



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 POST PRODUCTION ASSISTANT
Regional News Unit – DDK Kolkata

SELECTION GUIDELINES – CASUAL POST PRODUCTION ASSISTANT

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 Film & Video editing from a recognized University.
 - c) Three years' experience in a relevant field.
3. Desirable:
 - a) Matriculate in the relevant (Bengali) language.
 - b) Exposure to audio visual medium and proven aptitude in this field.
 - c) Adobe Premier Pro / FCP / AVID Media Composure
 - d) Exposure to Computer Graphics
 - e) 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 Post Production Assistant empanelled by RNU Kolkata, DDK Kolkata will be required to edit visuals, add graphic element for use in news bulletins. Apart from their core duties of providing edited visuals for news bulletins, they are expected to edit videos and content for Social Media platforms of RNU Kolkata. 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 post production assistant will be **CASUAL POST PRODUCTION ASSISTANT.**
- 2) The discretion of assigning duties to casual post production assistants 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. 1980/- per assignment .**
- 5) The discretion of not assigning duty or reduction or increase in the assignment of duties to particular casual post production assistant 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 post production assistant. Mere empanelment does not mean that duties will be assigned.

Annexure-2
APPLICATION FORM FOR CASUAL POST PRODUCTION ASSISTANT
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	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 5%; text-align: center;"> </td><td style="width: 5%; text-align: center;"> </td><td style="width: 5%; text-align: center;">/</td><td style="width: 5%; text-align: center;"> </td><td style="width: 5%; text-align: center;"> </td><td style="width: 5%; text-align: center;">/</td><td style="width: 5%; text-align: center;"> </td><td style="width: 5%; text-align: center;"> </td><td style="width: 5%; text-align: center;"> </td><td style="width: 5%; text-align: center;"> </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> <p style="text-align: right; margin-top: 5px;">*(Attach documentary Proof)</p>				/			/					D	D		M	M		Y	Y	Y	Y
			/			/																
D	D			M	M		Y	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. 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			

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)