



**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/CA/2024

Date: - 07/11/2024

**Notice Inviting Application**

DDK Kolkata invites applications from eligible candidates for empanelment of assignees in different categories (listed in table) to perform the work on assignment basis. Eligible candidates will be shortlisted for a panel of casual assignees who will be booked as per requirement. The applications will undergo a scrutiny and screening/selection 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-

Sl. No.	Category	Nature of Job	Age (in years)	Qualification	Remuneration
1.	Beautician/ Hair Dresser	Make up for Talent/ Artists/ Anchors	21 – 40 Years as on Date of Notification	<p style="text-align: center;"><b><u>Essential</u></b></p> Degree/ Diploma/ Certificate in Make-up/Beauty Course from a recognized institute  <p style="text-align: center;"><b><u>Desirable</u></b></p> Two years experience of working in professional parlour / TV/Digital Programme in the Makeup department	Rs. 3000/- per assignment and up to maximum 07 assignments in a month and limited to 84 assignments in a year as per requirement
2.	Social Media Assistant	To Handle All Social Media platforms	21 – 40 Years as on Date of Notification	<p style="text-align: center;"><b><u>Essential</u></b></p> Class XII and Degree/Diploma/certificate in Digital Marketing/Social Media  <p style="text-align: center;"><b><u>Desirable</u></b></p> Experience of Six months in Digital Marketing / Social Media & Certification in Website Designing.	Rs.2000/- 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. A candidate can apply for only one post/category. Double Applications will be considered as rejected.
- i. The applications will be scrutinized and Candidates shortlisted will be called for next stage of selection process.

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- j. The Selection process may consist of several steps – skill test / written test / personality test depending upon the category as deemed feasible.
- 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 must 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 29.11.2024 till 05:00pm.**

### Postal Address

To,

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

  
(Rajiv Bhattacharya)  
ADG(CO)/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 upload the circular on the Prasar Bharati e-office website

## Annexure-A

**Application for Casual Assignment at DDK Kolkata**

1. **Category Applied for on casual assignment basis :** (A candidate can apply for only one post/category. Double Applications will be considered as rejected)

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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

Affix a  
Passport  
Size Recent  
Photograph

## 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? 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