

আপলোডের ব্যবস্থা নিন

M Rahman
১২/০৭/২০২৬

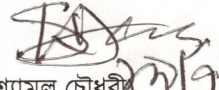
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
লিয়াজৌ ও শ্রোতা গবেষণা অনুবিভাগ
বাংলাদেশ বেতার, সদর দপ্তর
৩১/১, সৈয়দ মাহবুব মোর্শেদ সরণি
শের-ই-বাংলা নগর, আগারগাঁও, ঢাকা।

স্মারক নম্বর: ১৫.৫৩.০০০০.০০৭.২৪.১৫৯.২৩.৬৭৫

তারিখ: ১২/০৭/২০২৬

বিষয়ঃ NHK World-Japan এ Bengali Specialist পদে Recruitment প্রসঙ্গে।

NHK World-Japan এ Bengali Specialist পদে নিয়োগের জন্য বাংলাদেশ বেতার এর অনুষ্ঠান ও বার্তা শাখার আগ্রহী কর্মকর্তাগণকে আগামী ৩০ জুলাই ২০২৬ তারিখ এর মধ্যে নির্ধারিত আবেদন ফরমে (সংযুক্ত) যথাযথ কর্তৃপক্ষের মাধ্যমে আবেদন করার জন্য নির্দেশক্রমে অনুরোধ করা যাচ্ছে।


শ্যামল চৌধুরী
পরিচালক

সংযুক্তি:

১। NHK World-Japan এর Working Conditions

২। আবেদন ফরম

লিয়াজৌ ও শ্রোতা গবেষণা অনুবিভাগ

ফোন: ৪৪৮১৩০৭৬

e-mail: dirliaison@betar.gov.bd

অনুলিপি: সদয় অবগতি ও কার্যার্থে (নামের ক্রম জ্যেষ্ঠতার ক্রমানুসারে নয়) :

১. অতিরিক্ত মহাপরিচালক (অনুষ্ঠান)/অতিরিক্ত মহাপরিচালক, (বার্তা), বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা।
২. পরিচালক, বাংলাদেশ বেতার, ঢাকা/ট্রান্সক্রিপশন সার্ভিস/বাণিজ্যিক কার্যক্রম/কৃষি সার্ভিস দপ্তর/জনসংখ্যা, স্বাস্থ্য ও পুষ্টি সেল/সঙ্গীত/বহির্বিষয় কার্যক্রম/শিক্ষা/সদর দপ্তর/নিউমিডিয়া/বাংলাদেশ বেতার, চট্টগ্রাম।
৩. পরিচালক, কেন্দ্রীয় বার্তা সংস্থা/মনিটরিং পরিদপ্তর, বাংলাদেশ বেতার, ঢাকা।
৪. সিনিয়র প্রকৌশলী, গবেষণা ও গ্রহণ কেন্দ্র, বাংলাদেশ বেতার, ঢাকা (পত্রটি ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
৫. আঞ্চলিক পরিচালক, বাংলাদেশ বেতার, রাজশাহী/সিলেট/রংপুর/খুলনা/বরিশাল/ঠাকুরগাঁও/রাঙামাটি/কুমিল্লা/বান্দরবান/কক্সবাজার/গোপালগঞ্জ/ময়মনসিংহ/ট্রাফিক সম্প্রচার কার্যক্রম/বেতার প্রকাশনা দপ্তর, বাংলাদেশ বেতার, ঢাকা।
৬. আঞ্চলিক বার্তা নিয়ন্ত্রক, বাংলাদেশ বেতার, চট্টগ্রাম/রাজশাহী/সিলেট/রংপুর/খুলনা/কুমিল্লা/ময়মনসিংহ/গোপালগঞ্জ।
৮. উপ-বার্তা নিয়ন্ত্রক, বাংলাদেশ বেতার, বরিশাল/ঠাকুরগাঁও/কক্সবাজার/বান্দরবান/রাঙামাটি।
৯. মহাপরিচালক মহোদয়ের স্টাফ অফিসার, বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা (মহাপরিচালক মহোদয়ের অবগতিকল্পে)।
১০. নথি।

Confidential

NIPPON HOSO KYOKAI

(JAPAN BROADCASTING CORPORATION)

APPLICATION
FOR NHK WORLD-JAPAN POSTS

Name

Photo to be attached here

Photo (Head & Shoulder) taken within
the past half year

Notes on Entry

1. The contract is subject to cancellation if any of the entries there of are found to be false.
2. Entries shall be made on all the pages attached here to from 1 to 5 in English.
3. The entries shall be clearly typed (if impracticable, block letters are permissible).

