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

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Passport size Photo</th>
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</thead>
<tbody>
<tr>
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Date of Birth:

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<tr>
<th>D</th>
<th>D</th>
<th>M</th>
<th>M</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
</tr>
</thead>
</table>

*(Attach documentary Proof)*

Age in Completed years (As on date of Advertisement)

Place of Birth

Gender

Nationality

2) Contact Details

<table>
<thead>
<tr>
<th>Email ID</th>
<th>Mobile Nos. 1.</th>
<th>Mobile Nos. 2.</th>
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<table>
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<tr>
<th>Landline No. (with STD Code) 1.</th>
<th>Landline No. (with STD Code) 2.</th>
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</table>

Address:

Present Mailing Address

Permanent Address

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Qualification</th>
<th>School/University/college/Institution</th>
<th>Year of Passing</th>
<th>Percentage (%) Marks</th>
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<tbody>
<tr>
<td>1)</td>
<td>SSC(10th)</td>
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<td>2)</td>
<td>HSC(12th)</td>
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<td>3)</td>
<td>Graduation</td>
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<td>5)</td>
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4) Experience Details * (attach proof)

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<tr>
<th>Sl. No.</th>
<th>Organisation</th>
<th>Designation</th>
<th>Period</th>
<th>Field of Experience</th>
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5) Languages Known – (tick the appropriate boxes)

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<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
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<tbody>
<tr>
<td>Bengali</td>
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<td>Hindi</td>
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<td>English</td>
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<td>Any Other</td>
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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)