



सत्यमेव जयते

**PRASAR BHARTI**  
**India's Public Service Broadcaster**  
**DOORDARSHAN KENDRA, KOLKATA**  
**18/3, Uday Sankar Sarani, Golf Green, Kolkata- 700095**



सत्यम् शिवम् सुन्दरम्

No .DDK/KOL/PROG/2023-24/

Date: - 08/05/2023

**'Advertisement Notice'**

DDK Kolkata invites online applications from eligible candidates for empanelment of assignees in different categories (listed in table) to perform the work on assignment basis. The applications will undergo a screening process and successful candidates will be invited for assignment on "As and when required" basis as per programme exigencies. Qualifications and other requirements are listed below.

Sr. No.	Category	Sub Category	Age (in years)	Qualification	Remuneration
1.	Post Production Assistant	Editor	21 – 40 Years as on Date of Notification	<b>Essential</b> i) 10+2 from a recognized board ii) Graduate Degree/PG Diploma/ Diploma in Film & Video editing or Degree/ Diploma in Mass-Communication (Specialized in Editing) from a recognized university/institute iii) Candidate must be well-versed with latest softwares <b>Desirable</b> i) At least 2years experience in Film/TV industry in relevant field	Rs. 1980/- per assignment and up to maximum 07 assignments in a month & limited to 84 assignments in a year as per requirement
		Graphic Designer		<b>Essential</b> i) 10+2 from a recognized board ii) Graduate Degree/PG Diploma in Graphic Designing editing from a recognized university/institute iii) Candidate must be well-versed with latest softwares <b>Desirable</b> i) At least 2years experience in Film/TV industry in relevant field	
2.	Beautician/ Hair Dresser	NA	21 – 40 Years as on Date of Notification	<b>Essential</b> i) 10 <sup>th</sup> Pass from a recognized board ii) Diploma/Certificate in Beautician course from a recognized institute with 2 yrs experience of working in professional field. <b>OR</b> At least 5 yrs Experience of working in Theatre/TV industry as a make-up artist/ Hair dresser	Rs. 1650/- per assignment and up to maximum 07 assignments in a month and limited to 84 assignments in a year as per requirement

3.	Resource Person	Resource Person in Library	21 – 40 Years as on Date of Notification	<p><b><u>Essential</u></b></p> <p>i) Graduate Degree from a recognized university/institute</p> <p><b><u>Desirable</u></b></p> <p>i) Degree/PG Diploma in Library Information Science from a recognized university/institute</p> <p>ii) Proficiency in Computer</p>	Rs. 1650/- per assignment and up to maximum 07 assignments in a month & limited to 84 assignments in a year as per requirement
		Resource Person General		<p><b><u>Essential</u></b></p> <p>i) Graduate Degree from a recognized university/institute</p> <p>ii) Good command over Bengali &amp; English/Hindi writing</p> <p>iii) Proficiency in Computer</p> <p><b><u>Desirable</u></b></p> <p>i) Experience in working in any Theatre group</p>	
		Resource Person in CG Operation		<p><b><u>Essential</u></b></p> <p>i) Graduate Degree from a recognized university/institute</p> <p>ii) Good command over Bengali &amp; English/Hindi Typing</p> <p>iii) Proficiency in Computer</p>	
		Resource Person in Commercial Section		<p><b><u>Essential</u></b></p> <p>i) Degree in Commerce/Accountancy from a recognized university/institute</p> <p><b><u>Desirable</u></b></p> <p>i) Proficiency in Computer</p>	
		Resource Person in Social Media		<p><b><u>Essential</u></b></p> <p>i) Graduate Degree from a recognized university/institute</p> <p>ii) Certificate Course in Digital marketing from any recognized institute</p> <p><b><u>Desirable</u></b></p> <p>i) Experience in working in Digital marketing</p>	
		Resource Person as Lighting Assistant		<p><b><u>Essential</u></b></p> <p>i) 10<sup>th</sup> Pass from a recognized board</p> <p>ii) At least 2 yrs experience in Film/TV Industry in relevant field</p>	
		Resource Person in Programme		<p><b><u>Essential</u></b></p> <p>i) Graduate Degree from a recognized university/institute</p> <p>ii) Proficiency in Script Writing in Bengali &amp; Good PR skills</p> <p>iii) Proficiency in TV Reporting</p> <p><b><u>Desirable</u></b></p> <p>i) Command over English/ Hindi will be given preference</p>	
		Resource Person in Studio Floor		<p><b><u>Essential</u></b></p> <p>i) Graduate Degree from a recognized university/institute</p> <p>ii) Good communication skill</p> <p>iii) Experience in working in Theatre/ TV/ Film Industry</p> <p><b><u>Desirable</u></b></p> <p>i) Experience in working in Floor management</p>	

4.	Video Assistant		21 – 35 Years as on Date of Notification	<p style="text-align: center;"><b><u>Essential</u></b></p> i) 10+2 from a recognized board ii) Degree/Diploma in Cinematography/ Videography from a recognized university/ Institute <p style="text-align: center;"><b><u>Desirable</u></b></p> i) One year experience in the relevant field.	Rs. 3300/- per assignment and up to maximum 07 assignments in a month & limited to 84 assignments in a year as per requirement
5.	Set Assistant		21 – 40 Years as on Date of Notification	i) 10 <sup>th</sup> Pass from a recognized board ii) At least 5 yrs experience of Set work in video Production field/Recognized Theatre Group iii) Must have good physic and sound health <p style="text-align: center;"><b><u>Desirable</u></b></p> i) One year experience in Set erection or dismantling of Set in TV/ Film industry	Rs.1650/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement

**Terms and Conditions:**

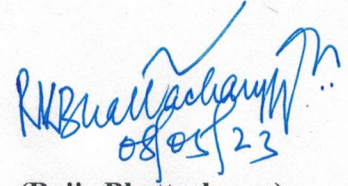
- a. **This is not, and will not be, an employment.**
- b. You will be invited for assignment by the Doordarshan Kendra strictly on **AS AND WHEN REQUIRED** basis as per the day to day requirement of programmes at the Kendra, and your availability on the date and time of assignment.
- c. As per rules, the maximum possible number of assignments is 07 (Seven) in a month and limited to 84 in year as per programme requirement/exigencies. One assignment may take up to 2-3 days. However, no right is conferred on you to demand booking beyond the period assigned to you by this office.
- d. You will not be entitled to any fixed or specific number of bookings, as you are not on the establishment of Doordarshan.
- e. This organization has no objection and does not restrict you from continuing in/ taking up a regular or temporary employment in any other organization/ institution or being self-employed.
- f. You have every right not to accept the assignment for which you may be invited as per programme exigencies. However, once the assignment is accepted, you will be under obligation to perform the accepted assignment.
- g. You have to accord your consent in advance for performing the assignment.
- h. Candidate possessing required qualifications will be called for selection process.
- i. The Selection process may consist of several steps – skill test / written test / personality test depending upon the category as deemed feasible.
- j. Candidates shortlisted will be called for next stage of selection process.
- k. The selection will be done by a constituted selection committee.
- l. The bookings of empanelled candidates shall be done strictly on daily/assignment basis (not exceeding seven per month) and payment shall be made as per Prasar Bharati instructions.
- m. Empanelment confers no right to be called for regular bookings or any right/advantage for the selection to any regular post in the organization.
- n. Doordarshan reserves the right to reject any application without assigning any reason. Decision of the Selection Committee will be final and irrevocable.
- o. Canvassing in any form is strictly prohibited and will render candidate ineligible for selection.

## How to apply

The eligible candidates may send their applications in the prescribed format at Annexure-A, along with the copies of required documents, i.e., Certificates of Educational qualifications/ Desirable Qualification, Age Proof, experience certificate etc. to the mail id [hiring.ddbangla@gmail.com](mailto: hiring.ddbangla@gmail.com) or by post/by hand to the below mentioned address on or before 31.05.2023 till 05:00pm.

## Postal Address

To,  
Head of Programme,  
Doordarshan Kendra Kolkata,  
18/3, Uday Sankar Sarani,  
Golf Green, Kolkata- 700095



**(Rajiv Bhattacharya)**  
**Head of Programme**  
**DDK Kolkata**

To  
Head(PBNS) – with a request to upload this circular on the Prasar Bharati website as on date indicated above.

Copy to :

- (i) ADG(Admin, EZ)
- (ii) DDG(Tech),PB Sectt.- with a request to host the circular on the Prasar Bharati e-office notification

Annexure-A

**Application for Casual Assignment at DDK Kolkata**

1. **Category Applied for on casual assignment basis:**

- i) \_\_\_\_\_  
ii) \_\_\_\_\_

Affix a  
Passport  
Size Recent  
Photograph

2. **Name:** \_\_\_\_\_

3. **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

4. **Son of/ Daughter of/ Wife of:** \_\_\_\_\_

5. a) **Permanent Address:** \_\_\_\_\_  
\_\_\_\_\_

b) **Present Address:** \_\_\_\_\_  
\_\_\_\_\_

6. **Mobile No. :** \_\_\_\_\_

5. **Email Id:** \_\_\_\_\_

6. a) **Educational Qualifications:**

Qualification	Institution/Board	Year of Passing

b) **Other Professional Qualifications (if any):**

Qualification	Institution/Board	Year of Passing

7. **Languages Proficient in Speaking:**

Bengali  English  Hindi

8. **Languages Proficient in Writing:**

Bengali  English  Hindi

9. **Experience:**

a) **Whether Employed:** Yes  No

**b) If Yes , Details of Employment/ Self Employment**

<b>Dept/ Organization / Establishment</b>	<b>Nature of Work/ Job/ Assignment</b>	<b>Period in Years/Month</b>

c) Whether having any Media Experiences: Yes

No

**d) If Yes , Details of Experience**

<b>Name of Media Organization</b>	<b>Nature of Work/ Job/ Assignment</b>	<b>Period in Years/Month</b>

**10. Any Other Relevant Information, if any, related to this assignment:**

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**11. Whether already working in All India Radio/ Doordarshan? Yes**

**No**

**Name the department AIR Programme/NSD: AIR/ DD Prog./ Or DD: RNU**

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I hereby declare that all the above information furnished by me is true and correct to the best of my knowledge and belief. I also know that this assignment **is not and will not be considered for an employment**. I further solemnly express my unconditional acceptance for the terms and conditions of this assignment.

**Date:**

**Signature of the candidate**