

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA, AHMEDABAD**

Last date to apply is 30th September 2025.

An important notice:

Doordarshan Kendra Ahmedabad seeks applications for Casual assignee Empanelment for various category in to work in India's Public Service Broadcaster, Prasar Bharati's Gujarati Language Regional Channel, DD Girnar in the following categories.

The Casual assignee empanelment will be purely on assignment basis, as & when required.

1. RESOURCE PERSON
2. POST PRODUCTION ASSISTANT –VIDEO EDITING
3. POST PRODUCTION ASSISTANT-GRAPHICS
4. VIDEO ASSISTANT
5. BEAUTICIAN AND HAIRDRESSER
6. SET ASSISTANT
7. BROADCASTING ASSISTANT
8. WEBSITE EDITOR/SOCIAL MEDIA
9. WEBSITE ASSISTANT/SOCIAL ASSISTANT
10. LIBRARY ASSISTANT/ARCHIVE ASSISTANT
11. CAMERA ASSISTANT/MESSENGER

The terms & condition as Annexure – 1

The application form for various category as Annexure - 2

Eligibility Criteria for Casual Empanelment for the above Categories are as follows:

1.RESOURCE PERSON(Age 21-50 yrs):

Job Profile& Payment:

ASSISTANT IN PROGRAMME PRODUCTION/MANAGEMENT

Per Assignment – Rs.3000/-

Qualification:

ESSENTIAL

(i).Class –XII +3 year 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

{in case of (iii) empanelment shall be as per specific programme requirements and shall be done after approval by Director General, Doordarshan through concerned Zonal Head (Content Ops) or in his/her absence, Officer in charge of programme Section at DG:DD . The proposal shall contain justification for preferring candidate with Degree/Diploma in a specific Field as Resource Person}

2. POST PRODUCTION ASSISTANT –VIDEO EDITING (Age 25-50 yrs):

Job Profile & Payment:

VIDEO EDITING (NON LINEAR)

Per Assignment – Rs.3500/-

Qualification:

ESSENTIAL

Professional Degree/Diploma in video Editing

DESIRABLE:

Two years Experience in TV/Doordarshan/Video Programme Production

3. POST PRODUCTION ASSISTANT-GRAPHICS (Age 25-50 yrs):

Job Profile & Payment:

VIDEO EDITING (GRAPHICS)

Per Assignment – Rs.4500/-

Qualification:

ESSENTIAL

Degree/Diploma in visual arts/Multimedia/design/Animation/Graphics

DESIRABLE:

Two years experience in TV/Doordarshan/Video Programme Production

4.VIDEO ASSISTANT(Age 21-50 yrs):

Job Profile & Payment:

STUDIO AND FIELD CAMERA OPERATION/VIDEOGRAPHY

Per Assignment – Rs.5000/-

Qualification:

ESSENTIAL

Professional Degree/Diploma in Videography.

DESIRABLE:

Two years of experience of TV/Digital/Video Programme.

5.BEAUTICIAN AND HAIRDRESSER(Age 21-50 yrs):

Job Profile & Payment:

MAKE UP FOR TALENTS/ARTIST/ANCHORS

Per Assignment – Rs.3000/-

Qualification:

ESSENTIAL

Degree/Diploma/Certificate in Make up/Beauty Course.

DESIRABLE:

Two Years experience of working in professional parlour/TV/Digital Programme in the Make up department

6.SET ASSISTANT(Age 21-50 yrs):

Job Profile & Payment:

SET ERECTION, MAINTENANCE & DISMAINTLING RELATED WORK IN STUDIO AND FIELD

Per Assignment – Rs.3000/-

Qualification:

ESSENTIAL

CLASS - XII

DESIRABLE:

Two years experience of set related work for TV/Doordarshan/Digital/video programme

7.BROADCASTING ASSISTANT(Age 21-50 yrs):

Job Profile & Payment:

TO ASSIST IN PROGRAMME PRODUCTION AND MANAGEMENT

Per Assignment – Rs.2500/-

Qualification:

ESSENTIAL

Graduation

DESIRABLE:

One year Experience in Broadcasting/management

8.WEBSITE EDITOR/SOCIAL MEDIA(Age 21-50 yrs):

Job Profile & Payment:

TO DESIGN WEBSITE AND HANDLE SOCIAL MEDIA

Per Assignment – Rs.3000/-

Qualification:

ESSENTIAL

Graduation and Degree/Diploma/ certificate in Digital Marketing /social Media & Experience of one year in website designing/Digital Marketing/Social Media

DESIRABLE:

Certification in Website Designing

9.WEBSITE ASSISTANT/SOCIAL MEDIA ASSISTANT(Age 21-50 yrs):

Job Profile & Payment:

TO ASSIST IN WEBSITE DESIGNING AND SOCIAL MEDIA WORK

Per Assignment – Rs.2000/-

Qualification:

ESSENTIAL

CLASS –XII and Degree/Diploma/certificate in Digital Marketing/social media

DESIRABLE:

Experience of six month in Website designing/Digital Marketing/Social Media & Certification in Website Designing

10. LIBRARY ASSISTANT/ARCHIVE ASSISTANT(Age 21-50 yrs):

Job Profile & Payment:

TO ASSIST IN LIBRARY MANAGEMENT

Per Assignment – Rs.2500/-

Qualification:

ESSENTIAL

Graduation and certification in MS Excel

DESIRABLE:

Diploma in library science

11. CAMERA ASSISTANT/MESSENGER(Age 21-50 yrs):

Job Profile & Payment:

HELPER IN PROGRAMME PRODUCTION

Per Assignment – Rs.1500/-

Qualification:

ESSENTIAL

CLASS – XII

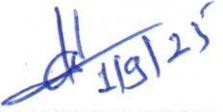
- Interested candidates based in Ahmedabad/ Gandhinagar can apply by downloading the Application form (Annexure – 2) and terms & conditions (Annexure – 1) duly signed.
- The category for which applied should be clearly mentioned on the cover as “Application for Casual Assignee “_____”.

C A T E G O R Y

- The hardcopy of application should be sent following address and the soft copy of application (in PDF format) through email. ddgirnargujarati@gmail.com.

To,
Head of Programme
Doordarshan Kendra
Thaltej Tekra
Drive-in-Road
Ahmedabad-380054

- Candidates interested in more than one category should apply separately for each category.
- Copy of all the supporting documents should be attached with the application.


11/9/25

(HIMANSHU MEHTA)

HEAD OF PROGRAMME


01/19/25

(D. K. JAIN)

CHAIRMAN

TERMS & CONDITIONS

Terms & Conditions pertaining to Casual Assignee in Doordarshan Kendra, Ahmedabad.

1. The Casual assignee will be called on assignment basis or as and when required. (As needed basis). (Maximum 7 assignment in a month). The Casual assignee are expected to work with full sincerity and dedication while maintain discipline and decorum at the workplace.
2. The Casual assignee will be called according to the schedule specified by the Doordarshan Kendra, Ahmedabad.
3. After empanelment, the selected candidate cannot claim right for assignment. The Doordarshan Kendra, Ahmedabad has solemnly discretion right whether to give or not any assignment.
3. Casual assignees will receive payment on assignment basis.
4. Casual assignees are expected to maintain confidentiality and handle sensitive information with care.
5. Casual assignees are expected to adhere to the government's code of conduct and ethics.
6. All work produced by casual assignees will be the property of the Doordarshan Kendra, Ahmedabad.
7. Casual assignees will follow media protocols and guidelines specified by the Doordarshan Kendra, Ahmedabad.
8. Casual assignees are not entitled to any employment rights, including benefits and pension schemes.
09. There is no expectation of renewal or continuation of the assignment beyond the specified period.
10. Casual assignees are expected to adhere to all policies and procedures of the government media organization.
11. The Casual assignee, who shall deal with official social media accounts of the office in their official capacity, shall strictly confine themselves to their assignment duties and responsibilities in respect of such accounts.
12. No view or opinion shall be expressed by casual assignee on the social media in their official capacity, unless specifically authorized to do so. If and when so authorized, views or opinions thus expressed,

shall strictly conform to the brief given in this regard by the competent authority.

13. Usage of Smartphone in the office for the purpose of recording either audio, video or photography or scanning of any form of official documentation is prohibited.

14. Office internet shall be used solely for official work, and personal use, including social media, shall be avoided.

15. The validity of panel for Casual assignee is for 2 years.

I, _____ have read, understood, and agreed to these terms and conditions. I know this post is temporary and never claim for regular post or job in the department or any legal proceeding in future.

Signature

Date



(HIMANSHU MEHTA)

HEAD OF PROGRAMME



(D. K. JAIN)

CHAIRMAN

PRASARBHARATI
(INDIAS' PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA: AHMEDABAD-54

Application for Casual Assignee Empanelment

Category for which applied: Please tick

Paste self-
attested passport
size photo here

- 1. RESOURCE PERSON
- 2. POST PRODUCTION ASSISTANT -VIDEO EDITING
- 3. POST PRODUCTION ASSISTANT-GRAPHICS
- 4. VIDEO ASSISTANT
- 5. BEAUTICIAN AND HAIRDRESSER
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- 11. CAMERA ASSISTANT/MESSENGER

1. Name in full:

First Name	Father/Husband's Name	Surname

2. Local Address /Postal Address:

3. Contact No.

Mobile No.	Landline	email	Social Media

4. Date of Birth:(dd/mm/yy)

Age (as on 01.01.2025)

Year	Month

Gender: Male

Female

5. Educational Qualification: (Copy of all the supporting documents should be attached with the application)

Exam Passed	Name of degree	Subject	Year of passing	Name of Board/ University	Class
XII					
Graduation					
Post-Graduation					

6. Addl. Qualification/Desirable, if any:

7. Experience:

	Years
TV/Radio	
Print Media	

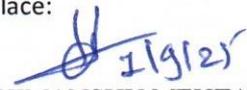
(Enclosed supplementary sheet if required)

8. Any other information:

I hereby state that the information furnished above is true and I will be responsible, if any information is found to be false later on.

Date:

Place:


(HIMANSHU MEHTA)

HEAD OF PROGRAMME

Signature:

Name:


01/01/25

(D. K. JAIN)

CHAIRMAN