

**PRASAR BHARATI  
NEWS SERVICES DIVISION  
ALL INDIA RADIO : NEW DELHI**

No. RNU/PTC Guidelines/Modification/2022

11426

Dated: 21.12.2022

22 DEC 2022

**GUIDELINES FOR ENGAGEMENT OF  
PART-TIME CORRESPONDENTS (PTCs) FOR PRASAR BHARATI, 2022**

(Applicable from 01.01.2023)

(These Guidelines are in supersession of all earlier guidelines on this subject)

**I. QUALIFICATIONS:**

**a) ESSENTIAL:**

1. PG Diploma/Degree in Journalism/Mass Media or Graduate with minimum two years journalistic experience\*
2. Age limit: 24 to 45 years. (age as on the last day of advertisement)
3. Should reside at the district headquarters or within a radius of 10kms from the district HQs/Municipal limit in the district for which he/she is being engaged.
4. Knowledge of computers and word processing.
5. Possession of news gathering devices

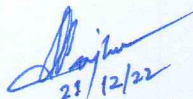
\* *Journalistic experience to be desirable for candidates in difficult and border areas like North-Eastern States, Jammu & Kashmir, Andaman & Nicobar Islands, Lakshadweep, Dadra & Nagar Haveli, Daman, Diu, Kutch etc.*

**b) DESIRABLE:**

1. Experience of coverage for electronic media.

**II. ENGAGEMENT PROCEDURE:**

- a) Engagement of Part-Time Correspondents (PTCs) on contractual retainer ship basis will be done by the concerned Capital AIR Station in the State after the vacant positions are advertised in the form of announcement over Radio/Doordarshan and published in the Employment News/newspapers or any other media. Applications are to be addressed to the Station Director of the concerned AIR Station, he/she would be responsible for the process of conducting the selection. In case the number of applicants is less than three for any district, it has to be readvertised at least once more. However, if the number of applicants is less than three after the second advertisement also, the Competent Authority may take a decision whether to recommend the candidate applying for PTC position or re-advertise the requirement.
- b) The persons already in government service - *Central/State Government/ Administration of the Union Territory or in any Public Service Undertaking (PSU)* - and member of any political party shall not be considered for engagement as PTC. On selection as PTC, the selected person will be required to give an affidavit to this effect that he/she is not in a regular and/or full time government job and is not member of any political party.
- c) The selection process will involve an interview. Candidates on the basis of qualifications, professional experience, knowledge about district and state, current affairs, awareness of welfare schemes of the Central Government, acquaintance with Radio news, journalistic aptitude, writing skills, familiarisation with communication technologies etc. Minutes of the Selection Committee, along with a panel of suitable names in the order of merit for each district, will be sent as recommendation to the News Services Division HQs, out of which the Pr.DG/DG (News) will make the final selection. The minutes should contain remarks about their qualifications, experience and other points about their suitability. The approved panel would be valid for a period of two years from the date of interview.

  
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d) The **Selection Committee** would comprise the following:

i)	<b>Chairperson</b>	A nominee of Pr. DG/DG (News), AIR ( <i>in the rank of ADG/Director/Jt. Director</i> )
ii)	<b>Member</b>	Station Director/Head of Office of concerned AIR Station
iii)	<b>Member</b>	RNU Head of concerned AIR Station
iv)	<b>Member</b>	Regional News Head of Doordarshan Kendra
v)	<b>Member</b>	Head of Programme in case Head of Office is other than SD, AIR
vi)	<b>Member</b>	An outside expert* eminently involved in the field of Journalism, to be nominated by Pr.DG/DG(News) from a panel of names proposed by the RNU Head
*The outside expert may be paid as per the extant norms.		