*We do not use personal information you provide us for a purpose other than the procedures related to recruitment.

Surname	Given Names
Home or Permanent Address	Present Address (if different)
Nationality	Tel (Private)
Full Date of Birth	Tel (Business)
Religion	E-mail

Education

Graduated from:	Date:
Subjects or Diploma Course:	
Scholarships held or prizes won:	
License or special qualification:	

Language Ability

Language	Speaking			Reading			Writing			Typing Speed
	excellent	good	fair	excellent	good	fair	excellent	good	fair	per min.
1	☐	☐	☐	☐	☐	☐	☐	☐	☐	
2	☐	☐	☐	☐	☐	☐	☐	☐	☐	
3	☐	☐	☐	☐	☐	☐	☐	☐	☐	
4	☐	☐	☐	☐	☐	☐	☐	☐	☐	
5	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Family Particulars

☐ Single ☐ Divorced						
☐ Married : Please fill in the form below						
Name	Relation	Date of Birth	Occupation	Dependent Yes or NO	Physical Condition	Accompanying you to Japan

Job Experience

All your work experience shall be chronologically provided, including periods of no employment or free lance work.

Name and Address of Places of Employment	Period of Employment Month and Year		Your Duties and Position	Monthly Salary
	From	To		

Reference

These must be persons who knew you really well but not employers or relatives.			
Name		Occupation	
Telephone		E-mail	
Address			
Name		Occupation	
Telephone		E-mail	
Address			

Space for Applicant : In this space the applicant shall give such further details of career, experience and private interests as seem relevant to the contract with Nippon Hoso Kyokai (NHK World-JAPAN). Here also may be given references to whom inquiry may be made.

The information given in this form is true and correct to the best of my knowledge and belief.

Signature of applicant

Date

An official **TOEIC** or **TOEFL** Score Report or Certificate to be attached here:

WORKING AT NHK WORLD - JAPAN IN TOKYO

1. Working Conditions

(1) Work entrusted as the Specialist at NHK World - JAPAN:

- Translating entrusted program content
- Announcing of entrusted programs
- Coverage and production work for entrusted news projects and programs
- Assistance with production of Internet content
- Advice related to entrusted programs
(Appropriate advice to production staff regarding expressions, content, program structure, announcing, etc. of programs)
- Participation in planning meetings as necessary to perform the duties described in above and management support for the assigned group

(2) Location: Tokyo

(3) Work schedule: (The time shift can be changed by some technical reasons of NHK)

Monday to Friday (including Year-end/New Year and other national holidays)

Monday: 11:00-19:30

Tuesday: 12:30-21:00

Wednesday: 11:00-19:30

Thursday: 11:00-19:30

Friday: 11:00-19:30

(4) Term:

Contract will be valid for one year and can be renewed up to 3 times, with a maximum total term of 4 years, if the Specialist and NHK agree to do so.

It may be terminated at a shorter period due to various circumstances.

(5) Contract: Signed annually, as written above.

(6) Start of work at Tokyo office: From February 1, 2027

(7) Basic Remuneration:

¥39,300 Per day

(Example: ¥39,300 × 20 days = ¥786,000 per month)

※Please note that 10% consumption tax will be added to this amount and 10.21% income

tax will be withheld.

(8) Additional Remuneration:

NHK may request advice and production work on emergency news coverage of incidents and events, and special news programs etc., not included in the basic contractual duties which we ask you to complete during the standard work schedule. The Specialist shall decide whether to accept such requests.

The rates for work performed outside the framework of basic duties are as follows:

Translation of single news broadcast (including rewriting, checking and updating of text)	¥10,000
Translation of programs etc. (per minute of broadcasting)	¥2,000
Single announcing appearance	¥6,500
Announcing for less than 5 minutes	¥3,000
Support for Internet content production (single time)	¥2,000
Information gathering and production for news projects and programs (including research) inside and outside the Broadcasting Center requested at NHK's convenience and performed outside the Basic Hours (single time)	¥5,000/hour
Advisory services (single time)	¥1,500/hour

(9) Contract Fees:

¥1,400,000 as contract fees (Paid only once for the first contract)

※If you are accompanied by spouse and children, the fees will be incrementally larger.

