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PrasarBharati Secretariat
Broadcasting Corporation of India
2nd Floor, PTI Building
Parliament Street, New Delhi


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No.- A-10-/159/09-PPC

Dated:- 27.09.2012

Subject: - Policy for contractual engagements.

A copy of the policy for contractual engagements in Prasar Bharati (Secretariat, Directorates and field offices) formulated with the approval of Prasar Bharati Board is enclosed for implementation with immediate effect. Copies of this policy may be circulated to all Stations/Kendras and Regional ADGs etc. for information and compliance. Henceforth, all contractual engagements have to be made strictly in accordance with this policy. The existing personnel engaged through BECIL (or engaged directly by DD News from 2009 onwards) would be screened afresh in accordance with the procedure detailed in the policy and a fresh offer of contractual engagement will be given to them. Services of those who are not found fit to be retained, shall be dispensed forthwith. This exercise should be completed by 31st Oct.,2012 and no payment should be released to BECIL for services rendered by the personnel deputed by them for the period beyond 31st Oct.,2012. A compliance report may please be furnished to Prasar Bharati Secretariat for information of Member (Per) and CEO by 7th Nov.,2012. Similarly, other personnel engaged on contract would be screened by the Screening Committee at the time of considering extension of the period of their engagement.


Om Prakash
(Officer on Special Duty)

Encl: As above.

Shri V K Jain,
ADG (A & F)
Directorate General, Doordarshan,
New Delhi.110001

Maj.(Retired) Somesh C Jhingan,
DDG (A&F),
Directorate General, Akashwani,
New Delhi.

Copy for information to: PPS to CEO
DG AIR/ DG DD

o/c

159/09/PPC
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28/9/12

Prasar Bharati
Prasar Bharati Secretariat
(Broadcasting Corporation of India)

Comprehensive Policy for Contractual Engagements

Over the years, the staff strength in Prasar Bharati is on the decline due to:-

- (i) More and more persons retiring on attaining the age of superannuation;
- (ii) Recruitment Board, as envisaged in Prasar Bharati Act, 1990 not having been set up; and
- (iii) Non-finalization of the Recruitment Rules/ Regulations in all cadres like Administration, Finance, Engineering, News and Programme.

2. Consequently, there is an acute shortage of manpower. This shortage is likely to get further aggravated on account of continuing retirements. In order to cope up with the alarming situation, there is an urgent need for formulation of a comprehensive policy for making contractual engagements.

3. The matter was considered by the Prasar Bharati Board in its 108th meeting held on 16.05.2012 and the Board passed the following resolutions in this regard:

- (i) "Suitable young, qualified hands be engaged on short term assignment basis (or as interns) to cope up with the acute shortage of staff in all cadres, which have now proved detrimental to the operation of the field units. Those eligible (more or less) will be given a chance to compete with other applicants from the open market, when Prasar Bharati undertakes recruitment and, they be given certain relaxation in age, as are within rules."
- (ii) "CEO, Prasar Bharati is also authorized to work out a feasible system or structure for the engagement of suitably experienced hands on short term contract (or assignment) for carrying out essential tasks to tide over the present acute shortage of manpower and to manage contemporary tasks and challenges that have emerged after the old sanctioned posts (with RRs) were last created."

4. In pursuance to the resolutions dated 16/08/2012 and 06/08/2012, a comprehensive policy for making contractual engagements has been framed, as detailed below:-

(i) **Contractual Engagements against Regular Sanctioned Posts:**

For making contractual engagements in this category, a regular sanctioned post must exist and this contractual engagement shall continue till the post is filled up on regular basis. The incumbent should fulfill the eligibility conditions of the post, as indicated in the relevant Recruitment Regulations.

