# NATIONAL FILM DEVELOPMENT CORPORATION LIMITED

**(A Government of India Enterprise)**

**Invites applications for the post of Manager (Legal) in Head Office, Mumbai on Contractual basis.**

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| --- | --- | --- |
| Criteria | Manager (Legal) | Nature of Duties |
| Educational Qualification | PG Degree in law from a recognized University or Equivalent. | * Looking after all the Legal affairs of the Corporation
* Preparation and filing Petition/Suit etc. to be filed on behalf of the Corporation.
* Preparation and vetting of legal documents /agreements of all the departments of the Corporation including agreements/documents from the parties.
* Attending to Arbitration matters.
* Liasioning with Solicitors/Advocates.
* Preparation of replies to notices received from parties/Advocates and also issuing legal notice to parties.
* Preparation of para-wise reply for the Advocates to prepare replies to the Petition/Suit filed against the Corporation by various parties.
* Vetting of draft Affidavits in reply and also Affidavits to be affirmed on behalf of the Corporation.
* Attending the Court matters in Lower Courts, High Courts all over India and also Supreme Court. Also before National Company Law Tribunal under the Insolvency and Debt Act, MRTP Act.
* Drafting of various agreements and getting them registered with the authorities concerned.
* Any other work that have been assigned by the superiors from time to time.
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| Essential Experience | 7 years experience in dealing with legal affairs like investigation of titles, recovery of loans, IPR etc. in similar organization. |
| Desirable | Experience in terms lending Institutions/Banks and working with Solicitors preferably in Intellectual Property Rights (IPR), drafting/vetting of Legal documents etc. Minimum 10 years in a senior managerial position of a reputed Private or Public Sector Undertaking/Govt. |
| Age: | 45 to 55 years (As on 31.10.2021) |
| Pay Scale | Remuneration Rs. 1,00,000/- Approx.) |
| No. of Post | 01 |

1. The application is to be made in the prescribed application form which is attached along with this advertisement. The application in the prescribed proforma (attached) 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 certificate 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).

1. Though the initial place of posting is at Mumbai, selected candidates will be required to serve in any part of India as per the discretion/requirement of NFDC.
2. 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 only.
3. Any corrigendum/addendum/errata 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.
4. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
5. 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.
6. The management reserves the right in relaxing age/qualification of deserving candidate for the above post.
7. Management reserves the right to not to fill-up any of or all the posts or cancel the recruitment in the interest of the Company.

Interested candidates may send their resume within 15 days from the date of advertisement, to The General Manager, National Film Development Corporation Limited, (A Government of India Enterprise), 6th Floor, Discovery of India Building, Nehru Centre, Dr. Annie Besant Road, Worli, Mumbai – 400 018.

# CURRICULUM VITAE PROFORMA

## Name & Address: (in Block Letters)

1. Date of Birth: M/F

(in Christian era)

1. Date of Retirement under Central/State Govt. Rules:
2. Educational Qualifications:
3. Technical Qualifications:
4. Experience:
5. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department/Office/ Institution/Organization | Post held | From | To | Scale of Pay and basic pay | Nature of duties(in detail) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Nature of present employment i.e. Ad-hoc or Temporary or permanent:
2. In case, the present employment is held on contract basis, please state:
	1. The date of initial appointment.
	2. Period of appointment on contract.
	3. Name of the parent office/organization to which you belong
3. Basic pay and total emoluments, per month now drawn and Pay scale/from date.
4. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose

a separate sheet, if the space in insufficient.

1. Whether belongs to SC/ST/OBC/ Physically handicapped/Ex-servicemen.

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.

Remarks.

Signature of the candidate Address:

Date:

**FORM OF APPLICATION**

1. Post applied for: ………………………………………………………..

Please affix a

recent passport size photograph

(In block letters)

2. Name of applicant: Mr./Mrs./Miss ………………………………………

(In block letters)

3. Father’s/ Husband’s Name: ………………………………………..

4. Marital Status: …………………………………………………………….

5. Present postal address for Communication: in block letter with pin code

………………………………………………………

………………………………………………………

………………………………………………………

6. (a) Telephone No.: ………………………………………

(with STD Code)

(b) Mobile No.: ……………………………………….

(c) E-mail Address: ……………………………………….

7. Date of Birth: ………………………………………….

(and age as on date)

8. Nationality: ………………………………………….

9. Category (SC/ST/OBC/PH/GEN): ………………………………………….

(Please attach attested photocopy of certificate of the Competent Authority in prescribed proforma)

1. Educational Qualification starting with Secondary Education: (Please attach attested photocopies of certificates/mark sheets)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination/ Degree | University/ Board | Year of Passing | % of marks/ Division | Subject taken |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Cont..P…2/-

-: 2: -

1. Experience (please start with the latest):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of | Post held | Period | Pay | Nature of |
| employer |  |  | Scale/Pay | work |
|  |  |  | Band & Grade | (Please |
|  |  |  | Pay | attach |
|  |  |  | with Basic Pay | separate sheet if |
| From | To |
|  |  |  |  |  | required) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Training Programmes attended:
2. Have you ever been discharged/

Reprimanded/suspended from any position? If yes, state reason: …………………………………

1. Have you ever been convicted under the Law: ……………………………………
2. Reference: 1.

2.

**DECLARATION**

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated without any notice.

Place:

Date:

Signature of the Candidate

Name……………………