



PRASAR BHARTI
INDIA'S PUBLIC SERVICE BROADCASTER
REGIONAL NEWS UNIT
DOORDARSHAN KENDRA::SHILLONG
LAITKOR PEAK, SHILLONG-793010 (MEGHALAYA)

File No.: DDK/SHG/RNU/EMP/CA&STG/2025

Date: 11/02/2026

**REVISED NOTIFICATION FOR EMPANELMENT OF CASUAL ASSIGNEES IN
DIFFERENT CATEGORIES**

In continuance with the notification issued on the 07/01/2026, 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. The revised notification is issued as many applicants could not send their applications to the mail ID mentioned previously (admin.rnuddkshillong@gmail.com). The applicants who have sent applications on email ID regionalnewsddkshg@gmail.com or via post based on the notification on 07/01/2026 need **not** send their applications again and their applications are still valid. The last date has been revised to 12/03/2026:

Sl No	Category	Age	Essential Qualification	Remuneration payable
1.	Editorial Assistant	25-50 Years	<p>Essential</p> <p>i) Degree from a recognized University ii) Degree/Diploma in Journalism from a recognized university iii) Minimum 3 years' experience of work related to news broadcasting/news organization</p> <p>Desirable:</p> <p>i) Acquaintance with national/international affairs. ii) Matriculate in the relevant language</p>	Rs. 2400 per day per shift
2.	Video Editor	21-50 Years	<p>Essential</p> <p>i) 10 +2 from a recognized University ii) Degree/ Diploma in Film & Video Editing from recognized University. iii) 2 Year Experience in the relevant Field</p>	Rs. 1500/- per day per shift
3.	English and Khasi News Readers	21-40 Years	<p>Essential</p> <p>i) Degree from a recognized University. ii) Proficiency in the language concerned, iii) Camera friendly face with a voice of a very good quality suited to Broadcasting. iv) Correct pronunciation, accent and modulation. v) Knowledge of current regional/Indian and foreign affairs,</p>	Rs. 1650/- per day per shift (For Single Bulletin) Rs. 1875/- For Fresher per day per shift (For Multiple bulletins in a

			<p>vi) Acquaintance with name of important personalities in the Region/India and abroad.</p> <p><u>Preferable</u></p> <p>i) Journalism background. ii) Professional background in the Field of academic or related areas. iii) Experience with Television/Radio Media</p> <p><u>Desirable</u></p> <p>i) Knowledge of English & Hindi ii) Ability to interview people who matter in news iii) Ability to write news stories and report event from the sports</p>	shift) Rs. 2400/- For persons with 03years' experience per day per shift(For Multiple bulletins in a shift)
4.	Copy Editor (Khasi)	21-50 Years.	<p><u>Essential</u></p> <p>i) Degree from a recognized University ii) Degree/Diploma in Journalism/ Mass Communications from a recognized university</p> <p><u>Desirable</u></p> <p>i) Acquaintance with National/ International affairs. ii) Matriculate in the relevant language iii) 3 Year experience of work relating to News in media organization, preferably broadcasting.</p>	Rs. 1500 per day per shift
5.	Stenographer (Khasi)	21-50 Years.	<p><u>Essential</u></p> <p>i) <u>10+2 From a recognised board</u> ii) <u>Speed of 80 wpm in short hand and 40wpm in computer typing.</u></p> <p><u>Desirable</u></p> <p>i) <u>Proficiency in Khasi language</u> ii) <u>Able to translate from English to Khasi</u></p>	Rs. 1275 per day per shift
6.	CG Operator	21-50 Years.	<p><u>Essential</u></p> <p>iii) <u>10+2 From a recognised board</u> iv) <u>Certificate in computer application</u></p> <p><u>Desirable</u></p> <p>i) <u>One year experience in relevant field</u></p>	Rs. 1125 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.**
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. before the last date.
2. **Applications must be sent by either Speed Post (address given below) or email (regionalnewsddkshg@gmail.com). Applications submitted via Speed Post or email must reach RNU, DDK Shillong, by 06/03/2026 before 05.00 PM**
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 regionalnewsddkshg@gmail.com. When emailing, use the following subject line:

“Query on Application Form for Empanelment of Casual Assignees for 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 _____ (<i>Name of the Category of Casual Assignees being applied for</i>) for RNU, DDK, Shillong.” Please ensure that all necessary self attested certificates listed in the checklist (provided below) 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 _____ (<i>Name of the Category of Casual Assignees being applied for</i>) for RNU, DDK, Shillong.” Please ensure that all necessary self attested certificates listed in the checklist (provided below) are attached to your duly filled application (Annexure I-A) before submission.

Deputy Director & RNU Head
Doordarshan Kendra Shillong

Application for Casual Assignment in RNU, DDK, Shillong**(Annexure I-A)****1. Post Applied for on casual assignment basis:****2. Name:****Affix a****3. Date of Birth:****Passport Size****4. Son of/ Daughter of/ Wife of:****Recent****5. a) Permanent Address:****Photograph****b) Present Address:****6. Email Id:****7. a) Educational Qualification:**

Qualification	Institution/Board	Year of Passing

b) Other Professional Qualifications (if any):

Qualification	Institution/Board	Year of Passing

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