- (a) **Young Talent:** "Suitable young, qualified hands may be engaged on short-term assignment basis (or as interns) depending upon the immediate requirements through campus placements from prestigious Academic Institutions or otherwise on consolidated monthly remuneration to be worked out in each case on the basis of the basic pay plus grade pay plus variable DA (as sanctioned by GOI for its employees) for the post against which engaged. Selected persons will be given a chance to compete with other applicants from the open market, when Prasar Bharati undertakes recruitment and, they be given certain relaxation in age, as are within rules."
- (b) **Retired Persons:** - They may be engaged for day to day work to tide over the shortage of staff at various levels in the hierarchy of the office management. They would be paid remuneration as per their last pay drawn minus pension, plus variable DA.
- (c) **Advisor / Consultant** - They would be engaged for specialized tasks requiring expertise and experience like formulation of policies, drafting of Rules and regulations, and examining of DPC proposals, advisory role in financial / legal / administrative matters etc. They would be paid remuneration of last pay drawn minus pension plus variable DA subject to a minimum amount as indicated in Annexure - I. However, in deserving cases, they can be paid higher remuneration than that indicated in Annexure - I with the approval of CEO.

(ii) **Need based contractual engagements:**

Media has witnessed exponential growth in the last two decades especially in the News genre. To cope with the increased work pressure, full time human resource has been engaged since evolution of full

(ii) Need based contractual engagements:
Following are the categories under which human resource may be engaged –

(a) Special Category approved by Prasar Bharati Board:

The need based full time contractual engagements can be made in the categories approved by Prasar Bharati Board such as contractual engagements hitherto made through BECIL / Prasar Bharati. This includes all those categories which have been duly approved by Prasar Bharati Board /CEO from time to time. Henceforth, contractual engagements will be made if required as per these guidelines. The proposed remuneration for all these categories is also mentioned in the Annexure II A. The incumbents should fulfill the eligibility conditions as mentioned in the Annexure-IIA which have been rationalized and modified. A list of this category indicating the designations, qualifications required and job content is given at Annexure-II A. Some additional categories based on the suggestions/requirements from different wings of DD/AIR have been added with appropriate recommended remuneration.

(b) DD News:

Media has witnessed exponential growth in the last two decades especially in the News genre. To cope with the increased work pressure, full time human resource has been engaged since evolution of full fledged channels like DD News to generate the content in house with due approvals from Prasar Bharati Board / CEO from time to time.

Such human resource was not engaged against any sanctioned post as posts were not sanctioned in keeping with the quantum of the work load of a 24X7 news channel. Also while approving the proposal for commencing a 24X7 DD News Channel, the Union Cabinet decided that the increased quantum of work would be managed by engaging personnel on contract basis as creation of posts was not found feasible. Human resource was accordingly engaged to meet the day to day functioning of the DD News channel which needs to be continued further.

Therefore, those currently engaged may be retained based on a performance appraisal, an exercise to be done annually thereafter. Rest may be engaged from the open market afresh annually. The maximum remuneration in case of any category shall not exceed Rs. 50,000 including everything.

Existing remuneration for the incumbents in DD News in these categories have considerable variance for similar work within a given human resource category due to differential hike based on single performance assessment effected from the year January, 2009. The current remuneration was last revised in January, 2009 in case of DD News contractual human resource (Both BECIL and Prasar Bharati which constitute 3/4th and 1/4th of the total contractual strength respectively). Existing Contractual staff in DD News goes beyond the different categories mentioned in Annexure II A. All the additional categories which evolved as new ones or emanated from those covered in Annexure II A as its variants were duly approved by Prasar Bharati Board / CEO from time to time and are mentioned at Annexure II B. The remuneration proposed herein for the year 2012 onwards for new entrants has been rationalized and is in line with the proposed rates for similar categories in Annexure II A. The current remunerations in these categories are though much above the proposed rates for some of the contractual staff in other channels with the same qualifications because of different job requirement which at times is more demanding on account of 24X7 live telecast and partly also due to a single performance assessment based hike leading to disparity. However, with a view to bring about uniformity amongst all contractual engagees whether engaged through BECIL or otherwise, it is proposed that all the incumbents in DD News and elsewhere shall go through a process of Contractual engagement under this policy through a process of screening and those who are found fit to be re-engaged would also be paid fee as per the formula mentioned in Annexure II A & Annexure II-B.

Those who are considered suitable for a fee higher than that mentioned in Annexure II-A & Annexure II-B either on account of their experience or due to the fact that they are already drawing fee higher than that mentioned in Annexure II A & Annexure II-B, proposals for their re-engagement at a higher fee shall be put up to CEO, if the remuneration is upto Rs. One lakh or to be processed through Special Assignment Committee, if remuneration exceeds Rs. One lakh. Constitution of the Special Assignment Committee has already been approved by Prasar Bharati Board. This would be on a case to case basis.

