



PRASAR BHARATI
(India's Public Service Broadcaster)
Regional News Unit, Doordarshan Kendra
Kolkata



Regional News Unit, DDK, Kolkata invites applications for empanelment of the following on assignment basis:

- 1) Casual News Reader
- 2) Casual Assistant News Editor
- 3) Casual Assistant Website Editor
- 4) Casual CG Operator
- 5) Casual Post Production Assistant
- 6) Stringers in Districts

Interested candidates need to download the application form from the website and send their duly filled in application forms, along with necessary documents to “ **Head of News, Regional News Unit, Doordarshan Kendra, 18/3, Uday Sankar Sarani, Kolkata- 700 095**” in an envelope with heading “ **Application for < Name of the position>**” by 25 february 2020 by 5 pm.

Sd/-
Assistant Director (News)
Head of RNU

EMPANELMENT OF CASUAL ASSISTANT NEWS EDITOR
Regional News Unit – DDK Kolkata

SELECTION GUIDELINES – CASUAL ASSISTANT
NEWS EDITOR

The guidelines for selection are as per DDN/Misc-1/2015-S dated 16.01.2020 issued by DD News, New Delhi.

1. Age : 25-50 years as of date of advertisement
2. Essential Qualifications :
 - a) Degree from a recognized university.
 - b) Degree/ Diploma in Journalism from a recognized University.
 - c) Minimum 3 Years experience of work relating to news broadcasting/news organisation.
- 3) Desirable:
 - a) Acquaintance with national/international affairs
 - b) Matriculate in Bengali Language
- 4) The procedure of selection will be:
 - i) A panel shall be prepared on need basis by the RNU, DDK, Kolkata
 - ii) Eligible candidates after scrutiny of their documents will be called for a skill test for evaluation by selection committee.

WORK PROFILE

The Casual Assistant News Editors empanelled by RNU Kolkata, DDK Kolkata will be required to perform the following duties-

- a. Translating (for Bengali Casual ANE) and News editing of bulletins in their assigned shift.
- b. Drafting the news stories and headlines
- c. Having a sound judgement of the stories to be carried in the bulletin
- d. Preparation and Copy editing of stories, scrolls and fast news items
- e. Preparation of capsules and giving voice-over.
- f. Preparation of special programmes/stories
- g. Preparing bulletin rundown and cuesheet
- h. Social media updates of news accounts, if needed
- i. Any other bulletin/News related tasks assigned by the office.

They need to be present in the newsroom for the entire assigned shift irrespective of bulletins being aired.

DUTIES AND REMUNERATION

- 1) The designation of empanelled Casual Assistant News Editors will be **CASUAL ASSISTANT NEWS EDITOR.**
- 2) The discretion of assigning duties to casual assistant news editors and the number of duties from the panel lies with the RNU in-charge (Head of News) or designated delegated authority.
- 3) A maximum of only 7 duties per month will be assigned by the office (A typical duty on a particular day is generally of an 8-9 hours shift).
- 4) The remuneration given is as per the rate card issued by Delhi HQ i.e. **Rs. 1600/- per day per shift.**
- 5) The discretion of not assigning duty or reduction or increase in the assignment of duties to particular casual asst. news editor lies with the RNU in-charge (Head of News) or designated delegated authority. Duties will be assigned only on need basis subject to a maximum of 7 duties per month per casual assistant news editor. Mere empanelment does not mean that duties will be assigned.

Annexure-2

APPLICATION FORM FOR CASUAL ASSISTANT NEWS EDITOR
RNU KOLKATA – DDK KOLKATA

[All information to be filled in English and Block Letters]

1) Personal Details

Name	Surname	First Name	Middle Name	Passport size Photo
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	D	D	M	
			M	
			Y	
			Y	
			Y	
Age in Completed years (As on date of Advertisement)				
Place of Birth				
Gender				
Nationality				

2) Contact Details

Email ID	
Mobile Nos.	1. <input type="text"/> 2. <input type="text"/>
Landline No. (with STD Code)	1. <input type="text"/> 2. <input type="text"/>
Address	Present Mailing Address <input type="text"/>
	Permanent Address <input type="text"/>

3) Educational qualifications- Academic and professional courses *(attach proof)

Sl. No.	Qualification	School/University//college/Institution	Year of Passing	Percentage (%) Marks
1)	SSC(10 th)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	HSC(12 th)	<input type="text"/>	<input type="text"/>	<input type="text"/>
3)	Graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>
4)	PG	<input type="text"/>	<input type="text"/>	<input type="text"/>
5)	Any Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

4) Experience Details * (attach proof)

Sl. No.	Organisation	Designation	Period	Field of Experience
1)				
2)				
3)				
4)				

5) Languages Known – (tick the appropriate boxes)

Language	Read	Write	Speak
Bengali			
Hindi			
English			
Any Other			

6) Whether you are able to type script on computer in Bengali without help of Stenographer : Yes No

7) Have you ever been convicted in a court of Law ? Is there any legal case filed against you in a court of law? If yes, provide details.

8) Copies of testimonial attached with application form (please list)

- a. b.
c. d.

I hereby declare that all the information furnished above is true to the best of my knowledge.

Application submitted without necessary documents will be rejected.

Place: _____

Date : _____

(Signature of the candidate)