

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

F No. [E209322] A-10/016/01/2023-TM&SO-Part(7)

Date: 01.12.2023

**Subject: NIA for contractual engagement of Archival Assistant at New Delhi in Prasar Bharati – reg.**

Prasar Bharati DG: DD News invites applications from experienced and dynamic persons for engagement as Archival Assistant in Prasar Bharati on full time contract basis, based at New Delhi.

1. **Category:** Archival Assistant
2. **No of Position:** 3
3. **Place of work:** Doordarshan Bhawan, Copernicus Marg, New Delhi-110001
4. **Duration of engagement:** One (01) year
5. **Consolidated remuneration:** Negotiable upto ₹ 50,000/-
6. **Qualification:**
  - Graduate or equivalent from recognized university / institute.
  - Proficiency in Hindi Language.
  - **Desirable:** Bilingual (Hindi and English)

7. **Experience:**

At least 4 years' experience in relevant field.

Casual Assignees of Prasar Bharati shall submit a Self-Declaration Form (Annexure-A).

8. **Nature of Duties:**

To archive suitable visuals, to help retrieving the archive visuals for usage in the newsroom when required. Archiving and retrieving of news stories and packages on news servers, tapes and discs and any other work assigned by the Supervisory Officer.

9. **Age:** Below 45 years as on Date of Publishing\*^

\* **For casual assignees:** 10 years upper age relaxation, maximum up to 50 years to be given only to the casual assignees who are on current panel of any RNU/DDK/Station, Doordarshan/Akashvani continuously for at least five years and fulfil the eligibility criteria for the position.

^ **For contractual engagees:** Upper Age Relaxation maximum up to 50 years to be given only to the contractual engagees who have worked in any vertical of Prasar

*Prakash Srinivas*  
01.12.2023

Bharati for 10 years or more (as on date of publishing of NIA) and fulfil the eligibility criteria for the position.

**10. The terms and conditions of the engagement 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 can also be assigned additional tasks apart from the specific tasks for which they are engaged.
- (iv) Period of engagement shall be one year with an annual appraisal which may be renewed based on requirement of the organization and performance review.
- (v) The engagement can be discontinued/ terminated with one-month 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.

**11.** 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 <https://applications.prasarbharati.org> within 10 days from the date of publication on PB Website. Application(s) received through any other mode will not be considered.** In case of any difficulty in submission, please e-mail your concern to [hrcell413@gmail.com](mailto:hrcell413@gmail.com) along with screenshot of error.

This issues with the approval of the CEO, Prasar Bharati.

  
01.12.2023  
( गिरीश कुमार Girish Kumar )

उप निदेशक (टी.एम.&एस.ओ.) Deputy Director (TM&SO)

To,

Director (PBNS) – with a request to upload this circular on the Prasar Bharati website upto the date indicated in para 11 above.

Copy to:

- (i) DDG (Tech), PB Sectt. – with a request to host this circular on the Prasar Bharati e-office notification.
- (ii) DD (HR), DD News – with a request to host this NIA on website of the Prasar Bharati <https://applications.prasarbharati.org/> (To be published under DD News account [UserName: **dgnewsadmin**] on Avedan Portal)



कार्य अनुभव की स्व-घोषणा

(केवल प्रसार भारती के कैंसुअल असायनी के लिए)

में, (पूरा नाम) \_\_\_\_\_,

निवासी (पूरा पता) \_\_\_\_\_

एतद्वारा निम्नानुसार घोषणा करता / करती हूं:

a) मैंने आकाशवाणी / एनएसडी, आकाशवाणी / डीडीके / आरएनयू, डीडीके

में \_\_\_\_\_

के रूप में \_\_\_\_\_ (माह और वर्ष) से \_\_\_\_\_ (माह

और वर्ष) तक आवश्यकता के आधार पर काम किया है।

b) सेवाएँ नियमित आधार पर नहीं बल्कि असाइनमेंट के आधार पर थीं और असाइनमेंट की साप्ताहिक/मासिक आवधिकता को दर्शाया गया था।

c) इस स्व-घोषणा के आधार पर प्रसार भारती में अवशोषण या नियमितीकरण के लिए मेरा कोई, अंतर्निहित या स्पष्ट, दावा नहीं होगा ।

2. मैं प्रमाणित करता / करती हूं कि मेरे द्वारा दी गई उपरोक्त जानकारी सत्य है।

3. यदि यह जानकारी झूठी पाई जाती है, तो मेरी संविदात्मक नियुक्ति, यदि दी गई, बिना किसी सूचना के समाप्त की जा सकती है।

(आवेदक के हस्ताक्षर)

संपर्क नंबर \_\_\_\_\_

नोट: शॉर्टलिस्टिंग समिति आवेदन की जांच आवेदक द्वारा दी गई उपरोक्त जानकारी के संबंधित अनुभाग से सत्यापन के बाद करेगी।

**SELF-DECLARATION OF WORK EXPERIENCE**

**(Only for Casual Assignees of Prasar Bharati)**

I, (Full Name) \_\_\_\_\_,  
resident of (Full Address) \_\_\_\_\_

hereby declare as under:

- a) I have worked in Akashvani / NSD, Akashvani / DDK / RNU, DDK  
\_\_\_\_\_ as \_\_\_\_\_  
since \_\_\_\_\_ (Month & Year) to \_\_\_\_\_ (Month & Year)  
on as and when requirement basis.
- b) The services were not on regular basis but on assignment basis and indicating weekly/monthly periodicity of assignments.
- c) I will have no claim, either implicit or explicit, for absorption or regularization in Prasar Bharati on the basis of this Self-Declaration.
2. I certify that the above information given by me is true.
3. In case this information is found false, the contractual engagement, **if offered** to me, may be terminated without any notice.

**(Signature of Applicant)**

**Contact No.** \_\_\_\_\_

Note: The Shortlisting Committee shall scrutinize the application after verification of the above information furnished by the Applicant from the concerned Section.