### III. CONTRACT PERIOD:

- a) On initial engagement of a Part-Time Correspondent, his/her work performance would be monitored for three months. During the first three months, the contract will be renewed on a monthly basis. If his/her work is found to be satisfactory during this period, he/she may be offered yearly contract till the candidate attains the age of 60 years. The certificate for satisfactory performance should be issued by the RNU head.
- b) The initial contract after the completion of initial three months, will be upto 31<sup>st</sup> March of that financial year. Subsequent renewals will be for the financial year i.e. from 1<sup>st</sup> April to 31<sup>st</sup> March, till completion of 60 years of age of the candidate. The contract will end in the very month PTC attains the age of 60 yrs. Every renewal of contracts will be subject to the recommendation of the RNU head.
- c) In case of fresh engagement, the Station Director of the concerned AIR Station would issue the engagement letter to the selected PTCs, in compliance of following conditions:
- Verification of date of birth with authentic documents.*
  - Verification of their qualifications with original certificates.*
  - Even before an initial engagement on monthly basis, the character and antecedents may be got verified from the District Authorities. Alternatively an affidavit may be taken from the candidate in relation to his criminal record before his appointment on a monthly contract and his/her antecedents and character be got verified from the concerned district authorities before expiry of three months.*
  - Medical examination is essential.*
  - To ensure that the candidate is not member of a political party, if necessary, an affidavit will have to be taken from the candidate or verification done otherwise.*
- d) Identity Cards will be issued to every PTC to establish the fact that they represent PB/AIR and they will be required to give the following undertaking to the Station - '*Issuing of this Identity Card does not confer in any way any right to me for employment (permanent or temporary)*'. The ID cards shall be issued by the concerned Station Director as soon as the PTC is engaged on annual contract basis and will be renewed alongwith the contract.
- e) The contract with PTC can be terminated as follows:-
- By Competent Authority (concerned Station Director/Head of Office) at any time without assigning any reason by giving one calendar month's notice in writing or by giving one calendar month's retainer ship remuneration. The notice herein provided by the Competent Authority would be deemed to have been served on the PTC if the same is delivered to him/her personally or sent to him/her by registered post/email or left at his/her known residential address.

  
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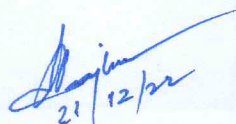


- ii. By the PTC by giving one calendar month's notice in writing.
- iii. The contract of the PTC can also be terminated if
  - No story is received from him/her for a continuous period of two months without giving any acceptable reason.
  - Continuous poor performance, quantitative and qualitative even after receiving two memos issued by the RNU Head.
  - Working in violation of the provisions of the PTC Scheme/Contract.
- iv. Approval of Pr.DG/DG(News) AIR shall be required for premature termination of contract. Pr.DG/DG(News)'s decision will be final and binding.
- v. PTC whose contract has been terminated shall not be eligible to apply again.

#### IV. REMUNERATION:

a) Until further revisions of PTC guidelines, the monthly breakup of payment to a PTC will be:

1.	For <b>minimum 5 usable stories</b> in bulletins	Rs 2000/- ( with or without voice cast/sound bytes)
2.	Payment for <b>next 15 usable stories</b>	Rs 250 per story without any sound input (Voice cast/byte) <b>Total: Rs. 2000+ (15x 250)= Rs. 5750 per month</b>  Rs 400 per story with any sound input (Voice cast/byte) <b>Total: Rs. 2000+ (15x 400)= Rs. 8000 per month</b>
3.	Buffer of Additional 5 usable stories in bulletins/ social media over and above the limit of 20 stories per month in the event of breaking news/event at the discretion of concerned RNU Head	Rs 250 per story without any sound input (Voice cast/byte)/ <b>Total: Rs. 2000+ 3750+ (5x250)= Rs. 7000 per month</b>  Rs 400 per story with any sound input (Voice cast/byte) <b>Total: Rs. 2000+ 6000+ (5x 400)= Rs. 10,000 per month</b>
4.	a) Stories for Social Media  b) Appreciation	i) No payments for those stories which are used in any bulletins. ii) If a story is used only by Social Media Accounts, 50% of the stipulated rate will be paid. (A story with suitable images will be paid Rs 125 and that with suitable videos bytes will be paid Rs 200). iii) RNU Head Should carefully assess the quality of such stories before using them in Social Media accounts.  If any story of a PTC gets more than 10000 views on You Tube or Twitter, appreciation by RNU Head may be issued.  For more than 20000 views, would merit appreciation from Pr.DG/DG, NSD.  For more than 1 lakh views, an honorarium of Rs. 15000 may be given by Pr.DG/DG, NSD.
5.	Ceiling of yearly payments for each PTC	Rs. 1.20 lakhs.  Approval of Pr.DG/Pr DG/DG (News) mandatory to make yearly payment of above 1 lakh to any PTC.
<b>Monthly Payments over and above the payment for Usable Stories</b>		
6.	Monthly District Newsletter	Rs. 1050/- per month per PTC
7.	Transport charges	Rs.750/- per month per PTC
8.	Telephone charges	Rs. 500/- per month per PTC

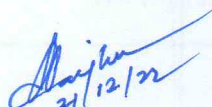
  
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- b) The PTCs will be paid retainer ship remuneration, as approved by Competent Authority from time to time, subject to satisfactory rendering of services to be certified by the concerned RNU Head. Capital RNU Head may however take into consideration news items filed by the concerned PTC at co-RNUs in the State, while certifying his/her performance.
- c) The PTCs may be paid the communication and conveyance charges if his/her performance is found satisfactory for release of his/her monthly remuneration. No separate bill/certificate from PTC may be required in this regard.
- d) Whenever the PTCs are called to the HQs by the RNU/NSD for workshop/ meeting/ news work, they will be reimbursed second class/sleeper railway fare or bus far.
- e) Respective AIR stations will be responsible for making timely payment of remuneration and other charges to PTCs engaged, as per the Budget allocation.

