

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIAT
PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI- 110001**

No. [E-4951]A-10/012/01/2020-HR-C

Dated: 18.08.2021

OFFICE ORDER NO. 181/2021- TM&SO

Sub:- Contractual Engagement Policy (CEP) 2021 of Prasar Bharati-regarding.

In supersession of prevailing Contractual Engagement Policy, 2012 of Prasar Bharati, a fresh Contractual Engagement Policy, 2021 has been formulated with approval of Prasar Bharati Board. A copy of CEP, 2021 along with its appendices and annexures is attached herewith for its implementation with immediate effect.

2. Henceforth, all the engagement of contractual staff in Prasar Bharati has to be made strictly in accordance with Contractual Engagement Policy (CEP) 2021.



**Sunil Bhatt
Dy. Director (TM & SO)**

Encl: As Above

To

- i. DG:AIR, DG:DD, DG:NSD, DG: N&CA
- ii. ADG(A) Zone, North/East/West/South/NE Zone, PB
- iii. ADG(A), NABM/ADG, CPC
- iv. Head, Content Operations; Head of Sales; Head (PBNS & DP)
- v. Head (Content & Ops) Zone, North/East/West/South/NE Zone, PB
- vi. SO, DG:ÄIR/ AE(CMS),DG:DD/ Sr. AO, DG:NSD/ DD(HR),DG:N&CA
- vii. DDG (Central Archives), DDG (Sports)

Copy to:-

- i. Staff Officer to CEO, Prasar Bharati
- ii. DDG (Tech) for uploading of the CEP 2021 on E-office and Prasar Bharati Internal Website.

Prasar Bharati
Contractual Engagement Policy 2021

Preamble

1. Broadcast Media Workforce the world over is getting transformed to achieve higher productivity, drive innovation and foster growth in organisations due to radical changes in the media sector. Technological obsolescence is happening at a staggering pace and sourcing ever-changing new skills is the only means to keep pace with the state-of-the art and to compete with the best in the industry both locally & globally.
2. Prasar Bharati has an ageing workforce with mostly outdated skillsets. Over the years limited operations have given way to 24x7 broadcasting, the imperative of self-sustenance has opened up air-time for sale, cut-throat competition has forged the way for constant innovation, and technological transformation has brought in sea change in content creation and transmission. All this demands new talent and skills to man the fast changing roles and responsibilities.
3. To help enable Prasar Bharati in the short-term, to effectively fulfil its primary duty of organising and conducting public broadcasting services in the country, the Board exercising powers vested in it by the PB Act, of general superintendence, direction and management of the affairs of the Corporation, granted approval to the PB Management in 2012 to adopt a two-pronged strategy to tide over the manpower crisis and run operations in the best possible manner.
4. To this end a Policy was approved by the Board in its 109th meeting on 6.8.2012 for engagement of certain categories of personnel on short-term contracts. This Contractual Engagement Policy 2012 provided for engagement of (i) retired persons to carry out such duties and responsibilities, which were conventional and core in nature and related to areas of personnel, administration, budget and accounts, finance, programme production and management, etc., and (ii) skilled media professionals from the industry primarily for creative roles and specialised functions. It was also envisaged that the Policy would supersede prevailing practice of ad-hoc arrangements of casual assignments in DD and AIR, which had led to litigation in courts for regularisation.
5. The Policy has been in operation since, and has come up before the Board several times in the intervening years for need-based changes including amplification in scope, enhancement of compensation, addition of new categories of personnel, etc. The Board has entrusted its HR Committee and its Search and Selection Committee to handle selection of senior contractual professionals.

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6. The recently concluded Manpower Audit of Prasar Bharati has in its recommendations suggested inter-alia, changes in the staffing pattern involving professional hiring for the revamping of the operational model. It has categorically stated that 'all the roles requiring special broadcasting skills where rate of skill obsolescence is high and where skills are highly market-driven should be primarily contractual engagements. Roles, where the responsibilities/ duties performed are strictly governed by the rules of Govt. of India such as General Financial Rules, CCS/ CCA conduct rules etc. should be primarily insourced'. Hence, a revised Policy is proposed to meet the requirement of various fast changing market driven activities like sales, digital news services, strategic marketing, social media marketing, new platforms for promotion, distribution and publicity, need for improvement in look and remuneration and content of channels, etc.
7. This policy is in supersession of the first 'Contractual Engagement Policy 2012', with a view to taking care of such developments as mentioned and to facilitate better talent management in Prasar Bharati.

The Policy

P -1) This policy shall be called 'Contractual Engagement Policy, 2021.'

P -2) To facilitate the implementation of this policy a Manpower Planning Tool (MPT) has been designed to provide information with respect to the headcount, organisation structure, strength, remuneration etc.

P -3) This tool will take into account the number of persons required in each vertical including their categories, remuneration, nature of duties, skill-sets required, experience etc.

P -4) The Policy is divided into following sections as under:

<u>Section</u>	<u>Title</u>
<u>Part-1:</u>	Selection process in respect of contractual engagements
<u>Part-2:</u>	Engagement of professionals on monthly remuneration basis (other than retired persons/part time/project based assignments)
<u>Part-3:</u>	Engagement of retired persons on monthly remuneration basis
<u>Part-4:</u>	Engagement of industry professionals for activities of specialised nature and provision for taking professionals on secondment, sabbaticals and fellowship programs
<u>Part-5:</u>	Engagement of students as interns or trainees from professional Institutions
<u>Part-6:</u>	General terms, conditions and entitlements
<u>Part-7:</u>	Performance management and remuneration
<u>Part-8:</u>	Exception clause

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PART-1: Selection Process in respect of Contractual Engagements

1.1 Requirement projection of contractual position by respective Division / Vertical :

- a. Assessment of requirements would be based on a Manpower Planning Tool (MPT).
- b. If the requirement is as per MPT, in-principle approval of competent authority would be obtained as follows:
 - i. By Member (Personnel): if remuneration is up to INR 50,000 per month.
 - ii. By CEO Prasara Bharati: if remuneration is between INR 50,001 – INR 2,00,000 per month.
 - iii. By Prasara Bharati Board: if remuneration is higher than INR 2,00,000 per month.

