**ANNEXURE - I**

प्रसार भारती / **PRASAR BHARATI**
क्षेत्रीय समाचार इकाई : भुवनेश्वर / **REGIONAL NEWS UNIT : BHUBANESWAR**
दूरदर्शन समाचार / **DOORDARSHAN NEWS**
दूरदर्शन केंद्र, भुवनेश्वर / **DOORDARSHAN KENDRA, BHUBANESWAR**

---

## NOTIFICATION INVITING APPLICATION (NIA) FOR EMPANELMENT OF CASUAL ASSIGNEES

Regional News Unit (RNU), Doordarshan Kendra, Bhubaneswar invites applications from experienced and dynamic persons for the empanelment of casual assignees in the following categories:

| S.No | Category of Casual Assignees | Age | Qualifications required | Remuneration Fee *(As per the prevailing Doordarshan fee structure applicable to casual assignees, subject to revision as notified from time to time.)* |
|---|---|---|---|---|
| 1.1 | News Reader (Odia) | 21-40 years | **Essential**<br>i) Degree from a recognized University.<br>ii)Proficiency in Odia.<br>iii) Camera friendly face with a voice of a very good quality suited to Broadcasting.<br>iv) Correct pronunciation, accent and modulation.<br>v) Knowledge of current regional / Indian and foreign affairs.<br>vi) Acquaintance with names of important personalities in the Region/India and abroad.<br><br>**Preferable**<br>i) Journalism background.<br>ii) Professional background in the field of academic or related areas.<br>iii) Experience with Television / Radio Media.<br><br>**Desirable**<br>i) Knowledge of English, Hindi and Odia.<br>ii) Ability to interview people who matter in News.<br>iii) Ability to write news stories and report events. | **For Multiple Bulletins in a Shift:**<br><br>Rs 1875/- (for fresher) per day per shift<br><br>Rs 2400 (with three year experience) per day per shift<br><br>**For single Bulletin in a Shift** :<br>Rs 1650/- per day per shift |
| 1.2 | Editorial Assistant | 25-50 years | **Essential**<br>i) Degree from a recognized University.<br>ii) Degree / Diploma in journalism from a recognized university.<br>iii) Minimum 3 years experience of work relating to news broadcasting/ news organizations.<br><br>**Desirable**<br>i) Acquaintance with national / international affairs.<br>ii) Matriculate in the relevant language. | 2400/- per day per shift |

| S.No | Category of Casual Assignees | Age | Qualifications required | Remuneration Fee *(As per the prevailing Doordarshan fee structure applicable to casual assignees, subject to revision as notified from time to time.)* |
|---|---|---|---|---|
| 1.3 | Copy Editor | 21-50 years | **Essential**<br>i) Degree from a recognized University.<br>ii) Degree / Diploma in journalism from a recognized university.<br>iii) Proficiency in Odia<br><br>**Desirable**<br>i) Acquaintance with national / international affairs.<br>ii) Matriculate in the relevant language.<br>iii) 3 years experience of work relating to news in media organizations preferably broadcasting. | Rs 1500 per day per shift |
| 1.4 | News Reporter/ Assembly Reporter | 21-50 years | **Essential**<br>i) Degree from a recognized University.<br>ii) Degree / Diploma in journalism / Mass Communications from a recognized university.<br>iii) Proficiency in Odia<br><br>**Desirable**<br>i) Acquaintance with national / international affairs.<br>ii) Matriculate in the relevant language.<br>iii) 3 years experience in the relevant field, preferably in broadcast organisation. | **For News Reporter**<br>Rs 1875/- (for fresher) per day per shift<br><br>Rs 2400 (with three year experience) per day per shift<br><br>**For Assembly reporter**<br>Rs 1500 per day |
| 1.5 | Assistant Website Editor | 21-50 years | **Essential**<br>i) Degree from a recognized University.<br>ii) Degree / Diploma in journalism / Mass Communications from a recognized university.<br><br>**Desirable**<br>i) 2 years experience in the relevant field.<br>ii) Exposure to new media operations and proven aptitude in this field. | Rs 2100/- per day per shift |
| 1.6 | Video Editor | 21-50 years | **Essential**<br>i) 10+2 from recognised board<br>ii) Degree / Diploma in Film and video editing from a recognised University<br>iii) Two year experience in relevant field | Rs.1500/- per day per shift |
| 1.7 | Resource Person | 21-50 years | **Essential:**<br>i) Degree from a recognized University.<br>ii) One year experience in writing news scripts or translation services or Computer Application or Digital Media Operations or related tasks. | Rs 1500/- per day per shift |

