



PRASAR BHARTI
INDIA PUBLIC SERVICE BROADCASTER
DOORDARSHAN KENDRA::SHILLONG
LAIKOR PEAK, SHILLONG-793010 (MEGHALAYA)

Date: 27th March 2025

NOTIFICATION FOR EMPANELMENT OF CASUAL ASSIGNEES IN DIFFERENT CATEGORIES

Regional News Unit, Doordarshan Kendra, Shillong invites applications from interested Candidates of Indian origin residing in Meghalaya for empanelment as Casual Assignees in different categories, as per the details given below:

Sl No	Category	Age	Essential Qualification	Fee payable
1.	Editorial Assistant	25-50 Years	<p><u>Essential</u></p> <p>i) Degree from a recognized University</p> <p>ii) Degree/Diploma in Journalism/Mass Communications from a recognized university</p> <p>iii) Minimum 3 years' experience of work related to news broadcasting/news organization</p> <p><u>Desirable:</u></p> <p>i) Acquaintance with national/international affairs.</p> <p>ii) Matriculate in the relevant language</p> <p><u>Scope of Work:</u></p> <p>i) Preparing Bulletin rundown, script writing, guiding video editor in editing visuals & bytes.</p> <p>ii) Scripting for News & Current Affairs programs</p> <p>iii) Any other News and CA programming related work</p>	Rs. 2400 per day per shift

2.	Video Editor	21-50 Years	<p><u>Essential</u></p> <p>i) 10 +2 from a recognized University</p> <p>ii) Degree/ Diploma in Film & Video Editing from recognized University.</p> <p>iii) 2 Year Experience in the relevant Field</p> <p><u>Scope of Work:</u></p> <p>i) Editing visuals & bytes for News & CA programs</p> <p>ii) Use of basic graphical elements</p> <p>iii) Creative editing in programming</p> <p>iv) Any other News and CA programming related work</p>	Rs. 1500/- per day per shift
3.	Assistant Website Editor	21-50 Years	<p><u>Essential</u></p> <p>i) Degree from a recognized University</p> <p>ii) Degree/Diploma in Journalism/Mass Communications from a recognized university</p> <p><u>Desirable:</u></p> <p>i) 2 years of experience in relevant field.</p> <p>ii) Exposure to new media operations and/or proven aptitude in this field.</p> <p><u>Scope of Work:</u></p> <p>i) Preparing content in Khasi and English languages for posting on various social media platforms in coordination with video editor and graphic designer</p> <p>ii) Scripting creative captions, succinct scripts for social media posts.</p> <p>iii) Any other News and CA programming related work</p>	Rs. 2100/- per day per shift

Important points for Candidates

1. Casual category empanelment is not a regular post.
2. Those empanelled cannot claim for permanent job.
3. Selected candidates may get maximum 7 (seven) assignments per month.
4. Applications without proper enclosures will be summarily rejected and no further correspondence will be entertained.
5. Canvassing in any form will attract rejection of application.
6. There is no application fee.
7. RNU, DDK Shillong/Prasar Bharati **reserves the right to conduct any skill tests** (written, interview, computer-based test, test through video conferencing, audition, screen test, etc.) **in any format**—such as multiple choice or descriptive for written exams, group discussion or one-on-one interviews, voice modulation tests, editing software proficiency, etc.—**to assess the skills, suitability, and personality of the shortlisted candidates**
8. No TA/DA will be paid for the tests/interview.
9. **If a candidate wishes to apply for multiple causal categories, a separate application form needs to be submitted for each category.**
10. Director General, DD News, reserves the right to cancel the empanelment process at any time, without prior notice.

How to apply

1. The eligible candidates may send their applications in the prescribed format at (**Annexure I-A**), along with the copies of required documents, i. e., Certificates of educational qualifications, Proof of age, Proof of residence, experience certificate etc. within one month from the date of publication of the notification in the website.
2. **Applications must be sent by either Speed Post or email. Applications submitted via Speed Post or email must reach RNU, DDK Shillong, by 27th April 2025.**
3. Applications submitted by hand, courier, or any means other than Speed Post and email will not be accepted. Please note that RNU is not responsible for any postal delays.
4. A separate detailed CV may also be submitted along with the prescribed application format (Annexure I-A), if candidates wish to provide additional information about their academic and professional skills and achievements. However, the prescribed application format (Annexure I-A) must be submitted without exception.
5. For any further questions or queries regarding filling out the application form, please email your query to regionalnewsddkshq@gmail.com. When emailing, use the following subject line:

“Query on Application Form for Empanelment of Casual Assignees to Support the News Bulletins in RNU, DDK, Shillong.”

Checklist for applicants before submitting the application:

- Duly filled and signed Application Form (Annexure I-A).
- Self attested Photocopy of Educational Qualification Certificate/Mark sheets
- Self attested Photocopy of Proof of Age (Birth Certificate/ Matriculation Certificate)
- Self attested Photocopy of Technical and Professional Certificates
- Self attested Photocopy of Experience certificates
- Self attested copy of CV, if any.

Guidelines for applications sent by Email	Guidelines for applications sent by Speed Post
<ul style="list-style-type: none"> ● Application (Annexure I-A), along with all required self-attested documents as a single PDF file, may be sent to: regionalnewsddkshg@gmail.com ● <u>The email subject line must read:</u> “Empanelment of _____ (Name of the Category of Casual Assignees being applied for) for RNU, DDK, Shillong.” ● Please ensure that all necessary self-attested certificates listed in the checklist (provided above) are attached to your duly filled application (Annexure I-A) before submission. 	<ul style="list-style-type: none"> ● Application (Annexure I-A), along with all required self-attested documents must be kept in one single envelope and sent to: Head, Regional News Unit (RNU), Doordarshan Kendra, Laitkor Peak Shillong, PIN 793010 ● <u>The envelope must clearly display the heading:</u> “Empanelment of _____ (Name of the Category of Casual Assignees being applied for) for RNU, DDK, Shillong.” ● Please ensure that all necessary self-attested certificates listed in the checklist (provided above) are attached to your duly filled application (Annexure I-A) before submission.



Dy. Director & RNU Head
DDK Shillong

Application for Casual Assignment in RNU, DDK, Shillong (Annexure I-A)

1. Post 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:

6. Email Id:

7. a) Educational Qualification:

**Affix a
Passport Size
Recent
Photograph**

Qualification	Institution/Board	Year of Passing

b) Other Professional Qualifications (if any):

Qualification	Institution/Board	Year of Passing

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8. Languages Proficient in Speaking:

Khasi Hindi English Garo

9. Languages Proficient in Writing:

Khasi Hindi English Garo

10. 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:

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

Name the department AIR Programme, NSD: AIR. DD Prog. Or DD: RNU?

I hereby declare that all the above information furnished by me are 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 Applicant