

प्रसार भारती PRASAR BHARATI
(भारत का लोक सेवा प्रसारक India's Public Service Broadcaster)
PrasarBharati Secretariat
PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI

NOTICE INVITING APPLICATIONS (NIA)

F.No. [E-241698] A-10/016/30/2024-TM&SO Dated: 26/06/2024

Subject: NIA for contractual engagement of Archival Assistant for OTT at New Delhi, on full time contract basis in Prasar Bharati - reg.

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

1.	Category	Archival Assistant (OTT)
2.	No. of Position	10 Nos.
3.	Place of Work	New Delhi
4.	Duration of Engagement	One year
5.	Consolidated remuneration	45,000/-
6.	Essential Qualification	Bachelor's degree in Media Studies or Communications or Engineering or equivalent Diploma.
7.	Experience	Minimum of 5 years of experience in media archiving or a related role in Media Industry. Desirable: <ul style="list-style-type: none"> ● Understanding of media formats, metadata standards and digital archiving practices. ● Proficiency in using media management and archiving software. ● Familiarity with copyright and usage rights related to media content. ● Familiarity with Content Management Systems (CMS) and Digital Asset Management (DAM) systems.
8.	Age	Below 35 years as on date of notification.
9.	Nature of duties:-	● Preview and categorize media content,

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		<p>ensuring accurate and detailed metadata tagging.</p> <ul style="list-style-type: none"> ● Assist in the organization and maintenance of the media archive, ensuring easy retrieval and access. ● Collaborate with content creators, producers and technical teams to manage media assets. ● Ensure all archived content meets quality and technical standards. ● Maintain accurate records of archived content, including metadata, descriptions and usage rights. ● Conduct regular audits of the archive to ensure proper organization and metadata accuracy. ● Assist in digitizing and preserving legacy media content for the digital archive. ● Stay updated with industry best practices and advancements in media archiving technology. ● Provide support for media retrieval requests and ensure timely access to archived content. ● Assist in developing and implementing archiving policies and procedures.
10	Desirable Skills and requirement	<ul style="list-style-type: none"> ● Familiarity with reputed media organizations. ● Experience of working with OTT platforms or digital media archives. ● Strong communication and interpersonal skills. ● Certification in media archiving or information management. ● Excellent organizational skills and attention to detail. ● Ability to work independently and collaboratively within a team. ● Ability to manage multiple tasks and meet deadlines.

9. The terms and conditions of the engagement are as given under:

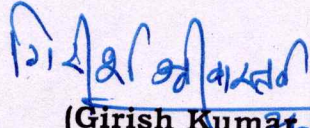
- i. The services will be purely on contractual basis. The persons engaged shall have no claim either implicit or explicit, for his/ her absorption

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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 initially be for ONE year with an annual appraisal which may be extendable 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.
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 15 days from the date of publication** on Prasar Bharati website. In case of any difficulty in submission it may be emailed to **hrcpbs@prasarbharati.gov.in** along with screenshot of error. Application(s) received through any other mode will not be considered.

This issues with the approval of the Competent Authority.


(Girish Kumar).06.2024
Dy. Director (TM&SO)

To,

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

Copy to:-

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