

**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 Executive (Finance & Account) 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 **Executive (Finance & Account)** -OTT Platform on full time contract basis, based at New Delhi.

1.	<b>Category</b>	<b>Executive (Finance &amp; Account)</b>
2.	No. of Position	3 Nos.
3.	Place of Work	New Delhi
4.	Duration of Engagement	One year
5.	Consolidated remuneration	50,000/-
6.	Essential Qualification	(i) Bachelor's degree in Finance or Accounting or Business Administration or Equivalent from a recognized Institute/University.
7.	Experience	Minimum of 5 years of experience in finance and accounting, preferably within the media or technology industry. <b>Desirable:</b> <ul style="list-style-type: none"> <li>● Strong understanding of accounting principles, financial regulations and reporting standards.</li> <li>● Proficiency in using accounting software and financial management tools.</li> <li>● Proficiency in Microsoft Office, particularly Excel.</li> </ul>
8.	Age	Below 35 years as on date of notification.
9.	Nature of duties:-	<ul style="list-style-type: none"> <li>● Manage daily accounting operations, including accounts payable, accounts receivable and general ledger entries.</li> <li>● Assist in the preparation of financial statements, budgets and financial reports.</li> <li>● Conduct financial analysis to support decision-making and identify areas for cost savings and efficiency improvements.</li> <li>● Ensure compliance with financial regulations,</li> </ul>

*[Signature]*  
26.06.2024



		<p>standards and internal policies.</p> <ul style="list-style-type: none"> <li>● Reconcile bank statements and manage cash flow to ensure sufficient liquidity for operations.</li> <li>● Support the month-end and year-end closing processes, ensuring accuracy and timeliness.</li> <li>● Prepare and file tax returns, ensuring compliance with relevant tax laws.</li> <li>● Coordinate with internal and external auditors to facilitate financial audits.</li> <li>● Maintain accurate and organized financial records and documentation.</li> <li>● Assist in the development and implementation of financial policies and procedures.</li> <li>● Provide support for financial planning and forecasting activities.</li> <li>● Collaborate with other departments to provide financial insights and support for various projects.</li> </ul>
10	Desirable Skills and requirement	<ul style="list-style-type: none"> <li>● Experience working with OTT platforms or digital media companies.</li> <li>● Excellent analytical and problem-solving skills.</li> <li>● High attention to detail and a commitment to accuracy and integrity.</li> <li>● Strong organizational and time management skills.</li> <li>● Ability to work independently and as part of a team.</li> <li>● Familiarity with public broadcasting or large media organizations.</li> <li>● Knowledge of ERP systems and advanced financial analytics tools.</li> <li>● Excellent communication and interpersonal skills.</li> <li>● Excellent communication and interpersonal skills.</li> </ul>

**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 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.

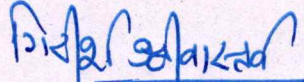
*[Handwritten Signature]*  
26.06.2024



- 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](mailto: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)  
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.