प्रसार भारती PRASAR BHARATI (भारतीय लोक सेवा प्रसारक India's Public Service Broadcaster) Prasar Bharati Secretariat PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI ****

NOTICE INVITING APPLICATIONS

No: [E 103763] A-10/016/23/2022-TM&SO Date :23/05/2022

Subject: NIA for contractual engagement of Assistant Digital Asset Manager at New Delhi in Prasar Bharati on full time contract basis– reg.

Prasar Bharati PBNS & DP invites applications from experienced and dynamic persons for engagement as **Assistant Digital Asset Manager** in Prasar Bharati, PBNS & DP on full time contract basis, based at New Delhi

1. Category: Assistant Digital Asset Manager

2. No of Position: 01 No.

3. Place of work: PBNS & DP, New Delhi

4. Duration of engagement: 2 Years

5. Consolidated remuneration: Rs. 30,000/- pm

6. Eligibility:

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(a) Education Qualification:- (i) PG from a recognized University/Institution. (ii) 1 Year Computer certification.

(b) Experience: (i) 3 years of experience in the field of Digital Media.

(ii) Out of above 3 years, 1 years of experience should be of working in a Government department or PSU setup *or equivalent* in Digital and Social Media Platforms department.

7. Roles & Responsibilities:-

DIGITAL ASSETS KNOW HOW:

 To handle with content of major PB and News On AIR website section including DD News, DD India, AIR, DD National, DD Kisan, DD Bharati, DD Urdu, etc.
To handle Social Media platforms, to cover LIVE Events, Youtube CMS / Chopping and video uploads / Meta details etc.

TECHNICAL:

1. Management of CMS for content updation and Page/Post Creation on the Website.

2. Knowledge of Basic Word press features and Excel.

Right

OPERATIONS & MANAGEMENT:

1. To run day-to-day operations, Event planning, take instructions and move processes on day-to-day basis.

2. Network Coordination for Digital operations.

3. To coordinate and manage operations in a team and 24/7 availability in times of need.

8. Age: 25-45 years

9. The terms and conditions of these engagements are as given under:

(i) The services will be purely on contractual basis. The persons engaged shall have no claim either implicit or explicit, for his/ her absorption or regularization in Prasar Bharati.

(ii) The person will be engaged on full time basis and will not be allowed to take up any other assignment during the period of contractual engagement.

(iii) Persons engaged on contract basis can be assigned additional task apart from the specific tasks for which they are engaged.

(iv) Period of engagement shall be two years extendable based on requirement of the organization and performance review.

(v) The engagement can be discontinued/ terminated with onemonth notice or one month's salary in lieu thereof by either side without assigning any reason.

(vi) No claim of pensionary benefit on account of this contractual engagement shall be admissible.

(vii) Prasar Bharati reserves the right to conduct test and/ or interview of the shortlisted candidates. No TA/DA etc. will be paid for attending the test/ interview.

(viii) Remuneration offered may be negotiated for suitable candidate, at the sole discretion of Prasar Bharati.

10. Those candidates who are eligible and willing to work on above terms & conditions in Prasar Bharati, having requisite qualification and experience indicated above may apply online on Prasar Bharati web link **http://applications.prasarbharati.org/** within 30 days from the date of publication on Prasar Bharati website along with self attested copies of supporting documents. In case of any difficulty in submission it may be emailed to hrcpbs@prasarbharati.gov.in along with screenshot of error.

(Sunil Bhatt) Dy. Director(TM&SO)

To,

Head(PBNS) – with a request to upload this circular on the Prasar Bharati website upto the date indicated in para 10 above.

Copy to:-

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(i) DDG(Tech), PB Sectt. – with a request to host this circular on the Prasar Bharati e-office notification.

(ii) DDG (IT), PB Sectt. – with a request to host this NIA on website of the Prasar Bharati https://applications.prasarbharati.org/ (To be published under PBS account on Avedan Portal)