



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 empanelment of Temporary staff purely on contract basis for deployment in a government hospital/office in Delhi/NCR/Jhajjar.

| 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 | 20 | 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 | 70 | Rs.17,916/- 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, Aadhar Card and **non-refundable registration fee of Rs.300/- (Rupees Three Hundred Only)** 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.)**.

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

Last date for submission of application forms is April 30, 2018.

Sd/-
Mahesh Chand
Assistant General Manager (HR)

15. Educational/Professional Qualifications for the posts of PCM / PCC

| S. No. | Qualification | University / Institute / College | Year of Passing | Division/ Grade |
|--------|--|----------------------------------|-----------------|-----------------|
| 1 | Post-Graduate in Hospital Management (or Healthcare) | | | |
| 2 | B.Sc. in Life Sciences | | | |
| 3 | Graduation in any field | | | |
| 4 | | | | |

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):

- Birth Certificate or 10th pass certificate
- Caste Certificate, if any.
- Educational / Professional Certificates
- Work Experience Certificates
- PAN Card
- Aadhar Card
- Copy of EPF/ESIC Card (if already have)

Signature _____