



PRASAR BHARTI
India's Public Service Broadcaster
DOORDARSHAN KENDRA, KOLKATA

18/3, Uday Sankar Sarani, Golf Green, Kolkata- 700095



सत्यम् शिवम् सुन्दरम्

No .DDK/KOL/PROG/2023-24/Part-1

Date: - 21/08/2023

'Advertisement Notice'

DDK Kolkata invites applications from eligible candidates for empanelment of assignees in different categories (listed in table) to perform the work on assignment basis. The applications will undergo a scrutiny and screening/selection process and successful candidates will be invited for assignment on "As and when required" basis as per programme exigencies.

Qualifications and other requirements are listed below-

Sl. No.	Category	Sub Category	Age (in years)	Qualification	Remuneration
1.	Post Production Assistant	NA	21 – 40 Years as on Date of Notification	<p style="text-align: center;"><u>Essential</u></p> Professional Degree/Diploma in Film Video editing from a recognized university/ institute. Candidate must be well-versed with latest softwares. <p style="text-align: center;"><u>Desirable</u></p> Two years experience for TV/ Doordarshan Programme	Rs. 3500/- per assignment and up to maximum 07 assignments in a month & limited to 84 assignments in a year as per requirement
2.	Beautician/ Hair Dresser	NA	21 – 40 Years as on Date of Notification	<p style="text-align: center;"><u>Essential</u></p> Professional Degree / Diploma in Make-up <p style="text-align: center;"><u>Desirable</u></p> Two years experience of working in professional parlor or Experience of working in Theatre/TV industry as a make-up artist/ Hair dresser	Rs. 3000/- per assignment and up to maximum 07 assignments in a month and limited to 84 assignments in a year as per requirement
3.	Video Assistant	NA	21 – 40 Years as on Date of Notification	<p style="text-align: center;"><u>Essential</u></p> Professional Degree / Diploma in Videography from a recognized university/ institute. <p style="text-align: center;"><u>Desirable</u></p> Two years Experience for TV/ Doordarshan Programme	Rs. 5000/- per assignment and up to maximum 07 assignments in a month & limited to 84 assignments in a year as per requirement
4.	Set Assistant	NA	21 – 40 Years as on Date of Notification	<p style="text-align: center;"><u>Essential</u></p> HS or Equivalent from a recognized board. Must have good physique and sound health & Fitness. <p style="text-align: center;"><u>Desirable</u></p> Two year experience in Set erection or dismantling of Set in TV/ Film industry	Rs.3000/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement
5.	Library Assistant	NA	21 – 40 Years as on Date of Notification	<p style="text-align: center;"><u>Essential</u></p> Graduation in from a recognized University and verifiable certification in MS Excel(Online/Offline) <p style="text-align: center;"><u>Desirable</u></p> Degree/ Diploma in Library Science	Rs.2500/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement

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6.	Social Media Assistant	NA	21 – 40 Years as on Date of Notification	<p>Essential HS or Equivalent from a recognized board Verifiable certificate in Digital Marketing (Online/ Offline)</p> <p>Desirable Experience of Six months in Website Designing / Digital Marketing & Certification in Website Designing.</p>	Rs.2000/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement
7.	C. G. Operator	NA	21 – 40 Years as on Date of Notification	<p>Essential Graduation from a recognized University and verifiable certificate in Computer Graphics/ Graphic Designing (Online/ Offline)</p> <p>Good command over Bengali Typing</p> <p>Desirable Experience in related job involving typographical work in any media unit</p>	Rs.2000/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement
8.	Broadcast Assistant	Broadcast Assistant in Duty Room	21 – 40 Years as on Date of Notification	<p>Essential Graduation from a recognized University</p> <p>Desirable One year experience in Broadcasting / Management Proficiency in Computer</p>	Rs.2500/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement
		Broadcast Assistant in Commercial Section		<p>Essential Graduation in Commerce from a recognized University</p> <p>Desirable One year experience in Broadcasting Management Proficiency in Computer</p>	
9.	Resource Person	Resource Person in Programme	21 – 40 Years as on Date of Notification	<p>Essential Class – XII + 3 year Experience in TV / Doordarshan Programme Production and Co- ordination</p> <p>Or</p> <p>Graduation with professional Diploma in Radio & TV Programme Production/Mass Communication /Journalism</p> <p>Desirable Proficiency in Script Writing & Presentation in Bengali & Good PR skills. Experience in TV Reporting.</p>	Rs. 3000/- per assignment and up to maximum 07 assignments in a month and limited to 84 assignments in a year as per requirement
		Resource Person in Studio Floor		<p>Essential Class – XII + 3 year Experience in TV / Doordarshan Programme Production and Co- ordination</p> <p>Or</p> <p>Graduation with professional Diploma in Radio & TV Programme Production/Mass Communication /Journalism</p> <p>Desirable Experience in working in Studio Floor management</p>	
		Resource Person as Lighting Assistant		<p>Essential Class – XII + 3 year Experience in TV / Doordarshan Programme Production and Co- ordination</p> <p>Or</p> <p>Graduation with professional Diploma in Radio & TV Programme Production/Mass Communication /Journalism</p> <p>Desirable Experience in Film/TV Industry in Lighting Arrangement.</p>	

