



BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

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

(A Mini Ratna Company)

Corporate Office: BECIL Bhawan, C56/A17, Sector-62, Noida-201307

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

VACANCY ADVERTISEMENT NO. 169

VACANCIES FOR PROJECT MANAGEMENT UNIT OF ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS), NEW DELHI

BECIL invites applications for recruitment/empanelment of following Consultants for Project Management Unit of All India Institute of Medical Sciences (AIIMS), New Delhi purely on contractual basis:

S.No.	Position / Requirement	Consolidated Remuneration
1	Senior Consultant / Consultant (Procurement) 01	<p style="text-align: center;">For Sr. Consultant (Rs.1,50,000/- per month) AND For Consultant (Rs.1,00,000/- per month)</p> <p>(Remuneration may be higher according to the qualifications and experience as decided by Project Management Board)</p>
2	Senior Consultant / Consultant (IT Project Management) 01	
3	Consultant (Office Administration) 01	The consultant shall be paid a fixed monthly amount calculated as = last Pay Drawn (Basic Pay) – Basic Pension + Transport Allowance (if applicable at retirement).

Note: Requirement may increase or decrease at the time of selection based on the decision of Project Management Board of AIIMS, New Delhi.

- Selection will be made as per the prescribed norms and requirement of the job.
- Preference will be given to those candidates who are already working in the same/similar department.
- No TA/DA will be paid for attending the test/ written exam/ interview/ joining the duty on selection.
- Application must be submitted **ONLINE** only for the above post.
- For applying please visit the BECIL website 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.**
- Candidates will be informed via email / telephone/ SMS for Skill Tests/Interaction meeting, hence it is advised to view their SMS / email regularly after submitting the application for any notification/ updates.
- 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.
- Candidates who have applied earlier need not to apply again.

In case of any doubt/help please email as below:

For technical problem faced while applying ONLINE

: khuswindersingh@becil.com

For queries other than technical

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

Last date for submission of application forms is 10.08.2022

Sd/-
DGM (MR)

PMU Consultants details

S. No	Requirement	Criteria	ToR's
1.	Senior consultant/ Consultant (Procurement)	<p>BE/B.Tech/MBA/MHA or equivalent from a recognized university.</p> <p>Experience – Experience in procurement for Government sector for at least 10 years (out of which at least 5 years should be related to Procurement in healthcare Sector) for senior consultant and 5 years for consultant (out of which at least 2 years should be related to procurement in healthcare sector)</p> <p>- Proficiency in MS Excel & eProcurement (Central Procurement Portal / GeM, etc) is essential</p> <p>Age – Not exceeding 62 years</p> <p>Desirable – Experience in healthcare procurement cumulatively costing more than Rs.100 crores in Government sector.</p>	<ul style="list-style-type: none"> - To assist various departments in finalization of List of equipment and specifications. - Preparation of draft tender document - Collating pre-bid queries and their approved replies. - Carrying out Techno-commercial and price evaluations of bids received along with user departments. - Assist in preparation of notes and proposal for Procurement related administrative activities. - Assist department and stores in post tender activities as per requirement.
2.	Senior Consultant / Consultant (IT Project Management)	<p>Essential Qualification – BE/B.Tech with MBA/ME/M.Tech/MCA or equivalent from a recognized university .</p> <p>Experience - Experience in Software Project / Product Management (including Solution Designing, Solution Architecture, Software Development Life Cycle, Functional requirement specifications, Software Requirement Specifications, etc.) for at least 6 years for Senior Consultant & 3 years for consultant.</p> <p>Age – Not exceeding 62 years.</p> <p>Desirable - Experience in Health Informatics, Health Information Exchange, Electronic Health Records, Health Data Integration, Healthcare Analytics, Health Interoperability, etc.</p>	<ul style="list-style-type: none"> - Assisting AIIMS in finalizing requirements for its IT PMC, Software System, etc. - Preparation & evaluation of various IT projects related RFP's, EOI's, etc. - Coordination of various IT project related activities with all concerned stakeholders / agencies, making follow up reports and presenting the same to AIIMS officials as desired - Monitoring quality assurance for various going IT projects on a regular basis & coordination of various quality issues with all concerned stakeholders / agencies - Preparing and monitoring project timelines - Coordination and liaisoning on behalf of AIIMS between user departments and other agencies - Minuting and archiving of all projects related activities - Routine project management activities as may entrusted from time to time
3.	Consultant (Office Administration)	<p>The applicant should have retired from the post of Assistant Section Officer/Section Officer from any Central Government Ministries/Departments.</p> <p>Desirable – Preference will be given to the retired officers belonging to Central Secretariat Service.</p> <p>Age – Not exceeding 63 years</p> <p>Note: For the position of Consultant (Office Administration) Remuneration, Allowances, Leave, Term of Appointment, etc. shall be regulated by the Department of Expenditure's O.M. No.3-25/2020-EIIIA dated 09.12.2020 as follow:</p> <ol style="list-style-type: none"> 1. The consultant shall be paid a fixed monthly amount calculated as = last Pay Drawn (Basic Pay) – Basic Pension + Transport Allowance (if applicable at retirement). 2. No DA, HRA, PF, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion, etc. or any other benefits as available to the regular Government Servant. 3. The amount of remuneration so fixed shall remain unchanged for the terms of contract. Release of monthly remuneration is subject to production/submission of satisfactory performance certificate from the controlling officer. 4. The income tax or other tax will be deducted at source as per Government instruction. 	<ul style="list-style-type: none"> - Administrative matters related to establishment matters, General Administration matters, Parliamentary matters, various Departmental matters, Court cases, Budget matters, Recruitment matters, etc.