OR

- c. If the requirement is NOT as per MPT, in-principle approval of Management Committee (MC) is necessary (**Appendix A**).
- d. The process for any requirements for fresh engagement of contractual positions by respective Division / Vertical (**Appendix B**).
- e. The Division / Vertical with the requirement may submit a note for seeking in-principle approval as per format at (**Appendix A**) along with a draft Notice Inviting Applications (NIA) including remuneration, skills, experience, age etc. as per format (**Appendix C**).

1.2 The following options would be available for engagement of contractual engagees:

- a. NIA through advertisements placed on the websites of Prasara Bharati (including its constituents), with 30 days' notice (default).

OR

- b. NIA through advertisements placed on the websites of Prasara Bharati (including its constituents), with less than 30 days' notice on authorization by MC with reasons recorded.

OR

- c. For the positions not in the MPT, NIA through advertisements placed on the websites of Prasara Bharati (including its constituents). The MC shall approve the educational qualification and experience and remuneration proposed by the concerned division.

OR

- d. List of candidates recommended by a committee to be known as 'Talent Search Committee' consisting of internal and external members nominated by the MC, in case of urgent short-term requirement, or for a specific project/assignment/purpose, with reasons recorded.

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OR

e. NIA through advertisements placed on the websites of Prasar Bharati (including its constituents), for walk-in interviews (for managerial level or senior level engagements) with less than 30 days' notice on authorization by MC with reasons recorded.

f. For hiring of specific roles that are editorial/ journalistic in nature at senior/leadership levels an Editorial Board may be constituted for desired oversight with appropriate representation from one or more external members (may be industry experts/ Part Time Prasar Bharati Board Members/ Part time PBRB Members etc).

g. The detailed process to be followed for shortlisting and selection of candidates along with the flow diagram is given at **Appendix D**.

1.3 **Selection of Contractual Engagees by Prasar Bharati Board:**

- a. On the recommendation of the Prasar Bharati Board, the Search & Selection Committee of the Board, will identify professionals for senior, critical & specialized job assignments.
- b. The Search & Selection Committee will be constituted of members as nominated by the Prasar Bharati Board for the selection of the above mentioned contractual engagees (1.3(a)).
- c. Search & Selection Committee can follow its own methodology to shortlist and select candidates for such job assignments.
- d. List of applicants and probable candidates fulfilling minimum prescribed criteria along with necessary details may be placed before the Search & Selection Committee. The Search & Selection Committee may decide its own procedure for selection from among the list of the applicants referred to it. It can also consider any other candidate from the industry who it finds suitable for the position.
- e. Recommendations of the Search & Selection Committee shall be reported to the Board for its approval.
- f. Assignment offers/Contract offer letters to the selected candidate in the prescribed format shall be issued by the TM&SO section of the PB Secretariat.
- g. The detailed process of selection, post in-principle approval by Prasar Bharati Board is at **Appendix E**.

PART-2: Engagement of Professionals for Various Day to Day Activities on Full Time & Monthly Remuneration Basis

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- 2.1 The categories of professionals for various day to day activities on monthly remuneration basis would be defined in the MPT. Any specific requirement beyond the scope of MPT would be approved by the MC on the basis of justification provided by concerned verticals.
- 2.2 Such contractual engagements are arrangements for the reasons stated above and are not to be treated or construed in the nature of regular employment. Working as contractual engagees shall not create any right for regularisation in the organisation.
- 2.3 Contractual engagees shall initially be offered engagement for a period of two years with an annual appraisal, which may be renewed for a further period not exceeding a total of five years, depending upon factors like conduct, discipline, performance and functional needs of Prasar Bharati to allow infusion of fresh talent in the organisation at regular intervals. Below-par performance in the 2 year term would lead to curtailment/termination of the contract. However during the course of his/her engagement, the contractual engagee may re-apply for another assignment advertised during/after the term is over. In exceptional cases and for reasons to be detailed, an engagee may be retained for an additional period on approval of the authority higher than the appointing authority.
- 2.4 The engagement will be in accordance with the guidelines as out lined in Part I and the detailed process as outlined at *Appendices A, B, C, D & E*.

PART-3: Engagement of Retired Persons for Various Activities on Monthly Remuneration Basis

- 3.1 Prasar Bharati may engage on contract basis persons retired from Central Government, State Governments, Statutory Bodies, PSUs, etc. in areas and activities in which their skill or experience can be considered useful for the organisation.
- 3.2 Retired engagees shall assist Prasar Bharati in discharge of its day-to-day functions.
- 3.3 Retired engagees may be required to give reports, analysis, recommendations, inputs, etc., on matters referred to them so as to enable concerned authorities to take informed decisions.
- 3.4 The engagement of retired persons shall be for specific tasks, taking into account their experience and track record. While proposing such engagements, functional necessity with justification must be recorded.
- 3.5 Monthly remuneration to be paid to persons who retired at **Level-14 or below** of the pay matrix (either actually or notionally), shall be a fixed amount determined as per relevant Central Government Order amended and notified from time to time.
- 3.6 Monthly remuneration in cases of engagees who have retired at a level **higher than Level-14** of the pay matrix (either actually or notionally), shall be determined at the discretion of the MC.
- 3.7 For operational convenience, the retired engagees shall be designated as follows:

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Level at retirement	Designation
Above 14	Principal Advisor
14	Advisor
13	Senior Consultant
13A	
12	
11	Consultant
10	
9	
8	Sr. Associate
7	
6	Associate
5	

- 3.8 Number of retired engagees at a particular point of time must be kept at the minimum possible. Number of retired engagees should be within the overall staff strength as defined in MPT and should not exceed 50 persons in the organisation. Any exception to this limit may be placed before the MC on a case to case basis with proper justification.
- 3.9 The term of engagement shall ordinarily be for an initial period not exceeding one year which may be further renewed on a yearly basis subject to the age limit of 62 years. Any further engagement beyond the age limit of 62 years shall be subject to approval of MC.
- 3.10 The proposal for engagement should be only for retired persons who have an excellent record of service and for reasons of institutional memory and specialised skills. All such proposals shall be placed before the MC for consideration.