#### V. WORK REQUIREMENT:

- a) The PTCs will be under professional and administrative supervision of the concerned Capital RNU Heads of AIR in the State. They are required to report for Regional News Units of AIR in their State/UT, besides News Services Division in Delhi, on news events taking place in the districts.
- b) The PTC shall be required to file a minimum number of 5 usable news reports to AIR RNUs in the concerned State/UT in a month. No payment shall be made if the number of news items filed to the RNUs is less than 5. However, it is desirable to file more stories in a month depending on the newsfall. Important and relevant stories of national importance may also be filed to NSD through RNU.
- c) The reporting must be objective, authentic, balanced and impartial. The stories should be crisp and well drafted. PTCs should follow the radio style of writing and broadcast code of AIR. Important stories filed by the PTCs to RNUs/NSD shall be supported with voice dispatches/sound bites to add value to the news reports. While covering elections, the code of conduct of Election Commission of India for coverage of elections should be strictly adhered to.
- d) Filing of stories should be a continuous process throughout the month and not in bulk anytime.
- e) There should be a continuous coordination between PTCs and RNUs. PTCs should keep the RNU informed about the news happenings in the districts and file news report to RNUs, immediately after the incident/event. They should keep the concerned RNU informed whenever they go out of the district, so that RNU can plan for the news coverage from that district accordingly. RNUs should also provide professional guidance to PTCs in drafting and presenting news reports for regional and national bulletins.
- f) PTCs should keep the RNUs appraised of their professional and administrative problems. RNU should make all possible efforts to solve the problems affecting the news work. Concerned RNUs and Stations must ensure that payments of remuneration and other charges are made regularly to PTCs and in time.
- g) PTCs should contribute to preparing District News Letter (DNL) for regional news broadcast as per the directions given by the RNU. DNL must have sufficient sound input. Separate payment will be admissible for DNL as per the rate approved.
- h) PTCs should also contribute suitably to news features and other news based programmes of RNUs and NSD HQs. Developmental and human interest stories/issues should also be covered in good number.
- i) The PTC shall be required to maintain absolute integrity and devotion to duty and shall refrain from indulging in activities not confirming with the PTC guidelines in force. They must ensure that while doing news work or otherwise they do not present themselves in a manner that undermines the prestige and image of Prasar Bharati.
- j) The official Identity Cards bearing logo of AIR provided to PTCs are meant to facilitate news coverage. However, use of logo of AIR for any other purpose by the PTCs, on letterhead, personal visiting card, vehicle etc. is not permitted.
- k) RNUs may also make efforts to arrange access for PTCs for covering State Govt. functions, press meets etc.

  
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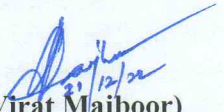


- l) PTCs should not use their engagement as Prasar Bharati Part-Time Correspondent to approach Central Ministries or other higher authorities directly without approval of NSD HQs for holding discussions/meetings on professional or engagement related matters.
- m) NSD may organize state-level orientation workshops for the benefit of PTCs and RNUs.
- n) In respect of any matter for which no provision has been made in this scheme the decision of the Pr.DG/DG (News), All India Radio as to its applicability shall be final and binding.

## VI. SPECIAL CIRCUMSTANCES

**New Districts** - In case a new district is carved out from an old district, the PTC of the original district may be allocated the district in which his residential address falls.

*Encl: Proforma for contract with PTCs (2 pages)*



(Virat Majboor)

Deputy Director (RNU)  
For Director General (News)

To:

1. Heads of all Capital AIR Stations - *With a request to circulate the revised guidelines and proforma of contract to all PTCs in their respective State.*
2. RNU Heads of all AIR Stations.

Copy to:

1. Pr.DG/DG (News) Doordarshan, Copernicus Marg, New Delhi.
2. DDP (Policy), DG:AIR, Akashwani Bhavan, New Delhi.
3. PS to CEO, Prasar Bharati
4. PS to Pr.DG/DG (News), NSD:AIR.
5. DD (IT), NSD AIR – *for uploading the PTC Guidelines 2022 on the website*

**PROFORMA OF CONTRACT FOR ENGAGEMENT OF  
PART-TIME CORRESPONDENTS FOR PRASAR BHARATI**  
(UNDER GUIDELINES FOR ENGAGEMENT OF PART TIME CORRESPONDENTS 2022)

ARTICLES OF AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_  
between Mr./Ms. \_\_\_\_\_ (herein called Part-Time  
Correspondent) on one part and the Prasar Bharati (Broadcasting Corporation of India)) (herein called the  
Station Director) on the other part.