Terms and Conditions:

- a. **This is not, and will not be, an employment.**
- b. You will be invited for assignment by the Doordarshan Kendra strictly on **AS AND WHEN REQUIRED** basis as per the day to day requirement of programmes at the Kendra, and your availability on the date and time of assignment.
- c. As per rules, the maximum possible number of assignments is 07 (Seven) in a month and limited to 84 in year as per programme requirement/exigencies. One assignment may take up to 2-3 days. However, no right is conferred on you to demand booking beyond the period assigned to you by this office.
- d. You will not be entitled to any fixed or specific number of bookings, as you are not on the establishment of Doordarshan.
- e. This organization has no objection and does not restrict you from continuing in/ taking up a regular or temporary employment in any other organization/ institution or being self-employed.
- f. You have every right not to accept the assignment for which you may be invited as per programme exigencies. However, once the assignment is accepted, you will be under obligation to perform the accepted assignment.
- g. You have to accord your consent in advance for performing the assignment.
- h. A candidate can apply for only one post/category. Double Applications will be considered as rejected.
- i. The applications will be scrutinized and Candidates shortlisted will be called for next stage of selection process.
- j. The Selection process may consist of several steps – skill test / written test / personality test depending upon the category as deemed feasible.
- k. The selection will be done by a constituted selection committee.
- l. The bookings of empanelled candidates shall be done strictly on daily/assignment basis (not exceeding seven per month) and payment shall be made as per Prasar Bharati instructions.
- m. Empanelment confers no right to be called for regular bookings or any right/advantage for theselection to any regular post in the organization.
- n. Doordarshan reserves the right to reject any application without assigning any reason. Decision of the Selection Committee will be final and irrevocable.
- o. Canvassing in any form is strictly prohibited and will render candidate ineligible for selection.

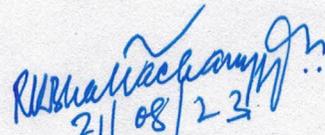
How to apply

The eligible candidates must send their applications in the prescribed format at Annexure-A, along with the copies of required documents, i.e., Certificates of Educational qualifications/ Desirable Qualification, Age Proof, experience certificate etc. to the mail id hiring.ddbangla@gmail.com or by post/by hand to the below mentioned address on or before 15.09.2023 till 05:00pm.

Postal Address

To,

Head of Programme,
Doordarshan Kendra Kolkata,
18/3, Uday Sankar Sarani,
Golf Green, Kolkata- 700095


21/08/23
(Rajiv Bhattacharya)
Head of Programme
DDK Kolkata

To
Head(PBNS) – with a request to upload this circular on the Prasar Bharati website as on date indicated above.

Copy to :

(i) ADG(Admin, EZ)

(ii)DDG(Tech),PB Sectt.- with a request to upload the circular on the Prasar Bharati e-office website

Annexure-A

Application for Casual Assignment at DDK Kolkata

1. **Category Applied for on casual assignment basis :** (A candidate can apply for only one post/category. Double Applications will be considered as rejected)

Affix a
Passport
Size Recent
Photograph

2. **Name:** _____

3. **Date of Birth:** ____ / ____ / ____

4. **Son of/ Daughter of/ Wife of:** _____

5. a) **Permanent Address:** _____

b) **Present Address:** _____

6. **Mobile No. :** _____

5. **Email Id:** _____

6. a) **Educational Qualifications:**

Qualification	Institution/Board	Year of Passing

b) **Other Professional Qualifications (if any):**

Qualification	Institution/Board	Year of Passing

7. **Languages Proficient in Speaking:**

Bengali English Hindi

8. **Languages Proficient in Writing:**

Bengali English Hindi

9. **Experience:**

a) **Whether Employed:** Yes No

b) If Yes , Details of Employment/ Self Employment

Dept / Organization / Establishment	Nature of Work/ Job/ Assignment	Period in Years/Month

c) Whether having any Media Experiences: Yes

No

d) If Yes , Details of Experience

Name of Media Organization	Nature of Work/ Job/ Assignment	Period in Years/Month

10. Any Other Relevant Information, if any, related to this assignment:

11. Whether already working in All India Radio/ Doordarshan? Yes

No

Name the department AIR Programme/NSD:AIR/ DD Prog./ Or DD: RNU

I hereby declare that all the above information furnished by me is true and correct to the best of my knowledge and belief. I also know that this assignment **is not and will not be considered for an employment**. I further solemnly express my unconditional acceptance for the terms and conditions of this assignment.

Date:

Signature of the candidate