PART-4: Project based engagement and Specialised engagement

4.1 Engagement of Industry Professionals for Project based Activities of, not defined in the Standard List of Categories

- 4.1.1 Industry professionals from relevant fields, including those retired or superannuated from government/ autonomous bodies/ PSUs, may be engaged on contract either on monthly remuneration or on lump-sum payment basis for project based activities leveraging their specific expertise/experience.
- 4.1.2 Some examples of project based activities:
- Content Development Projects - Producing any programme or programme series of a complex nature.
 - Transformation projects - Improving systems and processes in various areas, like personnel, finance, training, etc.
 - Technology projects - Design, development & automation of existing systems (IT, Digital, Broadcast) and processes.

*Author
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- 4.1.3 Duration of engagement of professionals hired against specific projects shall be coterminous with their role and requirements in respect of such projects.
- 4.1.4 Remuneration to be paid to professionals engaged for specialised activities shall be either on lump-sum basis or predefined mile-stone basis or monthly basis, depending upon the nature of assignment and will be commensurate with their qualification, experience, track record, existing market rates, etc. The remuneration will be decided with the approval of the MC for reasons to be recorded in writing.

4.2 Induction of global Media Professionals, Industry leaders & performers, Specialised domain experts under Special Schemes of Prasar Bharati in Public/National interest.

- 4.2.1 Prasar Bharati being a Public Service Broadcaster that is governed by Government/Public norms will be constrained to offer market competitive compensation to attract best in class talent at the top of the pyramid in various functions. This constraint becomes acute in attracting to Prasar Bharati media professionals with global experience, industry thought leaders and top performers, specialised domain experts.
- 4.2.2 Hence there is a need to create alternative avenues for engagement that would bring with them non-monetary incentives to work with Prasar Bharati and contribute their time, experience, knowledge to the cause of Public Service Broadcasting.
- 4.2.3 Therefore the following streams may be made available:
- (a) Fellowship Stream
 - (b) Secondment Stream
 - (c) Sabbatical Stream
- 4.2.4 The Fellowship stream would permit selected Fellows to work on a media project of relevance to Prasar Bharati with the objective of fostering individual learning and development while benefiting the organisation.
- 4.2.5 This would be a funded program for a definite duration in the course of which the fellow would be associated with a program mentor from Prasar Bharati. The progress of the project would be followed through time-bound assessments as detailed in the program. Prasar Bharati may partner with any Global Media institutes of eminence/prestige to offer such fellowships to be attractive to global media professionals. All such proposals on a case to case basis to be approved by the MC.
- 4.2.6 The Secondment stream would open doors to professionals from foreign Public broadcasters, with whom Prasar Bharati has a MoU to work in Prasar Bharati for a fixed term on a reciprocal basis.
- 4.2.7 Selected individuals would contribute to Prasar Bharati through sharing of knowledge and insights, foreign language skills, their wide experience and skill-sets, while they would gain through the invaluable opportunity of



- working in a new country and culture and carrying back the learnings to their organisation.
- 4.2.8 All such proposals on a case to case basis to be approved as per MC recommendations.
- 4.2.9 To be able to attract thought leaders and domain experts from any industry who can contribute to transformational initiatives in public/national interest such as IT enablement, automation etc., the Sabbatical stream would entail engagement at Prasar Bharati on a non-monetary basis. The parent employer of such individuals shall continue to compensate them for the duration of the sabbatical which may range from 3-12 months.
- 4.2.10 Additionally, foreign language skills and other specialised skills may also be sourced by engaging suitable persons of Indian Origin from the diaspora, who may be interested and committed to contribute to Public Broadcasting in India, through the sabbatical mode.
- 4.2.11 Suitable honorarium may be paid by Prasar Bharati subject to the terms of sabbatical. All such proposals on a case to case basis to be approved by the CEO.

PART-5: Engagement of Fresh Graduates as Interns or Trainees from select Professional Institutions

- 5.1 A Graduate Media Internship Policy 2020 for engagement as Media Interns/Media Executive/Sub Editors vide file no. [1016]Misc-1/001/13/2019-HR-C dated 14.10.2020 has been notified by Prasar Bharati. This Graduate Media Internship Policy as amended from time to time shall be treated as an integral part of CEP 2021.
- 5.2 The scope of the policy would be enhanced to include students of desired foreign languages from recognised Institutes/University Departments in India and abroad, to cater to the need of various foreign language broadcasts (ESD, AIR/Digital/PBNS/DD International etc).
- 5.3 Other disciplines may also be added to this policy in due course for streams of Finance and Accounting interns, MBA interns, IT Interns, etc.

PART-6: General Terms, Conditions and Entitlements

- 6.1 This part is applicable to all such contractual engagees, who have been engaged as per provisions given above.
- 6.2 Terms of contractual engagement such as leave management, disability leave, code of conduct, termination clause, shall be governed by the terms agreed on the contract letter and related office orders issued or amended from time to time in this regard.
- 6.3 The contractual engagement is of purely short-term nature, which may not be treated or construed to be in the nature of regular employment and that working as contractual engagee shall also not create any right for regular employment in the organisation.

Signature
18/10/2021

Compensatory Off

- 6.4 Compensatory Off policy shall be governed by the terms agreed on the contract letter and OM No. Misc-1/001/22/2020-TMSO dated 05/02/2021 as amended from time to time.