2. Whereas the Prasar Bharati have engaged the PTC and the PTC has agreed to render such services as shall from time to time be required of him/her by Prasar Bharati on the Terms and Conditions hereinafter contained.

3. Now it is hereby declared by and between the parties as follows:

- a) The PTC shall submit himself/herself to the orders of Prasar Bharati and of the officers and authorities under whom he/she may from time to time be placed by Prasar Bharati and shall render the services required of him/her for the terms of contract.
- b) This contract will be enforced w.e.f. \_\_\_\_\_ and for period of..... from the aforesaid date unless renewed by Station Director, All India Radio, ..... for the period specified in his/her letter.
- c) The remuneration of the Part-Time Correspondent will be as per following conditions :-
  - i. The PTC engaged as a retainer will report for the Regional News Units of AIR in the respective State/UT.
  - ii. Payment to PTC will be as per remuneration mentioned in PTC guidelines 2022.
  - iii. Whenever PTCs are called to the HQs by the RNU/NSD for workshop/ meeting/ news work, they will be reimbursed second class/sleeper railway fare or bus fare.
  - iv. Respective AIR Station will be responsible for making timely payment of remuneration and other charges to PTC engaged, as per the budget allocation.

4. The agreement shall be terminable as follows:-

- a) By Competent Authority at any time without assigning any reason, by giving one calendar months' notice in writing or by giving one calendar month's retainer ship remuneration. The notice herein provided by the Competent Authority would be deemed to have been served on the PTC if the same is delivered to him/her personally or sent to him/her by registered post/email or left at his/her known residential address.
- b) By the PTC by giving one calendar months' notice in writing.
- c) The contract of the PTC can also be terminated if
  - i. No story is received from him/her for a continuous period of two months without giving any acceptable reason.
  - ii. Continuous poor performance, quantitative or qualitative.
  - iii. Working in violation of the provisions of the PTC Guidelines in force.
- d) Approval of Pr.DG/DG (News) shall be required for premature termination of contract. Pr.DG/DG (News)'s decision will be final and binding.
- e) The PTC whose contract has been terminated shall not be eligible to apply again.

6. The PTC shall at all times obey the orders/rules, as prescribed for him/her from time to time. He/she shall, whenever required, undertake his/her operation/assignment as decided/determined by the Competent Authority.

7. The PTC will be required to maintain absolute integrity and devotion to duty and shall refrain from indulging in activities not confirming with the PTC Guidelines in force and he/she will not misuse AIR logo or name for personal ends.

8. The PTC shall be responsible for the veracity, correctness and freshness of the news story filed by him/her and will himself/herself be responsible for any infringement of copyright of the story/news items so filed. The stories should be objective, authentic, balanced and impartial and shall follow the AIR broadcast code. Important stories shall be supported with voice-dispatches/sound bytes.



9. The copyright for the news material filed by the PTC shall vest in him/her, subject to the exception that the Prasar Bharati shall be entitled, without any additional payment other than the remuneration payable under this contract, to use the material supplied by him/her for broadcasting and other connected purposes of All India Radio during as well as subsequent to the period of his/her engagement under this agreement. Further, the Prasar Bharati shall also be entitled, without any additional payment other than the monthly remuneration payment under this agreement to:

- a) Permit any broadcasting organisation to relay such work;
- b) Publish such work, or its translation in any language and
- c) Name, distribute and permit an individual or organisation to make, or distribute mechanical reproduction thereof.

9. The PTC shall warrant that the news/news material filed by him/her under the terms of this agreement are original, filed promptly without any loss of time and that they are in no way whatsoever, a violation of any existing copyright and they contain nothing objectionable or indecent or libellous or slanderous or unlawful.

10. The PTC shall be responsible to keep Prasar Bharati and All India Radio and its officials, at all times, indemnified in respect of consequences following any breach of the warranties and undertakings made hereby and in respect of all actions, proceedings, claims, demands and expenses whatsoever which may be brought against, or incurred by them, in consequence of any breach of any such warranties or undertakings, or on the ground that any such work, as aforesaid, is an infringement of any right of any other person, or is libellous or slanderous or controversial or otherwise in any way arising out of the exercise of the rights hereby granted.

11. In respect of any matter, for which no provision has been made in this agreement or latest guidelines for engagement of Prasar Bharati PTCs, the decision of the Prasar Bharati/Pr.DG/DG (News) AIR as to its applicability shall be final and binding.

12. In witness whereof, the said PTC and Station Director, All India Radio, \_\_\_\_\_  
\_\_\_\_\_ on behalf of Prasar Bharati have hereinto set their hands on the day and year, first above written.

Signed by _____  The said PTC in the presence of the ____  (witness to the signature of the PTC)	Signed by _____  The said staff for _____ on behalf of Prasar Bharati in the presence of _____  (witness to the signature on behalf of Prasar Bharati)
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