※All expected expenses such as below are included.

- Cost of sending your belongings (to and from Tokyo).
- The necessary costs of the lease contract (mediation and guarantor fees, deposits, key money, lease extension fees and other customary commercial costs).

※Other costs needed to start your life in Japan, including purchasing of household items/furniture

※Any costs that may occur at the end of your term, including transportation to the airport

※The cost of staying after your arrival in Tokyo at a designated furnished apartment for up to four weeks will be covered by NHK.

(10) Flights to and from Tokyo:

NHK provides for you (and your family) economy class plane tickets, at the beginning and end of your term at NHK.

*The destination of your return flight must be the same as the city you came from.

*Please note that the return flight will be arranged for a date within 2 nights and 3 days of the termination of your contract.

(11) Business Trip:

Travel expenses and accommodation fees for business trips will be covered by NHK. You will also receive additional remuneration for overnight stays.

(12) Relocation:

NHK outsources relocation assistance services to an outside company. The plan provides you with some help with limited life matters.

NHK can recommend an agency that can help you find an apartment and make arrangements to pay rent.

Depending on the neighborhood, an average monthly rent in Tokyo is about 120,000 – 200,000 yen for a one-bedroom apartment. The initial cost will be about 4 to 5 months' rent.

(13) Health Insurance:

Everyone who lives in Japan, whether a Japanese citizen or not is required to enroll in public health insurance.

The national health insurance covers 70% of medical and dental costs for you and your dependent families. This includes consultation with doctors and dentists, treatments, prescribed medicines and hospitalization. But they don't cover costs for regular check-ups, vaccination, normal childbearing, abortion, cosmetic surgery, and optometry. For medical expenses not covered by national health insurance, we recommend you join private insurance before departure.

(14) Taxes:

Taxes in Japan are paid on income, property and consumption on the national, prefectural and municipal levels regardless of your nationality.

- Personal Income Tax

Income tax is paid annually on the national level by individuals on income earned during a calendar year.

- Local Inhabitant Tax

Inhabitant tax is calculated based on your previous 1 January to 31 December income in Japan and is levied by the municipality you live in as of 1 January of the current year. You will receive a bill around June for the entire year.

2. Requirements:

The Specialist must

- i. be a native speaker of Bengali language,
- ii. be able to translate news texts in English into Bengali language,
- iii. be able to announce news in Bengali language,
- iv. be able to respect and adhere to the provisions of the Broadcast Law of Japan, NHK's Domestic and International Broadcast Program Standards, NHK's broadcast guidelines, and editorial policies specified by NHK,
- v. be granted permission of his/her employer with regard to working at NHK,
- vi. be able to arrive to Japan by the end of January, 2027 and start working at NHK.
- vii. be able to cope with life in Japan, being agreeable to the housing situation in Tokyo.

Note: There may be problems finding educational facilities because schools for foreign children are few and expensive. The school fees won't be borne by NHK.

(Other conditions)

- At least five years of experience in journalism, especially reporting and/or producing radio news and programs in Bengali
- Ideally, experience in international news is desirable. Reporting or producing in or about foreign countries, working in foreign newsrooms, would be an asset.
- Interest in and some knowledge of news, history, current affairs, and culture of Japan and other parts of Asia is desirable.
- Ability to manage SNS posting and have the expertise to do audio and video editing
- Ability to work as part of a team and meet deadlines
- Strong communication skills
- Leadership skills to inspire and motivate reporters, producers, writers, copy editors, and anchors
- Patience and flexibility

3. Schedule: (The process might be postponed due to technical or administrative reasons)

The Application must reach NHK no later than **the end of August 2026.**

Around the end of September, 2026: Translating and announcing tests and interviews

After October, 2026: Screening and decision

By the end of January, 2027: Arrival in Japan

Applicants shall fill in the Application Form (See attached "APPLICATION FOR NHK WORLD-JAPAN POSTS") and send it to the Bangladesh Betar Liaison Office by August 16. Those Applicant Forms will be sent to address below by the end of August, 2026;

If you have any questions, feel free to contact:

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