PART-7: Performance Management and Remuneration

Performance Management:

- 7.1 Appraisal of all contractual engagees will be performed as per the PBS Order no [E-26301]A-10/016/27/2020/HR-C dated 19.11.2020 and as amended from time to time. Work flow for performance appraisal is defined in **Appendix F**.
- 7.2 Contractual engagees may be accorded a revision in monthly remuneration depending upon review of their performance during the contract period. Any renewal of contract with increase or without increase in remuneration will depend on the following parameters:
- a. Any exceptional or/and outstanding output by the Contractual engagee in the appraisal period.
 - b. Performance of the Vertical/ Directorate.
 - c. Budget allocated.
 - d. Increase in remuneration is not a matter of right at the time of renewal of contract.
- 7.3 A revision in remuneration on renewal of contract, shall be based upon the performance management process based on the bucketing system. All respective Performance Appraisal Committee(s) (PAC) are required to assess performance appraisal documents received from respective ADG/Vertical Heads/Zonal Heads who shall submit their recommendations in the form of relative ranking. No two persons shall be given common/same ranking in any discipline. This ranking is to be done both at the level of Zonal/Vertical Head and DG, where it will be compiled. The PAC is required to give ranking in five categories viz. 'Outstanding'(5% Max), 'Above Expectations' (15% Max), 'Met Expectations' (60% Min), 'Below Expectations' (15% Approx.) and 'Poor performance/ way below expectations' (5% Approx.). The actual revision in remuneration shall be based on the relative ranking and other factors. The performance of contractual engagees falling in the bucket of "Poor Performance/ way below expectations (5% Approx.)" shall be reviewed and in case of no improvement, the services of the contractual engagee shall be terminated. The minutes of the PAC will be forwarded to TM & SO Section at PBS duly endorsed by the DG of concerned vertical.
- 7.4 **Role and Mandate of Performance Appraisal Committee (PAC):**
- a. Scrutiny of all appraisals to verify that they are filled properly and are complete in all respects.
 - b. Scrutiny of appraisals to verify that only authorized officers have filled the form.

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- c. Relative Grading in 5 buckets as per the PBS order dated 19/11/2020 (As amended time to time).
- d. To ensure that there is equitable distribution in all 5 buckets from all divisions (including sub-divisions/ Kendra/ stations) with respect to their performance appraisals and requirements of respective divisions.

7.5 Role and Mandate of 'Management Committee' (MC) in Performance Appraisal:

- a. Recommend renewal or non-renewal in respect of all contractual engagees based on performance appraisals by "Performance Appraisal Committee" and requirement of respective divisions.
- b. Consider increase in remuneration in respect of contractual engagees in each bucket based on recommendation of "Performance Appraisal Committee" and requirement of respective divisions.
- c. Recommend to Finance wing for allocation of required budget to meet expenditure.

PART- 8: Exception Clause

Matters which are not in conformity with the provisions contained in the policy or for which no express provision has been made in it, shall be referred to the MC with proper justification, for consideration and decision. All such decisions shall be reported to the Prasar Bharati Board.

Dr. B. K. Singh
18/8/2021

Prasar Bharati Contractual Engagement Policy 2021

List of Appendices to CEP 2021:

1. Appendix A – Format of note for obtaining in-principle approval for fresh engagement of contractual engagee.
2. Appendix B – Flow chart for requirement projection of contractual engagee by Division / Vertical.
3. Appendix C – Format of NIA including remuneration, skills, experience, age etc.
4. Appendix D – Process of selection post in principle approval for fresh engagements.
5. Appendix E – Process for selection of contractual engagee approved by Prasar Bharati Board.
6. Appendix F – Appraisal Process.

List of Annexures:

1. Annexure 1 – Format of ATR for updating HRIS/ConMS database.
2. Annexure 2 - Form for personal and bank details of contractual to be filled on joining.
3. Annexure 3 – Process for filling of Appraisal Form.


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Appendix A

(Refer Para 1.1 (c) of CEP 2021)

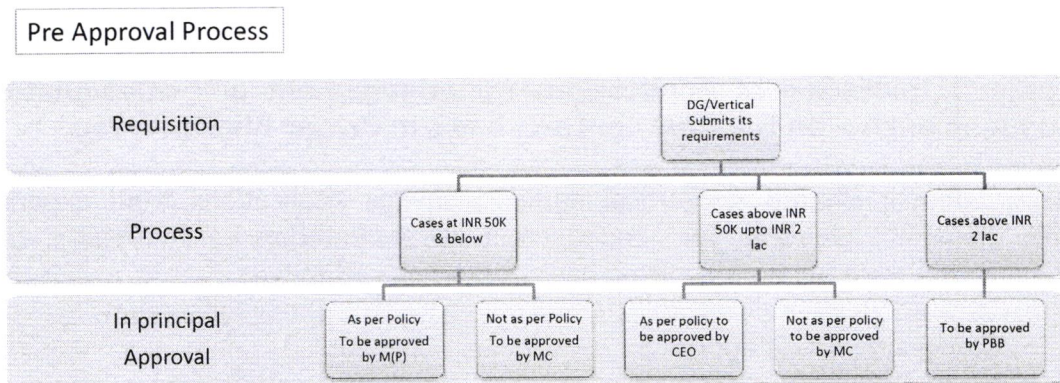
Format of Note for Obtaining In-Principle Approval for Fresh Engagement of Contractual Engagee

