



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 NEWS READER
Regional News Unit – DDK Kolkata

SELECTION GUIDELINES – CASUAL NEWS READER

The guidelines for selection are as per Order No. 17/1/98-Admn,DDN/1995 dated 9.11.1998 and amendment Order No. 17/1/98/Admn-DDN(Vol.IV)/8353 dated 18.11.2002.

1. Age : 21-40 years as of date of advertisement
2. Essential Qualifications :
 - a. A Degree from a recognized University.
 - b. Proficiency in language concerned (Bengali).
 - c. Camera-friendly face, with a voice of very good quality suited to broadcasting.
 - d. Correct pronunciation, accent and modulation.
 - e. Knowledge of current regional/Indian and Foreign affairs.
 - f. Acquaintance with names of important personalities in the Region/India and abroad.
3. Preferable
 - a. Journalism background
 - b. Professional background in the fields of academics or related areas.
 - c. Experience with television/Radio Media.
4. Desirable:
 - a. Knowledge of English and Hindi.
 - b. Ability to interview people who matter in news.
 - c. Ability to write news stories and report events from the sports.
5. The procedure of selection will be:
 - I. Scrutiny of applications to shortlist candidates fulfilling the stipulated qualification.
 - II. Preliminary Skill Test of short-listed candidates to assess their personality, knowledge of current affairs and voice quality.
 - III. Those who qualify in preliminary skill test to be recorded on camera reading the news.
 - IV. Recording of their news reading for five minutes in the language concerned (Bengali) will be examined by an Expert Committee.

WORK PROFILE

The Casuals Newsreaders empanelled by RNU, Kolkata will be required to perform the following duties-

- 1) News reading of bulletins in their assigned shift.
- 2) Conducting interviews apart from bulletins as assigned by the office.
- 3) Assisting Newsroom in the bulletin preparation in their assigned shift which may include
 - Preparation and Copy editing of stories, scrolls and fast news items.
 - Preparation of capsules and giving voice-over.
 - Preparation of special programmes/stories
 - Preparing bulletin rundown and cue sheet
 - Translation of stories
 - Reporting, if needed
 - Social media updates of news accounts.
- 4) 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 or not.

DUTIES AND REMUNERATION

1. The designation of empanelled casual news reader will be **CASUAL NEWS READER.**
2. The discretion of assigning duties to casual news readers 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 for News Readers with 3 years experience.**
RS. 1250/- per day per shift for fresher.
- 5) The discretion of not assigning duty or reduction or increase in the assignment of duties to particular casual news reader 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 newsreader. Mere empanelment does not mean that duties will be assigned.