All the existing personnel whether engaged through BECIL or directly would have the option to compete for any category (subject to their fulfilling the eligibility condition for that category) including the category in which they are presently engaged. In the event of selection for a different category, remuneration would be paid at prescribed rate for that category.

(c) Professional Experts:

Experienced professionals may be engaged for improving content and feel in all the channels or for any other specific and specialized work. They will be working on full time basis on a consolidated remuneration which will be fixed on case to case basis with the approval of CEO with reference to their expertise, experience and standing in the fields of programme Production, Anchoring, Direction and the like. They would not be allowed to take any other assignment with an organization of similar field.

(d) Interns:

Suitable young, qualified hands may be engaged on merit with the approval of the Screening cum Selection Committee mentioned in para 8 below on short-term assignment basis as Interns depending upon the immediate requirements through campus placements from prestigious Academic Institutions or otherwise on consolidated monthly remuneration as mentioned in Annexure II A (Additional Category).

(e) Engagement of personnel through HR Agencies –

To handle routine work Data Entry Operators etc and Attendants may be engaged through HR Agencies as per the provisions of GFRs. They will be paid remuneration keeping in view all statutory requirements.

(f) Outsourcing of Services:

The services like Security, Sanitation, and Horticulture etc. would be outsourced through tendering process as per rules.

5. Contractual engagements will be made strictly based on essential requirements of the organization. The job description and reporting mechanism of the person proposed to be engaged on contract basis is to be decided on case to case basis and should be detailed in the proposal for engagement of such persons.
6. A proper work audit would be conducted through an independent HR agency within a specified period to assess the human resource requirement needed to undertake the core professional, financial,

administrative and managerial functions as well as new and emerging areas of work like use of social and new media platforms in by AJR, DD News and other new channels of DD which were launched without any sanction of posts. This would be done in order to obtain approval of the competent authority for the number of personnel/staff required under various categories for administrative, financial, managerial and professional functions.

7. **Competent Authority:** The Competent Authority for approving the proposals for contractual engagements in Prasar Bharati Secretariat upto DDG level will be Member (Personnel). For other engagements above DDG level will be CEO, Prasar Bharati. In both the Directorates and their subordinate offices, the Competent Authority would be the respective Director General.

8. **Selection Procedure:**

- (1) All such engagements in the two Directorates will be recommended by a Screening -cum- Selection Committee comprising of the following:
 - (i) DG /DG (News) as the case may be or his nominee not below the rank of ADG - (Chairperson)
 - (ii) DDG /Director concerned (wherever applicable) or any other officer of equivalent rank. - Member
 - (iii) DDG (Admn.)/ Director (Admn.) Concerned - Member
 - (iv) DDA (Scor) - Convener
 - (v) Two experts, if necessary, to be nominated by the Director General/ DG (News) as the case may be.
- (2) For engagements in Prasar Bharati Secretariat, a similar Screening -cum- Selection Committee may be constituted with the approval of Member (Personnel) / CEO and competent authority for such engagement may also be designated.
- (3) The procedure for selection of the persons and recommendations for their engagements will also be decided by the said Screening -cum- Selection Committee. This Committee may transact business by actual meeting or by circulation. It may also be decided by the said Committee whether it is necessary to hold test and/or interviews in each case.

- (4) Language skill and voice quality need to be emphasized for the candidates who are required to perform before camera and on air. Besides level of the academic excellence and general awareness of the candidates may also be emphasized.
- (5) For engagement of contractual staff in Regional Kendras / Regional News Units etc also, the committee constituted at Directorate level only will be applicable.
9. **Appointing Authority:-** Respective DGs shall be the appointing Authority in respect of the contractual staff engaged with in their jurisdiction.
10. **Tenure:-** The contract in case of full time engagements shall be for a maximum period of one year at a time extendable on yearly basis depending on performance and requirement.
11. **Age Limit:-** There will be no age limit for engagement of retired persons provided they are mentally & physically fit. In case of other engagements, the minimum age would be 18 years and upper cap would be based on job description and jobs specification.
12. **Other Terms and Conditions for Engagees:**
 - (i) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement/ engagement.
 - (ii) Total leave admissible of all kinds, in case of full time engagees, shall not exceed 30 days in a year or pro-rata depending on the duration of the contractual engagement.
 - (iii) HRA or any other allowances shall not be admissible. Medical facilities shall not be admissible.
 - (iv) Travel Allowance/Daily Allowance while on official tour may be paid as per the normal entitlement of the post against which engagement has been made. In case of retired personnel, it may be as per his/her entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of the Competent Authority.
 - (v) Telephone/Conveyance charges/Transport and other facilities may be allowed to a contractual engagee on merits (depending on operational requirements) with the approval of the Competent Authority.