- Subject: PROPOSAL FOR << Name of Position including name of section and wing >>
- Para 2 - What is being proposed <<details of number of manpower and the type of manpower>>.
- Para 3 - Why is it being proposed-<<reasons for the request and the justification for the requirement>>
- Para 4 - Background for the proposed position, reason and justification <<is there any one already doing the assignment – or is this additional work assigned to the section/division>>
- Para 5 - Work for which it is proposed, <<what will the new manpower do – list of duties to be performed by the person(s)>>
- Para 6 - Current incumbency in this position <<no. Of regular/contractual people in the section already doing similar work>>
- Para 7 - In case of creation of new position: Reason and justification for creation.
- Para 8 - In case of creation of New Position: Nearest existing position to the newly proposed position.
- Para 9 - <<Enclose Draft NIA>>.
- Para 10- <<Enclose Outcome of Manpower Planning Tool in respect of proposed contractual position and division, as and when it will be made available>>.
- Para 11 - Whether regular staff requested from PPC <<if PPC has declined to give regular manpower>>
- Para 12 - Response from PPC regarding availability of regular staff <<to be placed on file>>
- Para 13 - Accordingly, it is proposed to _____ for << Work Profile and Reporting details>>. << Explain Value addition to the organization >>.,
- Para 14 – Proposed remuneration

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Appendix B
(Refer Para 1.1(d) of CEP 2021)

Flow Chart for Engagement of New Contractual Engagee



Signature
18/01/2022

Format for Notice Inviting Applications

NOTICE INVITING APPLICATIONS

No. << e-File no----->>

Date: --/--/-----

Subject: Invitation of Applications for engagement of <<Designation of Engagement>> on full time contract basis in Prasar Bharati – reg.

Prasar Bharati <<Vertical name>> invites applications from experienced and dynamic persons for engagement as <<Category>> in Prasar Bharati <<Vertical>> on full time contract basis, based at <<City>>.

- 1. Category:** <<Category>>
- 2. No of Position:** <<xx>> Nos.,
- 3. Place of work:** << e.g., name of office and city>>
- 4. Duration of engagement:** << no of months or no of years>>
- 5. Consolidated remuneration:** Rs. <<xx,000/->> pm

6. Qualification_–

Essential

- a. <<e.g., PG Diploma in Journalism / Mass Communication from a recognized institute.>>
- b. << e.g., PG in Literature from a recognized institute>>

Desirable

- a.<< >>
- b.<< >>

7. Experience Required

Essential

<< e.g., to be edited

1. At least 15 years' work of experience in Media, Journalism with at least last 5 years in Digital Media,
2. Bilingual Feature writing, editing skills (English and Hindi),
3. Experience of leading and managing a mid-sized team,
4. Delivering content in various genre targeted for audiences on Websites, Apps and other forms of new media,
5. Well versed with content research in contemporary issues of interest to Media,



6. Hands on experience with Social Media tools and popular platforms

.....To be edited >>

Desirable << e.g., to be edited

1. News Agency or Desk Starting Experience

.....>>

8. **Age:** << e.g., Below 50 years>>

9. **The terms and conditions of these engagements are as given under:**

- (i) The services will be purely on contractual basis. The persons engaged shall have no claim either implicit or explicit, for his/ her absorption or regularization in Prasar Bharati.
- (ii) The person will be engaged on full time basis and will not be allowed to take up any other assignment during the period of contractual engagement.
- (iii) Persons engaged on contract basis can be assigned additional task apart from the specific tasks for which they are engaged.
- (iv) Period of engagement shall initially be for two years with an annual appraisal which may be extendable based on requirement of the organization and performance review.
- (v) 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.
- (vi) No claim of pensionary benefit on account of this contractual engagement shall be admissible.
- (vii) Prasar Bharati reserves the right to conduct test and/ or interview of the shortlisted candidates. No TA/DA etc. will be paid for attending the test/ interview.

10. Those candidates who are eligible and willing to work on above terms & conditions in Prasar Bharati, having requisite qualification and experience indicated above may send their applications in the prescribed proforma at **Annexure** along with supporting documents **within 30 days** from the date of Issue or of Publication on PB website, whichever is later, to Deputy Director (HR/Admin), << Office Address>> or on email <<HR/Admin section email ID>>.

(Name of Officer)
Dy. Director (HR/Admin)

To,



Head (PBNS) – with a request to upload this circular on the Prasar Bharati website up to the date indicated in para 9 above.

Copy to:

Notice Board, Prasar Bharati Secretariat, DG:DD, DG: AIR, DG:DD News & DG: NSD, AIR

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16/12/20*

Annexure - Proforma to NIA

APPLICATION PROFORMA FOR ENGAGEMENT OF _____
IN PRASAR BHARATI AS PER CIRCULAR ADVERTISEMENT No. _____
..... DATED .../.../.....

1.	Name of the position applied for					
2.	Title: Mr. / Ms. / Mrs.					
3.	Name of the Applicant in full (in Block letters)					
4.	Date of Birth (Age)					
5.	Father's/Husband's Name					
6.	Permanent Address:					
7.	Correspondence Address:					
8.	Email ID					
9.	Mobile No.					
10.	Landline No					
11.	Educational Qualification (from Matriculation onwards) (Please attach additional lines or sheet if space below is insufficient):					
	Name of University/ Institute/Board	Course	Year of passing	Grade/ Division/ CGPA	Additional information, if any	
12.	Professional Qualification, if any					
13.	Desirable Qualification:					
14.	Experience (Please attach separate sheet or additional lines if space below is insufficient):					
	Name of the Organization	Post held/ Designation	From dd/mm/yy	To dd/mm/yy	Gross Remuneration (in Rs.) per month / annum	Specific Nature of Duties/Special Achievements

15.	Proficiency in MS Office and use of Internet, if any (please specify the level of accomplishment)
16.	Any other relevant information/documents attached, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.


