

THE TIMES OF INDIA, MUMBAI  
WEDNESDAY, JANUARY 23, 2019

**NFDC**

cinemas of india

**NATIONAL FILM DEVELOPMENT  
CORPORATION LTD (NFDC)**

(A Govt. of India Enterprise)

CIN – U92100MH1975GOI022994

Invites applications for the following posts at Head Office, Mumbai and Regional Office, New Delhi on Deputation Basis for a period of three years.

S.No.	Post	Pay Scale	No. of Post	Age
1	Dy. General Manager (F&A) Head Office, Mumbai	Rs.32,900 - 58,000	01	Below 50 years
2	Dy. General Manager (Media) Regional Office, New Delhi	Rs.32,900 - 58,000	01	Below 50 years

For detailed advertisement, application format and other terms and conditions please visit our website [www.nfdcindia.com](http://www.nfdcindia.com). Interested candidates may apply within 21 days from the date of this advertisement. Any further corrigendum / addendum etc. in the advertisement will be published on our website only. Applicants are advised to visit our website regularly.

# NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)

(A Government of India Enterprise)

6<sup>th</sup> Floor, Discovery of India Building, Nehru Centre, Dr. Annie Besant Road,  
Worli, Mumbai-400 018

CIN – U92100MH1975GOI022994

**Invites applications for the following posts on Deputation basis for a period of  
Three Years**

## **Deputy General Manager (F&A) for Corporate Office Mumbai**

Educational Qualification	:	Chartered Accountant/ICWA with 10 years' experience of which minimum 5 years should be in Managerial position.
Experience	:	Accounts finalization in compliance with all statutory requirement, treasury management that includes investments of surplus funds, negotiation with banks/financial institutions for fund based/non-fund based facilities, internal audit, corporate taxation, indirect taxes costing, budgeting, dealing with various auditors, MIS, Forex Management.
Age	:	Below 50 years
Pay Scale	:	Rs.32900 – 58000 (IDA, HRA, Perks & Allowances and EPF as per Rules.(Pre-revised)

## **Deputy General Manager (Media) for Regional Office, New Delhi**

Educational Qualification	:	Graduate from a recognized University or equivalent.
Experience	:	7 years' experience in media business, preparation and execution of Media plans, knowledge of BARC/TVR ratings, experience relating to Film Industry and Administrative experience in a commercial / business house of a reputed organisation or in a Govt. Office in Managerial position.
Age	:	Below 50 years
Pay Scale	:	Rs.32900 – 58000 (IDA, HRA, Perks & Allowances and EPF as per Rules.(Pre-revised)

### **General Conditions:**

1. The application is to be made in the prescribed application form which is attached along with this advertisement along with photograph and self-attested copies of the documents viz. (a) Matriculation/secondary Certificate as proof of date of birth (b) Complete set of mark sheets/degree certificates in support of qualification (c) Proof of complete experience along with pay scales for each position held (d) Caste certificate in format prescribed by the Government of India (if applicable) (e) Disability certificate issued by Competent Authority (if applicable) and (f) Pay-in-slip (if applicable).
2. NFDC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Applicants in their own interest are advised to forward their application through proper channel well in time before the last date to avoid possible delay in postal transit. Applications received after due date will be summarily rejected. However, advanced application of the candidate received in due date will be considered only if, the Corporation also receives the application of the candidate forwarded through proper channel.
3. Relaxation and Concessions for candidates belonging to reserved categories would be made as per Government of India's guidelines/directives.
4. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "NO OBJECTION CERTIFICATE" at the time of interview. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of interview that they will submit NOC

at the time of joining the organization alongwith proper relieving order from their organization, in the event of their selection, at the time of reporting for joining.

