversation. 2 Analyze social media conversations and provide feedback regarding the social media outreach of ORGI and its subordinate organizations. 3 Other responsibilities for this role will be assigned as necessary/appropriate.	Between Rs.70,000/- to 75,000/- per month based upon qualification and experience of the individual.

Selection will be made as per prescribed norms and requirement of the job.

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.500/- (Rupees Five Hundred Only) for General and OBC candidates and Rs.250/- (Rupees Two Hundred Fifty only) for SC/ST/PH candidates** by cash (to be deposited at the reception of the corporate office) or demand draft drawn in favor of **BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED** payable at **New Delhi** may be submitted to Deputy General Manager (HR) in **BECIL's Corporate Office at BECIL Bhawan, C-56/A-17, Sector-62, Noida-201307 (U.P)**.

Last date for submission of application forms is 08 July, 2019.

Sd/-
Mahesh Chand
Deputy General Manager (HR)