 12/11/2021

DECLARATION

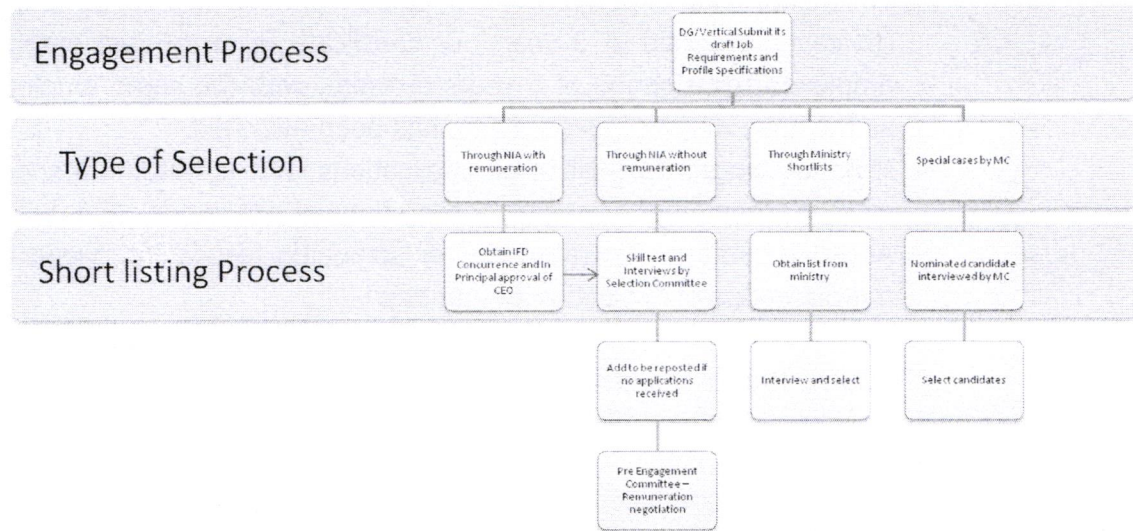
I solemnly declare that the above particulars are true and correct to the best of my knowledge and belief, no part of it is false and nothing material has been concealed there from. I also understand that my candidature to the post applied for / contractual engagement is liable to be cancelled/ terminated, if at any stage it is found that the above information is false or incorrect or misleading.

Place: _____ Date: _____

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12/01/2021

Process of Selection Post In Principle Approval for Fresh Engagements

Post Approval Process



Selected candidates to be submitted for IFD concurrence and final approval of CEO

Offer of Contract to be signed by TM&SO and issued by respective HR/Admin wings

The above illustrations are explained below:

STEP-1: Refer Appendix A

STEP-2: HR/Admin support of the concerned Vertical/Division:

- a) Publish NIA and listing on Prasar Bharati's public website under "Career option" tab in consultation with IT wing.
- b) Formation of 'Selection Committee' with the approval of CEO / Member (Personal) as required.

STEP-3: Short Listing of Applications:

- a) Applications received in response to such advertisements shall be processed by TM&SO/HR & Admin /Contract Management Section (SCor/CMS) sections of respective verticals as the case may be.
- b) A 'Short listing Committee' will be nominated by TM&SO/HR/Admin section of respective verticals as the case may be. This committee will

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scrutinise the applications for the eligibility of candidates as per published NIA.

- c) The responsibilities of "Short Listing Committee" are as follows:
1. Sorting and scrutiny of applications received on or before the last date of applications as notified in NIA. The applications received after the last date, shall not be considered for scrutiny and a separate record of such applications to be maintained.
 2. To check and report whether required documents are received.
 3. To ensure that Experience Certificates from the last three employers (to cover a period of 5 years) or certificate from the last employer if employed for a period of 5 years or more, with the same employer, or as the case may be (as per NIA), has been attached.
 4. Make a comparative list of all applications with a statement specifying whether they meet all eligibility conditions or not, as per NIA.
 5. Assist in conduct of written test or screening test or interviews as per the directions of "Selection Committee".
- d) The report of the short-listing Committee will be approved by ADG (TM&SO), Prasar Bharati Secretariat for further screening process.

STEP-4: Selection of Candidate:

- a) The names of shortlisted candidates shall be considered by a 'Selection Committee' through personal interaction.
- b) The Selection Committee may invite shortlisted candidates for personal interaction for judging their suitability for the assignment.
- c) In case of assignments that involve proficiency in script writing, applicants may be required to undergo written test besides personal interaction.
- d) In case of assignments that involve proficiency in technical or creative activity, applicants may be required to undergo practical test besides personal interaction.
- e) In cases of assignments that involve facing a microphone or camera, applicants may be required to undergo voice test or screen test, as the case may be, along with personal interaction.
- g) If the nature of assignment is such that it involves proficiency in script writing as well as facing microphone/camera, the applicants may be required to undergo written test, and screen test/ voice test along with personal interaction.
- i) All engagements shall require concurrence of Member (Personnel) after the recommendation of the respective Director General, as the case may be. Engagements relating to finance and accounts shall also require concurrence of Member (Finance).

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- j) The provisions of O.M dated 10.07.2015 to be followed for verification from vigilance angle in respect of retired officials before they are engaged on contract basis.
- k) Following procedure is to be followed for conducting pre-engagement verification of character and antecedents of private individuals who are recommended for engagement on contract basis under CEP as amended from time to time. For private individuals being considered for fresh engagement copies of the following documents should invariably be obtained and kept in the record as per pre-engagement formalities:
- (i) Diploma and/or Certificates of any other Professional Qualification etc).
 - (ii) PAN Card & Aadhar Card as ID Proof.
 - (iii) Address proof (other than Aadhar Card).
 - (iv) Experience Certificates from the last employers.
 - (v) Copies of documents indicating full and final settlement from the last/previous employer.
 - (vi) Two Professional Reference (to whom the individual was directly reporting to under whose supervision the individual has worked. complete detail such as Name, Designation/Position, Address of Organization, Phone number and email address of the two references should be provided. This is however optional.

