



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



Regional News Unit, DDK, Kolkata invites applications for empanelment of Casual News Reporter on assignment basis:

Interested candidates may send their duly filled application forms, along with necessary documents proving essential qualifications as given in the advertisement, 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 **7th December 2020**.

**EMPANELMENT OF CASUAL NEWS REPORTER**  
**Regional News Unit – DDK Kolkata**

**SELECTION GUIDELINES – CASUAL NEWS REPORTER**

The guidelines for selection are as per order DDN/Misc-I/2015-S dated 03.03.2020 issued by DD News, New Delhi.

- 1. Age : 21-50 years.**
- 2. Essential Qualifications:**
  - (a) Degree from a recognized university
  - (b) Degree/ Diploma in Journalism/Mass Communication from a recognized University.
- 3. Desirable:**
  - a) 3 years 'experience in relevant field, preferably in broadcast organisation
  - b) Acquaintance with National/International affairs
  - c) Matriculate in the relevant (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 News Reporter empanelled by RNU Kolkata will be required to report for both DD News and DD Bangla in English, Hindi and Bengali, as required by the organisation. The following are a list of duties to be performed by the Casual News Reporter (List is not exhaustive)

- Report for the bulletins on a daily basis.
- Live reporting from the field.
- Conduct and schedule interviews and verify information provided by interviewees.
- File concise and accurate story, of the event covered.
- Follow news events and other media sources to stay informed.

**NOTE:** 1. They are also expected to perform any other Bulletin/ News related tasks assigned by the office.

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

## **DUTIES AND REMUNERATION**

- 9) The designation shall be **CASUAL NEWS REPORTER.**
- 10) The discretion of assigning duties to Casual News Reporter and the number of duties, lies with the RNU in-charge (Head of News) or designated delegated authority.
- 11) Duty for a maximum of only 7 days per month will be assigned by the office (A typical duty on a particular day is generally of an 8-9 hours shift).
- 12) The Remuneration given is as per the rate card issued by DD News HQ. News Reporters with 3 years' experience shall be paid at Rs 1600 per day. Fresh News Reporters are paid a fee of Rs 1250 per day.
- 13) The discretion of not assigning duty or reduction or increase in the assignment of duties to particular casual assignee lies with the RNU in-charge (Head of News) or designated delegated authority. Duties are assigned only on need basis subject to a maximum of 7 duties per month. Mere empanelment does not mean that duties will be assigned.

**APPLICATION FORM FOR CASUAL NEWS REPORTER  
RNU – DDK KOLKATA**

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

1) Personal Details

Name	Surname                      First Name                      Middle Name									
	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	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										

Passport size  
Photo

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 style="height: 40px;" type="text"/>	
	Permanent Address	
	<input style="height: 40px;" 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 <sup>th</sup> )	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	HSC(12 <sup>th</sup> )	<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"/>

