



File No. RNU/SHG/Expansion/Casuals Assignee-2025/(e315496)

Dated 16.02.2026

### **ADVERTISEMENT / NOTICE**

**Regional News Unit(RNU)**, Akashvani Shillong invites application in the prescribed Performa from the interested candidate of Indian origin residing in Shillong and nearby area to work on assignment basis in the following categories

1. Casual News Editor
2. Casual News Reader English
3. Casual Broadcast Executive
4. Website Assistant

- The last date for receipt of applications is **20th March, 2026**. Applications received after the due date and time will not be considered. Applications must be submitted in the prescribed format along with self-attested copies of relevant certificates. Incomplete applications or those not fulfilling the eligibility criteria will be summarily rejected.

### **DETAILED ADVERTISEMENT**

#### **1. CASUAL NEWS EDITOR**

The procedure for empanelment of casuals on assignment basis for editorial work at Regional News Units (RNUs) Akashvani Shillong for news gathering and production of news bulletins/news-based programmes is as under:

#### ***ESSENTIAL QUALIFICATION***

1. Graduate from a recognized university.
2. Degree or Post Graduate Diploma in Journalism with a duration of at least one year from a recognized university/institution OR 5-year experience in reporting/editing work in print/electronic media.
3. Proficiency in English language.

#### ***DESIRABLE QUALIFICATION***

1. Experience of journalistic work in Radio/TV (for degree/diploma holders in Journalism – reference clause 1(2) above).
2. Knowledge of basic computer applications.

#### **AGE REQUIREMENT**

Between 21 and 50 years.

#### **NATURE OF DUTIES**

1. To prepare News bulletins
2. To coordinate with correspondents for bulletin preparations
3. To prepare News and Current Affairs programs like Newsreels etc
4. Any other News related work assigned

## **SELECTION PROCEDURE**

The selection procedure comprises two stages:

- (1) Written Test
- (2) Interview

Each test carries 100 marks. The written test will seek to assess journalistic and professional capability as well as knowledge of the concerned language. The qualifying marks in the written test will be 50. Those qualifying in written test will be interviewed to assess their overall personality and suitability for radio news by the Selection Committee. The Selection Committee will recommend candidates securing 50 marks or above in the interview for empanelment.

## **REMUNERATION**

Remuneration will be paid as per the approved News Service Division (NSD), All India Radio (AIR) rate card effective from 1st November 2022 (₹1875/- per full shift for freshers and ₹2400/- per full shift for candidates with three or more years of experience; half-shift rates applicable as per norms), as revised/modified from time to time by NSD, AIR.

## **2. CASUAL NEWSREADER ENGLISH**

### **ESSENTIAL QUALIFICATIONS**

1. Graduate of a recognized university.
2. Proficiency in English language
3. Having a voice of good quality suited to broadcasting.

### **DESIRABLE QUALIFICATION**

1. Experience of journalistic work in Radio/TV.
2. Knowledge of basic computer applications.

### **AGE REQUIREMENT**

1. Between 21 and 50 years.

## **SELECTION PROCEDURE**

The Selection procedure comprises two stages:

- (1) Written Test
- (2) Voice Test & Interview

Each test carries 100 marks.

The syllabus for the written test includes short notes on current affairs and general knowledge etc. All the questions are to be answered in English only. A candidate securing 50 or more marks in the written test may be called for voice test.

In the voice test, the following are to be adjudged:

1. Voice quality
2. Modulation
3. Diction
4. Pronunciation
5. Accent

Voice test may be followed by interview to assess the suitability of the candidate for the RNU job. Talk-back facility in studio can be used for the purpose. Selection Committee will recommend candidates securing 50 marks or more in the voice test & interview for empanelment.

## **REMUNERATION**

Remuneration will be paid as per the approved News Service Division (NSD), All India Radio (AIR) rate card effective from 1st November 2022 (₹1875/- per full shift for freshers and ₹2400/- per full shift for candidates with three or more years of experience; half-shift rates applicable as per norms), as revised/modified from time to time by NSD, AIR.