STEP-5:

- a) Send proposal to TM&SO, PBS for seeking concurrence of IFD and approval of CEO
- b) Get Name of Controlling officer and nature of job from respective vertical.
- c) Upon receipt of approvals, issuance of engagement offer letter. Assignment offers/ Contract offer letters to the selected candidate in the prescribed format shall be issued by the TM&SO section of the PB Secretariat and released by the respective HR Wing.
- d) Submission of ATR after joining to PBS (Annexure 1).
- e) Submission of signed and scanned pdf form by contractual regarding bank details and nomination details along with PAN, Aadhar, (PPO, VC if applicable) etc to DDO and PBS (Annexure-2).
- f) Submission of Photo by contractual to DDO and PBS.
- g) Issue of entry pass to contractual by respective security officer.

STEP-6: Action by TM&SO:

- a) Update CONMS-HRIS database against ATR along with signed pdf files received from stations/verticals
- b) If required, submission of ATR after joining to HR Committee or PBB.

STEP-7: by respective DDO:

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a) Payment of remuneration (against attendance by controlling officer)

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Appendix E

(Refer Para 1.3 (g) of CEP 2021)

Process For Selection Of Contractual Engagee Approved By Prasar Bharati Board

STEP-1: by Search-and-Selection Committee convener:

- a) Approval of Search-and-Selection Committee for starting the process.
- b) Issue of NIA (if required).
- c) Search and Short Listing of candidates from Industry (if required).
- d) Interview by Search-and-Selection Committee members.
- e) If required, Convening of meeting of "Pre-Engagement Committee"
- f) Approval of Search-and-Selection Committee for shortlisted candidates.

STEP-2: by TM&SO:

- a) Concurrence of IFD
- b) Approval of CEO
- c) Get Name of Controlling officer and nature of job from respective vertical.
- d) Issue of approval order / issue of Offer letters.
- e) Submission of ATR after joining to HR Committee or PBB.
- f) Submission of signed pdf form by contractual regarding bank details and nomination details along with PAN, Aadhar, (PPO, VC if applicable) etc to DDO and PBS .
- g) Submission of Photo by contractual to DDO and PBS.
- h) Update CONMS-HRIS database (against ATR along with signed pdf files received from stations/verticals).

STEP-3: by respective DDO: Payment of remuneration (against attendance by controlling officer).

2/3/24
18/6/2021

Appraisal Process

1. Where applicable, Reviewing Officer shall issue office order on every change in Controlling Officer for respective contractual working in their vertical/division. A copy of that office order to be endorsed to Head of vertical/ADG(A) of the Zone and TM&SO section in PBS.
2. A Separate appraisal form may be submitted to all Controlling officers if the contractual has reported to more than one officer and his/her period under that Controlling officer is more than 3 month per officer.
3. If the period of work under any Controlling officer is less than 3 month then submit an appraisal form to earlier (in case of ending appraisal period) or subsequent (in case of starting appraisal period) Controlling officer whose period is more than 3 months.
4. If there is only one Controlling officer who has more than 3 months during the 12-month period of appraisal, then submit only one appraisal form to a Controlling officer under whom he/her has worked.
5. If there is no Controlling officer who has more than 3 months during the 12-month period of appraisal, then submit only one appraisal form to a Reviewing officer directly under whom he/she has worked for the highest period of duration. After writing an appraisal Reviewing officer needs to record that "No Review Required" along with the reasons for doing so.
6. If reporting of any contractual is to ADG or Head of any division or there is no Controlling officer or Reviewing Officer who has more than 3 months during the 12-month period of appraisal, then submit only one appraisal form to ADG or Head of concerned division directly under whom he/she has worked for the highest period of duration. After writing appraisal ADG or Head of concerned division need to record that "No Review Required" along with the reasons for doing so.
7. Appraisal needs to be filled as per process defined in Annexure 3.

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Annexure 1
(Refer Step 5 Para (d) of Appendix D)

Format of ATR for Updating HRIS/ConMS Database

S. No.	Information Sought	
1	Full Name	
2	Aadhar No.	
3	PAN No of Contractual	
4	Category of Position	
5	Date of Birth	
6	Phone No.	
7	Email-ID	
8	Date of Joining	
9	Engagement Valid Up to	
10	Division where engagee is deployed	
11	City & Office where engagee is deployed	
12	Reporting Officer	
13	Reviewing Officer	
14	Nature of Duties	
15	Remuneration	
16	Budget Head	
17	Method of engagement	

Signature of concerned Director/DD (Admin/HR)
Name of Office _____

22/11/2021
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Annexure 2

(Refer Step 5 Para (e) of Appendix D)

Personal and Bank Details of Contractual to be filled on Joining

- | | | |
|----|------------------------------|---------------------------------|
| 1 | CONMS HRIS No | |
| 2 | Full Name of Contractual | |
| 3 | Aadhar No of Contractual | Enclose a Self
Attested copy |
| 4 | PAN No of Contractual | Enclose a Self
Attested copy |
| 5 | GST/TIN No of Contractual | If Applicable |
| 6 | Category of Contractual | |
| 7 | Date Of Birth of Contractual | |
| 8 | Mobile No. of Contractual | |
| 9 | E-mail ID of Contractual | |
| 10 | Present Address | |
| 11 | Present Address City | |
| 12 | Present Address Pin Code | |
| 13 | Permanent Address | |
| 14 | Permanent Address City | |
| 15 | Permanent Address Pin Code | |
| 16 | Name of Nominee | |
| 17 | Date Of Birth of Nominee | |
| 18 | Relation with Nominee | |
| 19 | Aadhar No of Nominee | Enclose a Self
Attested copy |
| 20 | PAN No of Nominee | Enclose a Self
Attested copy |

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- 21 Bank Account No. of Contractual
- 22 IFSC Code
- 23 Name of the Bank
- 24 Full Address of Branch
- 25 Name of the Bank City
- 26 Bank Pin Code
- 28 Date of Initial Joining