**2. <u>The terms and conditions of the casual empanelment are as given under:</u>**

2.1) The empanelment process is being conducted to identify suitable candidates who may be engaged purely on a casual basis for performing specific assignments in RNU DDK Bhubaneswar**. The persons selected through empanelment process shall have no claim, either implicit or explicit, for absorption or regularization in RNU DDK Bhubaneswar/Prasar Bharati.**

2.2) Selection through the empanelment process does not guarantee assignments from RNU DDK Bhubaneswar. **Assignments will be provided to empanelled candidates by RNU DDK Bhubaneswar on an 'as and when required' basis. Candidates cannot demand assignments as a right** and shall have no claim to receiving assignments from RNU DDK Bhubaneswar/Prasar Bharati.

2.3) **Empanelled candidates shall ordinarily be assigned a maximum of seven (7) assignments per month.**

2.4) There is **no application fee** for applying for any of the casual assignee positions.

2.5) Applicants are required to submit self-attested photocopies of all relevant documents demonstrating their compliance with age, experience, education and other criteria. **Applications submitted without the necessary self-attested documents will be summarily rejected,** and no further correspondence will be entertained regarding incomplete applications.

2.6) For determining the age, experience, and educational criteria, only those certificates and documents valid up to and including the date of issuance of this Notification Inviting Application (NIA) in the vacancy section of the Prasar Bharati website shall be considered.

2.7) RNU, DDK Bhubaneswar/Prasar Bharati **reserves the right to shortlist suitable candidates** who apply for various categories of casual assignees based on relevant age, education, experience, and other criteria. Only shortlisted candidates will be called for skill tests/auditions/interviews. Candidates are requested to keep checking inbox/ spam/junk folders for any communication from email id : **hr.rnuddkbbsr@gmail.com**

2.8) RNU, DDK Bhubaneswar/Prasar Bharati **reserves the right to conduct any skill tests** (written, interview, computer-based test, test through video conferencing, audition, screen test, etc.) **to assess the skills, suitability, and personality of the shortlisted candidates**. No TA/DA will be paid to the shortlisted candidates who will be called for the skill tests/audition/personality test.

2.9) The remuneration payable to candidates empanelled shall be non-negotiable and strictly in accordance with the prevailing Doordarshan News fee structure applicable to casual assignees engaged in the RNU, as revised and notified from time to time.

2.10) **If a candidate wishes to apply for multiple causal categories, a separate application form needs to be submitted.**

2.11) Any attempt at canvassing or undue influence will result in the immediate disqualification of the candidate.

2.12) Director General, DD News, reserves the right to cancel the empanelment process at any time, without prior notice

3. **How to apply :**

3.1) Candidates who meet the eligibility criteria and are willing to comply with the terms and conditions stipulated above must fill in the prescribed application format **(Annexure-II)** and submit it along with self-attested copies of all relevant documents, including educational qualification certificates, proof of age, experience certificates, and any other supporting documents. **Applications must be sent by either Speed Post or email.**

| **Guidelines for applications sent by Email :** | **Guidelines for applications sent by Speed Post** |
|---|---|
| 1. The duly filled-in application (Annexure-II), along with all required self-attested documents, **must be compiled into a single PDF file** and sent to the email address: ***hr.rnuddkbbsr@gmail.com***<br><br>2. The subject line of the email shall read: **"Application for Empanelment of** _____ *(Name of the Category of Casual Assignees being applied for)*."<br><br>3. Applicants must ensure that all self-attested certificates and documents listed in the **checklist (provided below)** are attached with the application before submission. Incomplete applications or applications submitted without the requisite documents are liable to be rejected. | 1. Application (Annexure II), along with all required self attested documents must be kept in one single envelope and sent to :<br>Head,<br>Regional News Unit (RNU),<br>Doordarshan Kendra,<br>Post - Sainik School,<br>Bhubaneswar,<br>PIN 751005<br><br>2. The envelope must clearly display the heading: **"Application for Empanelment of** _____ *(Name of the Category of Casual Assignees being applied for)*."<br><br>3. Please ensure that all necessary self attested certificates listed in the checklist (provided below) are attached to your duly filled application |

3.2) Applications submitted via Speed Post or email must reach RNU, DDK Bhubaneswar within 21 days from the date of publication of this Notification Inviting Application (NIA) in the Vacancy section of the Prasar Bharati website *(https://prasarbharati.gov.in/pbvacancies/)*

3.3) Applications submitted by hand, through courier, or by any mode other than Email or Speed Post shall not be accepted. Applicants are advised that RNU shall not be responsible for any delay, non-receipt, or technical issues—including email delivery failures—arising at the applicant's end during submission of the application.