- (vi) Persons engaged on contract basis can be assigned, in addition to the specific tasks for which they are engaged, any other additional duties.
 - (vii) The engagement can be discontinued / terminated with one month notice or one month's salary in lieu thereof by either side without assigning any reason. Such termination / discontinuation shall be resorted to with prior approval of appointing authority. Also, the persons engaged shall not have any claim whatsoever for regular engagement/appointment on any position on the basis of contractual engagement.
 - (viii) No pensionary benefit on account of the said engagement shall be admissible.
 - (ix) Any other terms and conditions of engagements can be determined and incorporated from time to time with the approval of Competent Authority.
13. A standard format of offer letter for contractual engagements is given at Annexure – III.

Annexure I

Level	Eligibility	Remuneration Last Pay drawn minus pension plus variable DA subject to a minimum below
Consultant	Officers retiring in the Grade Pay of Rs. 10,000/-	Rs. 50,000/- PM
Consultant	Officers retiring in the Grade Pay of Rs. 8700/	Rs.44,000/- PM
Consultant	Officers retiring in the Grade Pay of Rs. 7600/	Rs.39,000/- PM
Coordinator	Officers retiring in the Grade Pay of Rs. 6600/	Rs. 33,000/- PM
Associate	Officers retiring in the Grade Pay of Rs. 5400/	Rs.28,000/- PM
Associate	Officers retiring in the Grade Pay of Rs. 4800/	Rs. 22000/- PM (where engaged on daily basis, Rs. 880/- per day subject to maximum of Rs. 22,000/- PM)
Jr. Associate	Officers retiring in the Grade Pay of Rs. 4600/	Rs.20,000/- PM (where engaged on daily basis, Rs. 700/- per day subject to maximum of Rs. 20,000/- PM)
Jr. Associate	Officers retiring in the Grade Pay of Rs. 4200/	Rs. 17,000/- PM (where engaged on daily basis, Rs. 650/- per day subject to maximum of Rs. 17,000/- PM)

Annexure-II A

REVISED FEE STRUCTURE FOR CONTRACTUAL ENGAGEMENTS IN DOORDARSHAN /AIR

S. No.	Name of the Category	Qualification	Nature of Job	Initial BECIL rates	Proposed Consolidated Amount
1	Post Production Assistant Grade-I	Professional Diploma in Film and Video Editing with 2 years experience.	Craft Video Editing (Non Linear)	15000	25000
2	Post Production Assistant Grade-II	Professional Diploma in Film and Video Editing	Video Editing (Linear/ Routine)	10000	17000
3	Senior Content Manager	PG Degree/Diploma in Journalism/production with 2 years experience or Degree/Diploma in computer application with 4 years experience of managing/working of website	Supervising the Website Contents	20000	33000
4	Content Manager	PG Degree/Diploma in Journalism/production or Degree/Diploma in computer application with 2 years experience of managing/working with website	Website Contents Management	15000	25000
5	Content Executive	PG diploma in Journalism with 1 year experience in relevant	Story Writing and research for website with limited publishing	12000	20000

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6	Junior Content Executive	PG Diploma in Journalism	Story writing and research for website	10000	17000
7	Trainee (Packaging) Level-I	PG Diploma in Mass Communication/ Journalism	Field Reporting and Story Packaging	10000	17000
8	Broadcast Executive Grade-I	Graduate with Professional Diploma in Radio/TV Production with 3 yrs experience.	Programme Production. with capacity for on Panel Operation for live productions	12000	20000
9	Broadcast Executive Grade-II	Diploma in TV/Radio production	Assisting & Coordinating in Programme Production	10000	17000
10	Graphic Artist	Professional Graphic Diploma/ Certificate	2D/3D modeling & composition jobs of creative nature	10000	17000
11	Research Assistant	Graduate with Diploma in Mass Communication/ Journalism	Assisting in subject specific research for building a story	10000	17000
12	Archival Assistant	Graduate with diploma in Library Science/ Journalism or Graduate with 2 years experience in archival system/ Library	Operations and book-keeping in Archival unit.	10000	17000
13	Make up Assistant	Diploma in Makeup with 2 years experience of working in professional parlor	Grooming and Making up jobs for the talents/ artists/ anchors	8000	13000
14	Library Assistant	Graduate with diploma in Library Science or Graduate with 2 years experience in computer archival system	Book-keeping and managing storage of Media	10000	17000

15	Lightman	Cinematography Course with 2 years experience of handling field camera operations	Assisting in Field Camera Operations	7000	12000
16	Cameraman Grade-II	Diploma in Videography with 1 year experience	Studio and Field Camera Operations	12000	20000
17	Cameraman Grade-III	Diploma in Videography	Studio Camera Operations	10000	17000
18	Creative Editor	Diploma in TV production/ graphics. Having 3 years experience of Creative productions & good communication Skills	Professional with Skills and experience of Creative production having good communication skills	25000	41000
19	Marketing Executive	MBA (Mktg) or PG Diploma in Marketing with 1 year media experience	Marketing and Coordinating Media Buyers	15000	25000
20	Legal Assistant	Degree in Law. 3 years experience at the bar or 3 years experience of handling legal matters, drafting plaints, replies and other legal documents in a reputed legal firm or a legal Department of Central	Handling Legal Matters, drafting plaints, replies and other legal documents.	12000	20000
21	Creative Editor (Graphics)	Essential: Professional Training & Degree/ Diploma in relevant field; Expertise in Software like Adobe after effects, Photoshop, 3 D max etc; Proficiency in working on Multilayered Non-	Editing the visuals as per the Graphic requirements and creating and designing the Graphic Templates and animations.	25000	41000

		linear Audio-Video systems, 3D Graphics Editing etc. At least 1-2 years experience with a professional Broadcast Company in a similar capacity.			
22	Anchor-Cum-Correspondent Gr. I	Graduate, Editorially intelligent and articulate personality with command of written & spoken languages (Hindi, English & Regional Language) & smart communication ability. At least 2 year experience.	Anchoring of Programmes and Field Reporting	20000	33000
23	Anchor Cum Correspondent Grade-II	Graduate, Editorially intelligent and articulate personality with command of written & spoken languages (Hindi, English & Regional language) & smart communication ability. At least 2 years experience	Anchoring of Programmes and Field Reporting	15000	25000
24	Copy Editor	Graduate with Degree/ PG Diploma in Journalism and 3 years experience	Preparing and editing the Script of News and other programmes	20000	33000
25	Copy Writer Gr. II	PG Diploma in Mass Communication/ Journalism Graduation with relevant language, 1 year experience	Preparing the Script of News and other programmes	15000	25000

ADDITIONAL (NEW) CATEGORIES (Remuneration 2012)

26	Manager (Public Relations)	Post Graduate Degree/Diploma in Public Relations/Journalism and Mass Communication with at least 5 years experience in mass media	Public Relations with print, electronic media and other publicity management jobs	41,000
27	Broadcast Executive (Technical) Grade-I	Engineering graduate in Electronics / Communication / electrical/computer engineering/Information Technology etc.	Work related to operation, maintenance and supervision of technical Broadcast equipment etc.	25,000
28	Broadcast Executive (Technical) Grade-II	Engineering Diploma in Electronics/Communication/Electrical/Mechanical/Computer/Information technology	Work related to upkeep and maintenance of technical Broadcast equipment etc.	17,000
29	Marketing Executive-Grade-I	MBA Marketing / PG Diploma in Marketing with 4 years experience	Marketing and Coordinating Media Clients	35,000
30	Programmer	B. Tech / MCA with 3 years Experience	Office Automation via software support and Technical integration of channel content on new social media	25,000
31	Senior Programmer	B. Tech / MCA with 5 years Experience	Management and planning of Office Automation via software support and Technical integration of channel content on new social	30,000

			media	
32	Scroll Assistant	Degree in Mass Communication / PG Diploma in journalism with two years of Experience (Bilingual Skilled)	To update the Breaking News / News update / Scroll	17,000
33	Scroll Supervisor	Degree in Mass Communication / PG Diploma in journalism with five years of Experience (Bilingual Skilled)	Supervise the Breaking News / News update / Scroll	25,000
34	Editorial Executive (AIR News)	Professional Diploma in Journalism/ Mass Communication with some experience in the relevant field particularly in Radio journalism. Very good experience in handling computer and Editing table.	Editing of stories / Compilation of bulletins with the text and also Sound inputs	25,000
35	Editor (AIR News)	Diploma in Journalism/ Mass Communication / Radio and TV Journalism Experience in Broadcast journalism.	Editing of News and Compilation of Bulletin.	25,000
36	News input Executive /Correspondent (AIR News)	Diploma in Journalism/ Mass Communication / Radio and TV Journalism Experience in Broadcast journalism and in handling Reporting Assignment.	News Gathering and Reporting for National and Regional News.	25,000
37	News Reader Cum Translator (AIR News)	Post Graduate with English and Graduate and conversant with other Indian language (s) / Foreign language (s) as may be required for the post	Translation from English to the local language as the case may be	23,000

38	Intern (Each Category)	Minimum Qualification without experience of a post	Lowest position in the respective category	Rs.15,000 to 20,000 depending on merit and nature of job
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Formula for Periodic Hike :-

Total Remuneration (New DA)

$$= \text{Total Remuneration (Old DA)} \times [1 + (\text{New DA in \%}/100)] / [1 + (\text{Old DA in \%}/100)]$$

Note: Present remuneration is fixed on the base rate of DA @ 65%.

Annexure-II B

REVISED FEE STRUCTURE FOR CONTRACTUAL ENGAGEMENTS IN DOORDARSHAN NEWS

Categories Other than those covered in Annexure II A

S. No.	Name of the Category	Qualification	Nature of Job	Initial BECIL rates	Proposed Consolidated Amount
1	Guest Coordinator Grade I	Diploma in PR/ Journalism plus seven years of Experience	Planning / liaising with Guests and Coordinating with the participants of programmes and calling eminent guests	25,000	41,000
2	Guest Coordinator Grade II	Diploma in PR/ Journalism plus three years of Experience	Coordinating with the participants of programmes and calling eminent guests	15,000	25,000
3	Junior Assignment Coordinator	Graduate Degree/ Diploma in Mass Communication / Journalism	Assist in the Deployment of correspondents with evolving events / Arranging LIVE input for channel	10,000	17,000
4	Assignment Coordinator	Graduate Degree/ Diploma in Mass Communication / Journalism plus Five years of experience	Advance Planning for Coverages and Deployment of correspondents with evolving events / Arranging LIVE input for channel	15000	25,000

5	Senior Assignment Coordinator	Graduate Degree/ Diploma in Mass Communication / Journalism plus Ten years of experience in related work of PR media planning, coordination and liaisoning	Detailed Advance Planning for Coverages and Deployment of correspondents with evolving events / Arranging LIVE input for channel	25,000	41,000
Prasar Bharati Categories (Non BECIL)					
6	Bulletin Copy Editor	Graduate with Degree/ PG Diploma in Journalism and 10 years experience	Preparing and Editing Of the script of the News Stories , Bulletins and other Programmes	25000	41,000
7	Senior Correspondent	Diploma in Journalism / Mass Communication plus ten years of experience in reporting	Field Reporting and Operation / filing News Stories PLUS Generating Programmes and Documentaries	25,000	41,000
8	Correspondent	Diploma in Journalism / Mass Communication plus five years of experience in reporting	Field Reporting and Operation / filing News Stories PLUS Generating Programmes and Documentaries	15,000	25,000
9	Junior Correspondent	Diploma in Journalism / Mass Communication	Field Reporting and Operation / filing News Stories	10,000	17,000

10	Anchor Cum Correspondent Grade-III	Graduate, Editorially intelligent and articulate personality with command of written & spoken languages (Hindi, English & Regional language) & smart communication ability. . At least one year experience or internship for one year	Anchoring of Programmes and Field Reporting	25000 In 2009	33500
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Draft Offer Letter

To

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Sub:- Offer to work as _____ in the Office of Prasar Bharati Secretariat/DG AIR/DG DD etc; on contract basis (Part time).

Sir/Madam,

Based upon bio-data, work experience and personal talk (wherever applicable), it has been decided by the Competent Authority to engage you as _____ on contract basis for a period of one year in the Office of Prasar Bharati/DG AIR/DG DD (as the case may be). The proposed contract will be subject to the following terms and conditions:-

1. Tenure

The contract will be for a period of one year from the date of joining. The contract would automatically come to an end on the expiry of this period unless specifically extended.

2. Remuneration

Rs. _____ per month consolidated. ~~You will not be entitled to~~ any other allowances.

3. Nature of duties. (To be specified in each case)

4. Working hours

Full time engagees would be required to put in 8 ½ hours daily including half an hour lunch time. In case of engagees on shift duty, the working hours shall be as decided by the Head of Office/ Controlling Officer. You may be required to work for extra hours on certain occasions in the exigency of work, if required. For work on a closed holiday , you would be granted a compensatory off day.

5. Supervision and control

You will be required to report to _____ who will be the controlling officer with regard to performance of your duties.

6. Applicability of Rules

In all service matters such as Conduct , discipline etc; you will be governed by the rules and regulations as applicable in Prasar Bharati.

7. Termination of Contract

The contract could be terminated by either side by giving one month's notice or pay in lieu hereof without assigning any reason.

9. You will not have any claim or right whatsoever for extension of the contract or for regular appointment or to any seniority in Prasar Bharati under any circumstances.

~~10. No TA/DA would be admissible to you for joining this assignment or on its completion. If you are required to travel outside the headquarters in connection with official~~

Draft offer Letter

To

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.....,
.....

Sub:- Offer to work as _____ in the Office of Prasar
Bharati Secretariat/DG AIR/DG DD etc; on contract basis (Full time)

Sir/Madam,

Based upon bio-data, work experience and personal talk (wherever applicable), it has been decided by the Competent Authority to engage you as _____ on contract basis for a period of one year in the Office of Prasar Bharati/DG AIR/DG DD (as the case may be). The proposed contract will be subject to the following terms and conditions:-

1. Tenure

The contract will be for a period of one year from the date of joining. The contract would automatically come to an end on the expiry of this period unless specifically extended. The contract will be terminated upon joining of regular incumbent of the post.

2. Remuneration

Rs..... per month consolidated. You will not be entitled to any other allowance.

3. Nature of duties (To be specified in each case)

4. Working hours

Full time engagees would be required to put in 8 ½ hours daily including half an hour lunch time. In case of engagees on shift duty, the working hours shall be as decided by the Head of Office/ Controlling Officer. You may be required to work for extra hours on certain occasions in the exigency of work, if required. For work on a closed holiday , you would be granted a compensatory off day.

5. Supervision and control

You will be required to report to _____ who will be the controlling officer with regard to performance of your duties.

6. Entitlement to Leave

Total leave admissible of all kinds, in case of full time engagees, shall not exceed 30 days in a year or pro-rata depending on the duration of the contractual engagement.

7. Applicability of Rules

In all service matters such as Conduct , discipline etc; you will be governed by the rules and regulations as applicable in Prasar Bharati.

8. Termination of Contract

The contract could be terminated by either side by giving one month's notice or pay in lieu hereof without assigning any reason.

9. You will not have any claim or right whatsoever for extension of the contract or for regular appointment or to any seniority in Prasar Bharati under any circumstances.
10. No TA/DA would be admissible to you for joining this assignment or on its completion. If you are required to travel outside the headquarters in connection with official work during the period of your engagement, you would be entitled to draw TA/DA as per norms and rules as applicable to any serving officer of an equivalent rank in Prasar Bharati. (In case a retired Govt. Servant is engaged, he/she would be paid TA/DA on official tour as per his/her entitlement at the time of retirement.

Yours faithfully

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