Enclose a copy of
Cancelled Cheque

Signature of Contractual

Full Name of Contractual

(Note: to be filled by each Contractual on joining or on any
change in details)

(Note: to be submitted to DDO for uploading of pdf)

13/11
14/8/2021

Process for filling of Appraisal Form

A. Workflow for Performance Appraisal

1. For each contractual engagee there will be assigned one Controlling Officer and one Reviewing Officer. For every performance appraisal submitted there will also be a role of a Grading Officer.
2. Definitions:
 - a. Performance Appraisal Form (PAF) : The tool to document and assess the performance and achievement of the contractual engagee.
 - b. Appraisee : The contractual engagee who's appraisal is being conducted.
 - c. Controlling Officer : A govt. employee or an existing contractual engagee working for Prasar Bharti who is one level senior to the contract engagee who's appraisal is being initiated(appraisee). The Controlling Officer is responsible for the day-to-day performance of this appraisee.
 - d. Reviewing Officer : A govt. employee or an existing contractual engagee (as the organisation structure may be) working for Prasar Bharti who is one level senior to the 'Controlling Officer' and also responsible for the appraisal of that Controlling Officer. The role of the Reviewing Officer will be to assess the assessment of the Controlling Officer for that appraisee.
 - e. Grading Officer : A govt. employee or an existing contractual engagee (as the organisation structure may be) working for Prasar Bharti who is the head or leader of that division/vertical/wing of the appraisee. The role of the Grading Officer will be to assess and provide an overall grading on the performance assessment of the Controlling & Reviewing Officers of that appraisee.
3. Admin Wing to ensure that Performance Appraisal Form is forwarded to all Contractual Engagees at least 10 weeks before expiry of tenure.
4. Appraisee (Contractual Engagees) to fill Self Appraisal parts in the Form and submit to Admin wing at least 8 weeks before expiry of tenure.
5. Controlling Officer to fill the form for his/her part and forward it to Reviewing Officer within one week of receiving the Form.
6. Reviewing Officer will fill the Form relevant to his/her part and forward to ADG Zone within one week of receipt of the Form.
7. ADG Zone will further mention comments on his/her part and forward compiled list & forms to Directorate within one week of receipt of the forms.
8. DG/Verticals will further review the comments in PAC meeting and forward the forms along with the PAC recommendations to Prasar Bharati Secretariat within one week of receipt of the Forms from ADG Zone.
9. The above process to be completed and forwarded to Prasar Bharati Secretariat at least one month before expiry of contract.
10. Prasar Bharati Secretariat will examine and process the renewal order after scrutiny and approval of CEO within one month of receipt of the forms, recommendations of PAC.

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11. For contractual engagees placed in the organisation structure in such a way that there is no provision for a Reviewing Officer or those reporting to the head of the vertical, the roles of controlling, reviewing and grading officer will be performed by that Head of the vertical.
12. For contractual Engagees reporting directly to the CEO, CEO PB shall perform the role of the Controlling, Reviewing and Grading Officer, himself.
13. Some examples (list is not exhaustive or limited to the following) are tabulated below for ease of understanding of the flow of the appraisal process.

Sr No	Division / Section	Reporting/ Controlling As per contract	Reviewing	Grading
1	Program	HOP of the Kendra/ Station	ADG(P) Zone or Head (Content & Operation) Zone	ADG(P) Zone or Head (Content & Operation) Zone
2	Broadcast Operation (Eng.)	DDE or DE of the Kendra / Station	DDG or HOE in Kendra / Station	ADG(BO) Zone
3a	Sales (at Kendra / Station)	HOP of the Kendra/ Station	DDG (Sales)	Head (Sales)
3b	Sales (at Delhi)	DDG (Sales) Concerned	Head (Sales)	Head (Sales)
4	PBNS	DD or HOP of the Kendra/ Station	DDG (Digital)	Head (PBNS)
5	Sports	HOP of the Kendra/ Station	DDG (Sport) or Head (Cont & Op) (Sport)	ADG or DDG or Head (Cont & Op) (Sport)
6	Kisan	HOP of the Kendra/ Station	DDG or Head (Cont. & Ops) (Kisan)	ADG or DDG or Head (Cont. & Op) (Kisan)
7	DD News	AD/DD/Director (News) of concerned Section	DD/Dir/ADG (News) of concerned Section	ADG (News) /DG News
8	NSD AIR	AD/DD/Director (News) of concerned Section	DD/Dir/ADG (News) of concerned Section	ADG (News) /DG News
9	National	HOP of the Kendra/	DDG (National) or Head (Cont	ADG or Head (Cont & Op)

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		Station	&Op) (National)	(National)
10	DG AIR and ESD (Prog)	HOP of the Division	DDG (OPS) or DDG (ESD)	ADG(NSD) or DDG (OPS) or DDG (NSD)
11	DG DD (Prog)	HOP of the Division	DDP or Dir (P) or ADG(P)	ADG(P)
12	DG AIR and ESD (Admin)	DDA/ Dir (A) of the Division	DDG (A) DG:AIR	ADG(A) or DDG (A) DG:AIR
13	DG DD (Admin)	DDA / Dir (A) of the Division	DDG (A) DG:DD	ADG(A) or DDG (A) DG:DD
14	ER	DD / Dir (ER) of the Division	DDG or ADG(ER)	ADG(ER)
15	Finance	DD / Dir (Finance) of the Division	DDG or ADG(Fin)	ADG(Fin)
16	IT	DD / Dir (IT) of the Division	DDG or ADG(IT)	ADG(Fin)
17	B&A	DD / Dir (B&A) of the Division	DDG or ADG(B&A)	ADG(Fin) or Head (B&A)
18	Corporate Governance and Legal	DD / Dir (CG/Legal) of the Division	DDG or ADG(CG/Legal)	ADG(Fin) or Head (CG/Legal)

Ref: 11/18/2/2021