



PRASAR BHARTI
India's Public Service Broadcaster
DOORDARSHAN KENDRA, KOLKATA
18/3, Uday Sankar Sarani, Golf Green, Kolkata- 700095



No .DDK/KOL/PROG/CA/2026-27

Date: - 29/09/2026

Notice Inviting Application

DDK Kolkata invites applications from eligible candidates for empanelment of assignees in a particular category (listed in table) to perform the work on assignment basis. Eligible candidates will be shortlisted for a panel of casual assignees that will be booked as per requirement. The applications will undergo a scrutiny and screening/selection process and successful candidates will be invited for assignment on “as and when required” basis as per programme exigencies.

Qualifications and other requirements are listed below-

Sl. No.	Category	Nature of Job	Age (in years)	Qualification	Remuneration
1.	Archive Assistant	To assist in all kind of content archiving and related official work	21 – 40 Years as on Date of Notification	<u>Essential</u> Graduation from a recognized University Proficiency in Computer (MS Excel) Proficiency in Bengali and English <u>Desirable</u> One year experience in Broadcasting or Electronic/ Digital Media/ Digital Archive related work	Rs.2500/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement
2.	Post Production Assistant (Graphics)	To create graphics and animated templates for programmes and News	21 – 40 Years as on Date of Notification	<u>Essential</u> Degree/Diploma in Multimedia Animation / Motion Graphics <u>Desirable</u> Two years Experience in TV/ Doordarshan/ Video Programme Production	Rs.4500/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement
3	Post Production Assistant (Editing)	To edit regular programmes and promos	21 – 40 Years as on Date of Notification	<u>Essential</u> Professional Degree/Diploma in Video editing from a recognized university/ institute. Candidates must be well-versed with the latest softwares. eg. Da Vinci <u>Desirable</u> Two years experience for TV/ Doordarshan Programme	Rs. 3500/- per assignment and up to maximum 07 assignments in a month & limited to 84 assignments in a year as per requirement
4	Video Assistant	To shoot/ record programmes in or outside studio under supervision of Producers	21 – 40 Years as on Date of Notification	<u>Essential</u> Professional Degree / Diploma in Videography/ Motion Picture Photography from a recognized university/ institute. <u>Desirable</u> Two years Experience for TV/ Doordarshan Programme	Rs. 5000/- per assignment and up to maximum 07 assignments in a month & limited to 84 assignments in a year as per requirement
5	Social Media Editor	To handle all social media platforms and create contents for the platforms	21 – 40 Years as on Date of Notification	<u>Essential</u> Graduation and Degree/Diploma in Media Science/Multimedia & Animation / Digital Marketing (Online/ Offline) Experience of One year in Professional Social Media Page Handling / Digital Marketing in any Media house. <u>Desirable</u> Preference will be given to the candidates with knowledge of SEO	Rs.3000/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement

6	C. G. Operator	To create online graphic templates and scroll messages in Bengali	21 – 40 Years as on Date of Notification	<u>Essential</u> Graduation from a recognized University and Typing abilities of at least 30 words per minute in Bengali <u>Desirable</u> Verifiable certificate in Computer Graphics/ Graphic Designing (Online/ Offline)	Rs.2000/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement
7	Resource Person (Programme)	To assist in all kind of programme production and related official work	21 – 40 Years as on Date of Notification	<u>Essential</u> Class – XII + 3 year Experience in TV / Doordarshan Programme Production and Co- ordination Or Graduation with professional Diploma in Radio & TV Programme Production/Mass Communication /Journalism <u>Desirable</u> Experience in working in Studio Floor management	Rs. 3000/- per assignment and up to maximum 07 assignments in a month and limited to 84 assignments in a year as per requirement
8	Resource Person (Lighting Assistant)	To assist cameraperson in shooting and adjusting lighting arrangement in production	21 – 40 Years as on Date of Notification	<u>Essential</u> Class – XII + 3 year Experience in TV / Doordarshan Programme Production and Co- ordination Or Graduation with professional Diploma in Radio & TV Programme Production/Mass Communication /Journalism AND Experience in Film/TV Industry in Lighting Arrangement.	Rs. 3000/- per assignment and up to maximum 07 assignments in a month and limited to 84 assignments in a year as per requirement
9	Broadcast Assistant (Commercial)	To assist in accounts and commercial related work	21 – 40 Years as on Date of Notification	<u>Essential</u> Graduation in Commerce from a recognized University and Computer Proficiency <u>Desirable</u> One year experience in Accounts Sound knowledge in Advance Excel and Tally software	Rs.2500/- per assignment up to maximum 07 assignments in month & limited to 84 assignments in a year as per requirement

Terms and Conditions:

- This is not, and will not be, an employment.**
- You will be invited for assignment by the Doordarshan Kendra strictly on **AS AND WHEN REQUIRED** basis as per the day to day requirement of programmes at the Kendra, and your availability on the date and time of assignment.
- As per rules, the maximum possible number of assignments is 07 (Seven) in a month and limited to 84 in a year as per programme requirement/exigencies. **One assignment may take up to 2-3 days.** However, no right is conferred on you to demand booking beyond the period assigned to you by this office.
- You will not be entitled to any fixed or specific number of bookings, as you are not on the establishment of Doordarshan.
- This organization has no objection and does not restrict you from continuing in/ taking up a regular or temporary employment in any other organization/ institution or being self-employed.
- You have every right not to accept the assignment for which you may be invited as per programme exigencies. However, once the assignment is accepted, you will be under obligation to perform the accepted assignment.
- You have to accord your consent in advance for performing the assignment.
- A candidate can apply for only one category. Double Applications will be considered as rejected.

- i. The applications will be scrutinized and Candidates shortlisted will be called for the next stage of selection process.
- j. The Selection process may consist of several steps – skill test / written test / personality test depending upon the category as deemed feasible.
- k. The selection will be done by a constituted selection committee.
- l. The bookings of empanelled candidates shall be done strictly on daily/assignment basis (not exceeding seven per month) and payment shall be made as per Prasar Bharati instructions.
- m. Empanelment confers no right to be called for regular bookings or any right/advantage for the selection to any regular post in the organization.
- n. Doordarshan reserves the right to reject any application without assigning any reason. The decision of the Selection Committee will be final and irrevocable.
- o. Canvassing in any form is strictly prohibited and will render candidates ineligible for selection.

How to apply

The eligible candidates must apply through only **Google Form** in the prescribed format, along with the copies of required documents, i.e., **Certificates of Educational qualifications/ Desirable Qualification, Age Proof, experience certificate etc. on or before 16.10.2026 till 06:00pm. No other mode of applications will be considered. For applying candidate may visit the following link: <https://forms.gle/H6REStkWAyZMtwJ9A>**



(Asis Kumar Mallik)
Dy. Director (Programme)
Head of Programme
DDK Kolkata

To

Head (PBNS) – with a request to upload this circular on the Prasar Bharati website as on date indicated above.

Copy for information :

(i) ADG(Admin, EZ)

(ii) DDG(Tech), PB Sectt.- with a request to upload the circular on the Prasar Bharati website