5. Though the initial place of posting will be as per advertisement, the selected candidates will be required to serve in any part of India as per the discretion/requirement of NFDC.
6. Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail or at the permanent address mentioned by the candidates in the application form.
7. Any corrigendum/amendment in respect of the above advertisement shall be made available only on our official website [www.nfdcindia.com](http://www.nfdcindia.com) hence prospective applicants are advised to visit NFDC website regularly for above purpose.
8. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
9. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Mumbai.
10. Additional weightage may be given to candidates having additional relevant qualification and experience as under:
  - (i) For DGM (F&A): Knowledge of DPE guidelines & tendering / procurement procedures and General Financial Rules.
  - (ii) For DGM (Media): MBA/PG Degree/ Diploma in Journalism / Mass Communication and other Media & Entertainment qualification. Candidates should have adequate experience in Media/Film Industry etc.
11. The management reserves the right in relaxing age and educational qualification in case of exceptional candidates.
12. The Management reserves the right to reject any application / candidature at any stage without assigning any reason.
13. Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.
14. The post has been exempted from the rule of immediate absorption as per DPE Guidelines contained in OM No.18(6)/2001-GM-GL-77 dated 28<sup>th</sup> December, 2005.

Interested candidates may apply within 21 days from the date of publication of advertisement, super scribing on the envelop the post applied for, to: **Head – Personnel & Administration, National Film Development Corporation Ltd., Discovery of India Building, 6<sup>th</sup> Floor, Nehru Centre, Dr. Annie Besant Road, Worli, Mumbai – 400 018.**

**CURRICULUM VITAE PROFORMA**

**NATIONAL FILM DEVELOPMENT CORPORATION LIMITED**

APPLICATION FOR THE POST OF \_\_\_\_\_

1	Name and Address (in block letters)	
2	Date of Birth (in Christian Era)	
3	Date of retirement under Central/State Government Rules etc.	
4	Educational Qualifications	
5	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules state the authority for the same)	
<i>Qualification/Experience required</i>		<i>Qualification/Experience possessed by the officer</i>
(i)	Essential :	
	(1)	
	(2)	
	(3)	
(ii)	Desired:	
	(1)	
	(2)	
	(3)	
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	

7	Details of Employment, in chronological order, (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)					
	Office/ Institute/ Organization	Post Held	From	To	Scale of Pay and Basic Pay*	Nature of Duties (in detail)
(*Basis Pay in the post being held on regular basis)						
8	Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent or contract.					
9	In case the present employment is held on deputation/contract basis, please state					
(a)	The date of initial appointment					
(b)	Period of appointment on deputation/contract					
(c)	Name of Parent Office/Organization to which you belong.					
10	Additional details about present employment. Please state whether working under:					
(a)	Central/State Government					
(b)	Autonomous or Statutory Organisations					
(c)	Government Undertakings/PSUs					
(d)	University					
11	Please state whether you are working in the same Ministry and are in the feeder grade or in the feeder to feeder grade of the post in Question.					
12	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.					

13.	Total emoluments per month now drawn and scale of pay	
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in vacancy circular / advertisement). (Enclosed a separate sheet, if the space is insufficient).	
15.	Whether belongs to SC/ST	
16.	Name of the Cadre Controlling Authority & Office Address with Phone and Fax No.	
17.	Remarks (The candidate may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies / institutions/societies and (iv) any other information . (Enclose a separate sheet, if the space is insufficient).	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Name

Address

Place:

Date:

Phone No.

**FOR OFFICE USE ONLY**

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICER/FORWARDING  
AUTHORITY**

1. Certified that the Particulars furnished by \_\_\_\_\_  
are correct and he/she possesses educational qualifications and experience mentioned in  
advertisement.
2. It is certified that there is no vigilance/disciplinary case either pending or being contemplated  
against him/her.
3. His/her integrity is beyond doubt.
4. No major or minor penalty has been imposed on him during the last 10 years. List of  
major/minor penalties imposed on him/her during the last 10 years is enclosed.
5. The up-to-date CR Dossier/ACRs for the last 5 years duly attested (on each page) by an officer  
of the rank of Under Secretary to the Government of India in respect of  
\_\_\_\_\_ is enclosed herewith.

Place:

Date:

Signature

Name and Designation of the employer  
(with seal)

Office Phone No.