## **3. BROADCAST EXECUTIVE FOR NEWS BULLETINS**

### **ESSENTIAL QUALIFICATIONS**

1. Graduate with Professional Diploma in Radio Production with 3 years experience.
2. Proficiency in English language.
3. Knowledge of Basic Computer application.
4. Practical provisioning knowledge in audio editing capability, provisioning in English typing with various fonts.

### **AGE REQUIREMENT**

1. Between 21 to 50 years.

### **SELECTION PROCEDURE**

1. The selection procedure comprises of two stages:

- (i) Written Test for General Knowledge & Current Events (50 marks)
- (ii) Practical Proficiency test in Computer Operations for various audio formats (100 marks)

Written test will carry 50 marks. The qualifying marks in all the categories will be 50 percent and above. Candidates who secure 50% and above in written exam will be eligible for practical proficiency test in computer operation and audio editing.

## **REMUNERATION**

Remuneration will be paid at ₹1500/- per full shift as per the approved News Service Division (NSD), All India Radio (AIR) rate card effective from 1st November 2022, subject to revision from time to time by NSD, AIR.

## **4. WEBSITE ASSISTANT**

### **ESSENTIAL QUALIFICATIONS**

1. Graduate degree from a recognized university.
2. Degree/Diploma in Journalism/Mass communication from a recognised university.

### **DESIRABLE QUALIFICATION**

1. 2 year experience in relevant field
2. Exposure to new media operations and/or proven aptitude in this field

### **AGE REQUIREMENT**

1. Between 21 to 50 years.

### **NATURE OF DUTIES**

1. To post news and current affairs updates on social media platform of Akashvani Shillong.
2. Any other news related task assigned

### **SELECTION PROCEDURE**

1. The selection procedure comprises
  - (i) Written Test for General Knowledge & Current Events (50 marks)
  - (ii) Practical test cum interview to check the understanding of social media. (100 marks)

Written test will carry 50 marks. The qualifying marks in all the categories will be 50 percent and above. Candidates who secure 50% and above in written exam will be eligible for practical test cum interview to check the understanding of social media.

### **REMUNERATION**

Remuneration will be paid at ₹1500/- per full shift as per the approved News Service Division (NSD), All India Radio (AIR) rate card effective from 1st November 2022, subject to revision from time to time by NSD, AIR.

### **5. APPLICATION FEE**

The candidates are required to deposit application processing fee (non-refundable) at the following rates, along with the applications. Application fee need to be submit only through Demand Draft in favour of Station Director All India Radio Shillong, A/c No. 10881231065, IFSC Code SBIN0000181.

1. General Category : Rs.354/- (including GST)
2. SC / ST / OBC : Rs.266/- (including GST)

**Note:** Applicants needs to send separate application for multiple posts and separate fee (demand draft) for each application.

### **6. TERMS AND CONDITIONS FOR EMPANELMENT**

A casual assignee should agree to sign the following terms and conditions at the time of empanelment:

- (i) The assignment is purely of daily contractual nature and the casual assignee will have no right to claim for permanent employment in AIR.
- (ii) The assignment will be given as per the need of RNU within the norms prescribed by DG: AIR.
- (iii) The casual assignee is expected to show high level of professional efficiency, adhere to the AIR broadcast code and work in team spirit to ensure best output from the RNU.
- (iv) The casual assignee will refrain from indulging in any activity which could be detrimental to the image of AIR/Prasar Bharati. He/She will not be associated with any political or other activity that could adversely influence the objectivity and accuracy of AIR News.
- (v) He/She will not use AIR logo or name for personal purpose.
- (vi) Their continuation in the panel will depend on their performance and conduct.
- (vii) The casual empanelled in a particular Station cannot claim eligibility for empanelment in other Stations without undergoing the prescribed selection process at those Stations.
- (viii) If a casual assignee refuses assignments for more than six months without consent of RNU, he/she may be de-empanelled by Head of Office of Station on the recommendation of RNU Head.
- (ix) A casual assignee can be taken off from the panel for violation of "Terms and Conditions" of empanelment without prior notice.
- (x) Any grievance/issue will be settled at the RNU/Station level and will not be raised at any other platform. Decision of RNU Head/Head of Office in this regard will be final and binding.

