



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

VACANCY NOTICE

Applications are invited for empanelment of Temporary staff purely on contract basis for deployment in a government hospital/office in Delhi/NCR/Jhajar.

S. No.	Designation	Evaluation Criteria	Roles and Responsibilities	Requirement (may get increase or decrease as per the requirement)	Fee
1	Patient Care Manager (PCM)	<p>Qualification: Bachelors Degree in Life Sciences with full time Post Graduate Qualification in Hospital (or Healthcare) Management from a recognized university</p> <p>Experience: At least one year experience in a hospital after acquisition of the aforementioned qualifications.</p> <p>Age Limit: Not more than 40 Yrs. on the date of joining</p>	<ul style="list-style-type: none"> • Management of the patient care coordinators • Ensure that the PCCs are in full attendance and ensure replacement/alternative in case of absenteeism • Act as the first point of escalation for any issues that are reported by PCCs • Management of patient movement from waiting area to respective OPDs in batches • Overall management of process implementation 	25	Rs. 30,000/- per month consolidated with annual increment of 10%
2	Patient Care Coordinator (PCC)	<p>Qualification: Full Time Bachelors Degree in Life Sciences (preferred) or Bachelors Degree in any field</p> <p>Experience: At least one year experience in a hospital after acquisition of the aforementioned qualification</p> <p>Age Limit: Not more than 35 Yrs. on the date of joining</p>	<ul style="list-style-type: none"> • Help and guide patients in a compassionate manner • Ensure smooth functioning of the process workflow • Manage seating of patients at PRC, waiting areas. • Operation of access control scanners • Assisting and providing navigational support to patient 	25	Rs.18,462/- per month (as per minimum Wages Rates of Delhi Govt. revised from time to time)

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 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.)**.

Last date for submission of application forms is December 31, 2018.

Sd/-
Mahesh Chand
Assistant General Manager (HR)

15. Educational/Professional Qualification:

S. No.	Qualification	University / Institute / College	Year of Passing	Division/ Grade
1	Senior Secondary School (SSC)			
2	Higher Secondary School (HSC)			
3	Graduation			
4	B.Sc. in Life Sciences			
5	Post-Graduate in Hospital Management (or Healthcare)			
6				

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

1.	Designation			
	Organization			
	Duration (DD/MM/YY)	From		To
	Job profile			
2.	Designation			
	Organization			
	Duration (DD/MM/YY)	From		To
	Job profile			

17. Total years of experience: _____

18. References:

S. No.	Name	Address	Contact Number
1.			
2.			

19. Languages known other than Hindi /English (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 the form (compulsory):

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

Signature _____