The terms and conditions as decided will be as follows:

- ✓ **Consolidated Remuneration:**
 - **Consultant** : Rs. 1,00,000 (or as recommended by Project Management Board,AIIMSND)
 - **Sr. Consultant** : Rs.1,50,000 (or as recommended by Project Management Board,AIIMSND)
(The consultant/senior consultant may be paid higher according to the qualifications and experience as may be decided by the Project Management Board)
 - **Consultant (Office Administration):** The consultant shall be paid a fixed monthly amount calculated as = last Pay Drawn (Basic Pay) – Basic Pension + Transport Allowance (if applicable at retirement).
- ✓ **Period of engagement:** The consultant will be initially engaged for a period of one year through and on the roles of the outsourced agency for AIIMS, New Delhi or its extension campuses. His term may be extended from time to time depending upon the performance of the candidate and requirement at AIIMS, New Delhi as decided by the competent authority
- ✓ **Leave:** Consultants shall be eligible for 12 days leave in a calendar year on prorata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a Year (calculated on a prorata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year. Government & National holidays shall be paid holidays. For the position of Consultant (Office Administration) Remuneration, Allowances, Leave, Term of Appointment, etc. shall be regulated by the Department of Expenditure's O.M. No.3-25/2020-EIIIA dated 09.12.2020
- ✓ **Work Hours:** Working hours shall ordinarily from 9:30am – 6:00pm (with half hour lunch break) for six days a week. However, the consultants maybe required to work for longer hours or in different shifts or on holidays due to work requirements & exigencies
- ✓ **Laptop:** Must have their own laptop with requisite software as per experience clause preloaded & working optimally
- ✓ **Mobile:** Must possess a functional mobile phone with active SIM card so that communication can be done with him/her at all times
- ✓ **Allowances:** The Consultants shall NOT be entitled to any allowance such as Dearness Allowance, Telephone, Transport Facility, Residential Accommodation, Personal Staff, Medical Reimbursement etc.
- ✓ **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses.
- ✓ **Termination Notice:** The contract for engaging the Consultant can be terminated by either side with one month's notice or by payment of one month remuneration in its lieu or by surrendering one month remuneration by the consultant. The competent authority would be free to terminate the engagement of the Consultant without serving any notice to him/her, in case of continuous absence for more than 10 days without prior permission in a calendar year or if any certificate/declaration furnished by him/her at the time application is later found to be false.
- ✓ **Conflict of Interest:** The consultant is expected to follow of all the rules and regulations of Central Government which are in force. He/She will be expected to work with utmost honesty and sincerity while discharging his/her duties. In case the services of consultant are not satisfactory or found in conflict with the interest of the government, his/her services will be discontinued by terminating the contract without assigning any reasons.
- ✓ **Non-disclosure of official secrets:** During the period of engagement with the institute it is likely that consultant may come across certain information of important nature. Therefore, consultant will not divulge any information gathered by him during the period of his engagement to anyone who is not authorised to know the same. The consultant shall not, except with the sanction of competent authority, publish any article or participate in radio or TV broadcast either in his own name or anonymously or pseudonymously.
- ✓ **Work place:** The work place of the consultant will be in AIIMS Delhi. The consultant can be posted in any peripheral centre of AIIMS New Delhi (NDDTC Ghaziabad, NCI Jhajjar, CRHSP Ballabgarh, etc) as and when required.

BECIL REGISTRATION PORTAL

HOW TO APPLY:

1. Candidates are required to apply online through website www.becil.com or <https://becilregistration.com> 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 or <https://becilregistration.com> 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.750/- (Rs. 500/- extra for every additional post applied)
- OBC - Rs.750/- (Rs. 500/- extra for every additional post applied)
- SC/ST - Rs.450/- (Rs. 300/- extra for every additional post applied)
- Ex-Serviceman - Rs.750/- (Rs. 500/- extra for every additional post applied)
- Women - Rs.750/- (Rs. 500/- extra for every additional post applied)
- EWS/PH - Rs.450/- (Rs. 300/- extra for every additional post applied)

Note: the GST and Bank charges will be borne by the candidates.

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. ****