3.4) A separate detailed CV may also be submitted along with the prescribed application format (Annexure II), if candidates wish to provide additional information about their academic and professional skills and achievements. However, the prescribed application format (Annexure II) must be submitted without exception.

3.5) For any further questions or queries regarding the filling of the application form, applicants may email their queries to **hr.rnuddkbbsr@gmail.com**. While sending the email, applicants shall use the following subject line: **"Query on Application Form for Empanelment of Casual Assignees."** Applicants may also contact **0674–2300800** on working days during office hours.

**4. Checklist for applicants before submitting the application (compiled into a single PDF file):**

- Duly filled and signed Application Form (Annexure II).
- 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 ofCV, if any.

**ANNEXURE- II**

# APPLICATION FORM FOR CASUAL ASSIGNMENTS

(To be filled in BLOCK letters only)

**1. Category of Casual Assignee Applied For** *(Mention only one)*

| |
|---|
| |

**2. Personal Details:**

| |
|---|
| **Full Name** *(in capital letters):* |
| **Date of Birth** *(DD/MM/YYYY)*: |
| **Gender** *(Male/Female/Other)*: |
| **Son/Daughter/Spouse of**: |
| **Nationality**: |

**3. Address Details**

| **Permanent Address:** | **Correspondence/Present Address:** |
|---|---|
| | |
| **Mobile Number:** (*preferably WhatsApp*)**:** | |
| **Email ID:** | |

**4. Educational and other Professional / Technical Qualifications**

| S.No | Qualification | Institution/Board | Year of Passing |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**5. Language Proficiency – Speaking**

| Language | Proficient in Speaking(Yes/No) | Proficient in Writing (Yes/No) | Typing Proficiency on Computer |
|---|---|---|---|
| **Odia** | | | |
| **Hindi** | | | |
| **English** | | | |
| **Any other Language or Regional Dialect** | | | |

**6. Work Experience**

**A)** Are you currently employed? ☐ Yes ☐ No

If Yes, Details :

| | **Organisation Name** | **Nature of Work/Assignment** | **Duration** (Years/Months) |
|---|---|---|---|
| | | | |

**B) Prior Experience in Print/Electronic/Digital Media**: ☐ Yes ☐ No

| **S.No** | **Media Organisation** | **Nature of Work/Assignment** | **Duration** (Years/Months) |
|---|---|---|---|
| | | | |

**C) Any other relevant information related to employment** (if any)**:**

| |
|---|
| |

**D) Are you currently working in All India Radio / Doordarshan?** ☐ Yes ☐ No

| **Department** | **Working (Yes/No)** | **Nature of Engagement (Casual/Contractual)** | **Duration (Years/Months)** |
|---|---|---|---|
| AIR Programming | | | |
| RNU: AIR | | | |
| DD Programming | | | |
| RNU : DD | | | |

**8. Declaration:** I hereby declare that:

*1. The information provided by me is true and accurate to the best of my knowledge and belief.*

*2. I have read, understood, and unconditionally accept the Terms and Conditions of the 'Notification for Empanelment of Casual Assignees.'*

*3. I understand that the empanelment process aims solely to identify candidates for casual assignments at RNU DDK Bhubaneswar. Selection through this process does not guarantee or entitle me to receive assignments from RNU DDK Bhubaneswar or Prasar Bharati.*

*4. I acknowledge that if selected for empanelment, I will have no claim for permanent employment or regularization at RNU DDK Bhubaneswar or Prasar Bharati, and I will not be entitled to any pensionary benefits.*

*5. I understand that during the empanelment process, RNU, DDK Bhubaneswar/Prasar Bharati reserves the right to shortlist candidates based on criteria such as age, education, experience, and other relevant qualifications. Further, RNU DDK Bhubaneswar/Prasar Bharati reserves the right to conduct skill and personality tests in any format to evaluate the shortlisted candidates.*

*6. I also acknowledge that the empanelment is valid for two years, after which the panel will stand terminated, unless extended by the Director General, DD News.*

*7. I also understand that no travel or dearness allowance (TA/DA) will be provided for attending any skill tests, auditions, or personality tests.*

Date:

Place:

Signature of Applicant

Full Name: