



प्रसार भारती / PRASAR BHARATI
(भारत का लोक सेवा प्रसारक / INDIA'S PUBLIC SERVICE BROADCASTER)
दूरदर्शन केन्द्र / DOORDARSHAN KENDRA
फ्रेजर रोड / FRASER ROAD
पटना-800001/PATNA-800001



Email.ddgeddkpatna@gmail.com

No.DDK/PAT/39(9)/2026-G

Dated:02.07.2026.

Scope of work & Job Description for Data Entry Operators

- 1) To assist the officials deployed in Administration/Accounts Section of the office.
- 2) To assist the Personal Assistants of DDG(E)/Director(E)/Other officers
- 3) To assist the officials deployed in GST Cell & Co-ordination.
- 4) Data Entry work in News Section/Other Sections.
- 5) Experience of data entry work in MS Word, MS Excel and Power Points
- 6) Typing work in English (with 30 words per minutes) & Hindi (in 25 words per minutes)
- 7) Working experience in Mangal Font / Unicode.

Scope of work & Job Description for MTS

- 1) Physical maintenance of records of different sections.
- 2) General cleanliness & upkeep of the Section/Units
- 3) Carrying of files & other papers within the building
- 4) Photocopying & sending FAX, etc.
- 5) Other non-clerical work in the Sections/Unit
- 6) Assisting in routine office work like diary, dispatch, etc,
- 7) Delivering of Dak (inside & outside the building)
- 8) Watch & ward duties.
- 9) Opening & closing the rooms.
- 10) Cleaning of room, buildings, fixtures and campus, dusting of furniture's, etc.
- 11) Upkeep of parks, lawns, potted plants.
- 12) Any other work assigned by the superior authority.

Scope of work & Job Description for Driver(HMV)

- 1) Driving of OB Van of Doordarshan Kendra.
- 2) Maintenance of OB Van.
- 3) Capacity to move with OB van for long drive.
- 4) Capacity to move with Light Motor Vehicle
- 5) Other works assigned by the superiors.

Anil Kumar Sinha
02.07.2026

[Anil Kumar Sinha]
Drawing & Disbursing Officer
For DDG(E)-cum-HOO

32/11
21/7/26

Anil Kumar Sinha
02/7/26



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Dated:02.07.2026.

Scope of work & Job Description for Security Guards

- 1) Patrol the Doordarshan & Transmitter premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates.
- 2) Answer alarms and investigate disturbances.
- 3) Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of premises.
- 4) Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences.
- 5) Warn persons of rule infractions or violations and apprehend or evict violators from premises.
- 6) Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- 7) Any other works, as directed by the Head of Office / Security Officer.

A.K. Sinha
02.07.2026

[A.K. Sinha]
Assistant Engineer
cum-Security Officer
For DDG(E)-cum-HOO

3422
2/7/26

3422
02/7/26



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No.DDK/PAT/39(9)/2026-G

Dated:10.09.2026.

Scope of work & Job Description for Videographer

- 1) **Video Production** : Shoot news stories, interviews, features and special programs as per editorial requirements.
- 2) **Studio & Field Coverage** : Operate cameras in studio setups and outdoor reporting assignments.
- 3) **Technical Handling** : Manage lighting, framing, audio capture and camera angles for professional output.
- 4) **Editing** : Apart from providing raw footage: able to edit with proper sequencing with inclusion of graphic elements and able to operate latest video editing software's.
- 5) **Archiving** : Organize and maintain video files for easy retrieval and future use
- 6) **Innovation** : Suggest creative visual approaches to enhance storytelling and audience engagement.
- 7) **Drone Operation** : Ability to operate drone for news coverage and documentaries:

[Syed Salman Haider]
Dy. Director[News]

Scope of work & Job Description for Graphics Artist/Web Designer

- 1) Designing of graphics for online production.
- 2) Firing of online breaking news
- 3) Typing out text contents on live telecast.
- 4) Helping in "info graphic" making



[Syed Salman Haider]
Dy. Director[News]

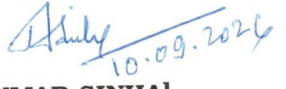
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No.DDK/PAT/39(9)/2024-G

Dated:10.09.2026.

UNDERTAKING

I undertake that the minimum wages indicated by him during bid creation are as per complied with the code of wages act. Wages rate issued vide Govt. of India, Min. of Labour & Employment, Office of the chief Labour commissioner(C), New Delhi.


[ANIL KUMAR SINHA]
DRAWING & DISBURSING OFFICER
FOR Dy. Director General(E)

13/2/26
19/9/26