

प्रसार भारती  
(भारत का लोक सेवा प्रसारक)  
दूरदर्शन केन्द्र, अर्बन एस्टेट फेस -3  
पटियाला - 147 002 (पंजाब)।



सत्यम् शिवम् सुन्दरम्

**PRASAR BHARTI**  
(India's Public Service Broadcaster)  
**DOORDARSHAN KENDRA**

Urban Estate Phase-3, Patiala - 147002 (Pb.)

Tel / Fax : 0175-2280187, E-mail : ddkpatiala@rediffmail.com

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

Date: - 13/07/2023

**'Advertisement Notice'**

DDK (PGF) Patiala invites online applications from eligible candidates for empanelment of assignees in 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.

**"TABLE"**

Sr. No.	Category	Age (in years)	Essential Qualification	Remuneration
1	Post Production Assistant	21 – 40 Years on 30.09.2023	i) 10+2 from a recognized board ii) Graduate Degree/PG Diploma in Film & Video editing from a recognized university/institute iii) Candidate must be well-vested with following softwares 1. Adobe Premiere Pro CC 2. Adobe Illustration/Photoshop	Rs. 3500/- per assignment and up to maximum 07 assignments in a month & 84 in a year
2	Beautician / Hair Dresser	21 – 40 Years on 30.09.2022	For Makeup Assistant. i) 10+2 from a recognized board ii) Diploma in make-up with 2 yrs. Experience of working in professional parlour. For Beautician/ Hair Dresser. iii) 10+2 from a recognized board iv) Diploma in Hair Dresser/ Stylist with 2	Rs. 3000/- per assignment and up to maximum 07 assignments in a month and 84 in a year

			yrs. experience of working in professional saloon	
3	Resource Person	21 – 40 Years on 30.09.2022	Essential i) Graduate Degree from a recognized university/institute ii) Degree/PG Diploma in TV & Radio from a recognized university/institute Desirable i) Matriculate in the relevant language ii) Exposure to audio visual medium and proven aptitude in the field iii) Typing in English/Hindi/Punjabi	Rs. 3000/- per assignment and up to maximum 07 assignments in a month & 84 in a year
4	Video Assistant	21 – 40 Years on 30.09.2022	i) 10+2 from a recognized board ii) Degree/Diploma in Cinematography/Videography from a recognized university/Institute iii) One year experience in the relevant field	Rs. 5000/- per assignment and up to maximum 07 assignments in a month & 84 in a year
5	Set Assistant	21-40 Years on 30.09.2022	1) 10+2 from a recognized Board. 2) Diploma in Carpentry from a recognized Institute 3) Experience of Set work in video Production field	Rs.3000/- per assignment up to maximum 07 assignments in month and 84 in year.
6	Punjabi & Hindi Anchor /Presenter	21 to 40 Years on 30.09.2023	Essential i) Graduate Degree from a recognized university/institute ii) 10+2 in the language concerned iii) Camera friendly face with a voice of a very good quality suited to telecasting iv) Correct pronunciation, accent and modulation	Rs. 3500/- per assignment up to maximum 07 assignments in month and 84 in year.

			<p>v) Knowledge of current regional/Indian &amp; Foreign affairs.</p> <p>vi) Acquaintance with names of important personalities in the region/India and abroad.</p> <p>vii) Knowledge of Punjabi / Hindi / English Preferable</p> <p>i) Degree/PG Diploma in journalism from recognized university/institute</p> <p>ii) Experience with Television / Radio Media</p>	
7.	C.G.operator	21 to 40 Years on 30.09.2023	<p>Essential: Graduation and verifiable Certificate in Computer</p> <p>9 C.G. Operator Computer Graphics/ Graphic Designing (Online/offline) Graphics for Programme</p>	Rs. 2000/- per assignment up to maximum 07 assignments in month and 84 in year.
8	Camera Assistant	21 to 40 Years on 30.09.2023	Class XII	Rs. 1000/- per assignment up to maximum 07 assignments in month and 84 in year.

**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 assignment days is 07 (Seven) days in a month and 72 days in year as per programme exigencies. However, no right is conferred on you to demand a booking.
- 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. You have to submit at/ to the Doordarshan Kendra Patiala a copy of this letter duly acknowledging its receipt by you. You will also have to give an undertaking in the prescribed proforma as enclosed, stating that you have understood and accepted the terms and conditions contained therein. These have to be submitted before any kind of invitation for assignment can be offered to you as per Doordarshan Programme exigencies.
- i. Candidate possessing required qualifications will be called for selection process.
- j. The Selection process may consist of several steps – skill test / written test / personality test and / or screen test depending upon the category as deemed feasible.
- k. Candidates Shortlisted will be called for next stage of selection process.
- l. The selection will be done through constituted selection committee.
- m. The bookings of empaneled candidates shall be done strictly on daily/assignment basis (not exceeding seven per month) and payment shall be made as per Prasar Bharati instructions.
- n. Empanelment confers no right to be called for regular bookings or any right/advantage for the selection to any regular post in the organization.
- o. Candidate must be Resident of Patiala.

**Shahnaz Jolly Kaura**  
**Head of Programme**  
**PGF DD Patiala**

#### **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, Proof of age, Proof of residence, experience certificate etc. to the Head of Programme, Doordarshan Kendra(PGF),Urban Estate Patiala147002 within 20 days from the date of publication of the notification on the Website.

## Annexure-A

## Application for Casual Assignment at PGF Patiala

1. Category Applied for on casual assignment basis:

2. Name:

3. Date of Birth:

4. Son of/ Daughter of/ Wife of:

5. a) Permanent Address:

b) Present Address:

Mobile No.:

Email Id :

Affix a Passport Size Recent Photograph
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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:

Punjabi

Hindi

English

8. Languages Proficient in Writing:

Punjabi

Hindi

English

9. Experience:

a) Whether Employed: Yes  No

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

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

c) Whether having any Media Experiences: Yes  No

## d) If Yes, Details of Experience

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

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

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

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