## **7. TERMS AND CONDITIONS FOR APPLICATION**

- 1. The applicant may note that working on casual assignment basis for RNU: AIR, Shillong will not confer any right for regularization of services in this organization. The booking will be offered from time to time on the basis of the requirements of the organization and will not normally exceed six days in a month.
- 2. Candidates working in Govt/Autonomous bodies should obtain a 'No Objection Certificate' from their employers
- 4. Application should reach the **RNU Head, Akashvani Shillong– 793 001**, by post, on or before **20<sup>th</sup> March 2026**. The envelope containing the application in the prescribed format should be superscribed with "**Application for News Editor/ Newreader /Broadcast Executive/Website Assistant in RNU, AKASHVANI SHILLONG to be engaged on casual basis**". Applications received after the prescribed date and time will not be considered. For any late receipt or non-receipt of the applications, this office shall not be held responsible and no further correspondence in this regard shall be entertained.
- 5. The eligible candidates will be informed through mail. The exact time, date & venue etc. for the written examination will

be sent through mail only. All the applicants are requested to constantly check his/her mail on regular basis after the closing date for the submission of the application. No call letter will be delivered to candidates for the written examination and interview.

6. The applicants are required to submit their applications in the prescribed format given in the advertisement only.
7. The applicant may please note that the written examination, voice test & interview will be held in Shillong only.
8. No TA/DA will be admissible to the candidates attending the written test / voice test / interview etc.
9. The following documents are to be submitted along with the duly filled application proforma:-
  1. Proof of age (Class 10th marklist / certificate issued by State Board/CBSE/ICSE/Copy of birth certificate)
  2. Proof of essential and desirable qualifications mentioned against the category applied for (academic qualification, professional qualification and work experience)
  3. Proof of Residence (Aadhar Card/ Passport/ Driving license/ Rental Lease agreement carrying name/ Residence certificate issued by Tehsildar)
  4. Community Certificate (applicable for SC/ST/OBC category) for claiming concession in application fee
  5. No Objection Certificate from employer is to be produced by those in Government service
  6. Two passport size photographs to be pasted on the designated spaces in the application form
  7. Demand Draft for Application fee
10. For any queries, mail on [airshillongnews@gmail.com](mailto:airshillongnews@gmail.com) or may contact on phone No.9366659179 between 10 am and 5 pm on all working days

Sd/-

H. Diengdoh

Head of office

Akashvani Shillong



PRASAR BARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
REGIONAL NEWS UNIT, AKASHVANI, SHILLONG

Affix the recent  
photo

## APPLICATION FORM FOR ENGAGEMENT AS

1.	Name (in capital letters)	
2	Father's /Husband's Name	
3	Address for communication(Proof of residence to be enclosed)	
4	Mobile. No.	
5	Email ID	
6	Date of Birth(Proof to be enclosed)	
7	Category Whether SC/ST/OBC/General/ (Proof to be enclosed)	
8	Marital Status	
9	Nationality	

**10. Qualifications(Copies to be enclosed)**

(b)	Professional			

11. Work Experience

S.No.	Name of Institution/Organization	Designation	Date from which working
1			
2			
3			
4			

12. Present employment

S.No.	Name of Institution/Organization	Designation	Date from which working
1			
2			
3			
4			

I hereby declare that all the statements made in this application herein above are true and correct to the best of my knowledge and belief I understand that in the event of any information being found false, incorrect or incomplete or if I am found ineligible due to non-fulfilment of eligibility criteria , my candidature is liable to be cancelled /rejected at any stage without notice.

Signature of Applicant

Place: \_\_\_\_\_

Date: \_\_\_\_\_