



PRASAR BHARATI
INDIA'S PUBLIC SERVICE BROADCASTER
दूरदर्शन केंद्र :: अगरतला
DOORDARSHAN KENDRA AGARTALA
P.O.: A.D. NAGAR, PIN: 799 003



NOTIFICATION FOR EMPANELMENT OF CASUAL ASSIGNEE IN DIFFERENT CATEGORIES

Sl No	Category	Essential Qualification	Nature of job	Fee Payable
1	Resource Person	Essential i) Class-XII + 3 years experience in TV/Doordarshan Programme production and Co-ordination. Or ii) Graduation with professional Diploma in TV Programme Production / Mass Communication/ Journalism. Or iii) Graduation with Professional Degree / Diploma in a specific Field.	Assistance in programme production/Management	Rs. 3000/- Per Assignment
2	Post Production Assistant	Essential Professional Degree/ Diploma in Video Editing. Desirable Two years Experience in TV/ Doordarsha/ Video Programme Production.	Video Editing (Non Linear)	Rs. 3500/- Per Assignment
3	Post Production Assistant	Essential Degree/ Diploma in Visual Arts/ Multimedia/ Design/ Animation/ Graphics. Desirable Two years Experience in TV/ Doordarsha/ Video Programme Production.	Video Editing (Graphics)	Rs. 4500/- Per Assignment

4	Video Assistant	<p><u>Essential</u> Professional Degree/ Diploma in Videography.</p> <p><u>Desirable</u> Two years Experience in TV/ Digital/ Video Programme.</p>	Studio and Field Camera Operations/ Videography.	Rs. 5000/- Per Assignment
5	Beautician and Hair Dresser	<p><u>Essential</u> Degree/ Diploma/ Certificate in Make Up/ Beauty Course.</p> <p><u>Desirable</u> Two years Experience of working in professional parlour/ TV/ Digital Programme in the Makeup department.</p>	Make Up for talents/Artists/Anchor.	Rs. 3000/- Per Assignment.
6	Set Assistant	<p><u>Essential</u> Class-XII.</p> <p><u>Desirable</u> Two years Experience of Set Related work for TV/ Doordarshan/ Digital/ Video Programmes.</p>	Set Erection, maintenance & dismantling related work in Studio and field.	Rs. 3000/- Per Assignment.
7	Social Media Assistant	<p><u>Essential</u> Class-XII and Degree/Diploma/ Certificate in Digital Marketing/Social Media.</p> <p><u>Desirable</u> Experience Six months in Website designing/ Digital Marketing/ Social Media.</p>	To assist in Social Media work.	Rs. 2000/- Per Assignment.
8	C.G. Operator	<p><u>Essential</u> Graduation & Typing abilities of at least 35 words per minute in English language and/ or 30 words per minute in Hindi/ respective Regional language, as per the programme requirement.</p> <p><u>Desirable</u> Certificate in Computer Graphics/ Graphic Designing.</p>	Computer Graphics for programme	Rs. 2000/- Per Assignment.

9	Library Assistant	<u>Essential</u> Graduation and Certification in MS Excel. <u>Desirable</u> Diploma in Library Science.	To Assist in Library	Rs. 2500/- Per Assignment.
10	Camera Assistant	<u>Essential</u> Class XII.	Helper in Programme Production.	Rs. 1500/- Per Assignment.

Important points for Candidates

1. Young and talented candidates with diverse skill is desired for filling up the categories of Casual Assignee.
2. Casual Assignee category empanelment is not a regular post.
3. Empanelled Casual Assignees shall have no claim either implicit or explicit, for his/ her absorption or regularization in Prasar Bharati.
4. Empanelled candidates will be engaged for maximum 7 (seven) assignments in a month.
5. Applications without proper enclosures will be summarily rejected and no further correspondence will be entertained.
6. Canvassing in any form will attract rejection of application.
7. There is no Application Fee.
8. DDK Agartala/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**
9. No TA/DA will be paid for the tests/interview.
10. If a candidate wishes to apply for multiple causal categories, a separate application form needs to be submitted.
11. Director General, Doordarshan, 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 DDK Agartala, within 30 days of the publication of advertisement (Guidelines for Applications sent through e-mail / Speed Post in Annexure-I).
3. Applications submitted by hand, courier, or any means other than Speed Post and email will not be accepted. Please note that DDK, Agartala 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.

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.

(ALPANA DAS)
Programme Executive
Head Of Programme

Guidelines for Applications sent through E-Mail	Guidelines for applications sent though Speed Post
<ol style="list-style-type: none">1. Application (Annexure I-A), along with all required self attested documents as a single PDF file, may be sent to ddkagtcoordination@gmail.com2. The e-mail subject line must read "Empanelment Of (<i>Name of the Category of Casual Assignees Being applied for</i>) for DDK, Agartala"3. Please ensure that all necessary self attested certificates listed in the check list are attached to the duly filled application (Annexure I-A) before submission.	<ol style="list-style-type: none">1. Application (Annexure I-A), along with all required self attested documents must be kept in a single envelope and sent to: To, The Head Of Programme Doordarshan Kendra Agartala A.D. Nagar, Agartala, Pin: 799003.2. The envelope must clearly display the heading: "Empanelment of _____ (<i>Name of the Category of Casual Assignees being applied for</i>) for DDK, Agartala.3. Please ensure that all necessary self attested certificates listed in the check list are attached to the duly filled application (Annexure I-A) before submission.

APPLICATION FOR CASUAL ASSIGNEE IN DDK, AGARTALA

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

8. Languages Proficient in Speaking:

English Hindi Bengali Kokborok

9. Languages Proficient in Writing:

English Hindi Bengali Kokborok

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