



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
WEBSITE EDITOR
Regional News Unit – DDK Kolkata

SELECTION GUIDELINES – CASUAL ASSISTANT
WEBSITE EDITOR

The guidelines for selection are as per DDN/Misc-1/2015-S dated 16.1.2020 issued by DD News, New Delhi.

1. Age : 21-50 years as of date of advertisement
2. Essential Qualifications :
 - a) A Degree from a recognized University.
 - b) Degree/Diploma in Journalism/Mass Communications from a recognized University.
3. Desirable:
 - a) 2 years experience in the relevant field
 - b) Exposure to new media operations and/or proven aptitude in this field.
 - c) Knowledge of regional/national/international affairs.
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 Website Editors empanelled by RNU Kolkata, DDK Kolkata will be required to edit stories and add graphic elements to make them presentable for putting on website/digital platforms of the RNU. Apart from their core duties of providing content for website/digital platforms, they are expected to assist the newsroom in the bulletin preparation in their assigned shift which may include preparation and copy editing of stories, scrolls and fast news items, translation of stories and Social media updates of news accounts. They are also expected to perform any other bulletin/ news related tasks assigned by the office.

NOTE: They need to be present in the newsroom for the entire assigned shift irrespective of bulletins being aired or not.

DUTIES AND REMUNERATION

- 1) The designation of empanelled casual website editor will be **CASUAL ASSISTANT WEBSITE EDITOR.**
- 2) The discretion of assigning duties to casual assistant website 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. 1400/- per day per shift.**
- 5) The discretion of not assigning duty or reduction or increase in the assignment of duties to particular casual asst. website 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 website editor. Mere empanelment does not mean that duties will be assigned.

Annexure-2

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

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

1) Personal Details

Name	<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%; border-bottom: 1px solid black;">Surname</td><td style="width: 33%; border-bottom: 1px solid black;">First Name</td><td style="width: 33%; border-bottom: 1px solid black;">Middle Name</td></tr></table>	Surname	First Name	Middle Name	Passport size Photo																	
Surname	First Name	Middle Name																				
Date of Birth	<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 5%; border: 1px solid black;"></td><td style="width: 5%; border: 1px solid black;"></td><td style="width: 5%; border: 1px solid black;">/</td><td style="width: 5%; border: 1px solid black;"></td><td style="width: 5%; border: 1px solid black;"></td><td style="width: 5%; border: 1px solid black;">/</td><td style="width: 5%; border: 1px solid black;"></td><td style="width: 5%; border: 1px solid black;"></td><td style="width: 5%; border: 1px solid black;"></td><td style="width: 5%; border: 1px solid black;"></td></tr><tr><td style="text-align: center;">D</td><td style="text-align: center;">D</td><td></td><td style="text-align: center;">M</td><td style="text-align: center;">M</td><td></td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td></tr></table>			/				/					D	D		M	M		Y	Y	Y	Y
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D	D		M	M			Y	Y	Y	Y												
*(Attach documentary Proof)																						
Age in Completed years (As on date of Advertisement)																						
Place of Birth																						
Gender																						
Nationality																						

2) Contact Details

Email ID	
Mobile Nos.	1. 2.
Landline No. (with STD Code)	1. 2.
Address	Present Mailing Address
	Permanent Address

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)			
2)	HSC(12 th)			
3)	Graduation			
4)	PG			
5)	Any Other			

