

NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)

(A Government of India Enterprise)

NFDC – FD Complex, 5th Floor, NMIC Building, 24 Dr. Gopalrao Deshmukh Marg, Mumbai 400 026

CIN – U92100MH1975GOI022994

Invites applications for the following posts on contractual basis

HEAD – PROGRAMMING (FILM BAZAAR), Mumbai – 1 Post (One Year)

Educational Qualification	:	2-year full time Post Graduation degree/ diploma in Marketing/ Mass Communications/ Film Studies/ Mass Media/ Event Management *Desired Education: Ph.D./Diploma/ Certificates in Film studies/ Media studies/ Event Management
Experience	:	15 years of experience with PSU/ Any Govt. Organization/ Private sector (with minimum 10 Years relevant experience in a Sr. Managerial position) Minimum 7 years of experience in conducting film markets/ event management related to film festivals
Job Responsibilities	:	Role Responsibility: <ol style="list-style-type: none">1. Overall in-charge of the programming in Films Bazaar.2. Lead and implement strategic initiatives to enhance the impact of Film Bazaar. Build on the festival's and program's reputation for championing diverse voices and diversity of representation.3. Participate in budgeting and resource allocation for Film Bazaar to ensure efficient utilization of resources.4. Engage with stakeholders, including government authorities, industry players, and cultural organizations, to foster partnerships and collaborations.5. Anyother role assign by the NFDC Management.
Age	:	Not exceeding 50 years
Remuneration	:	Consolidated pay of Rs. 2,00,000/- per month

DY. MANAGER (FILM BAZAAR & EVENTS), Mumbai – 1 Post (One Year)

Educational Qualification	:	Any full time graduation degree in media, journalism, film, or mass communication. *Desired Education: Full time PG Diploma/ MBA/Certificates in Film studies/ Media studies/ Event Management
Experience	:	6 years (4 Years relevant experience in private/public sector undertaking /Govt.) & relevant experience in film Industry/Marketing/Events.

Job Responsibilities	: Role Responsibilities: <ol style="list-style-type: none"> 1. Assist in planning and coordinating various events and programs in Film Bazaar, ensuring smooth execution and timely delivery. 2. Provide support and assistance to team members, helping them achieve their objectives and addressing any challenges that may arise. 3. Coordinate with other departments within the organization to facilitate project collaboration and enhance interdepartmental synergy. 4. Regularly update the progress and status of ongoing projects, providing comprehensive reports as required. 5. Any other role assign by the NFDC Management.
Age	: Not exceeding 45 years
Remuneration	: Consolidated pay of Rs. 85,000/- per month
MANAGER – ADMINISTRATION, Mumbai – 1 Post (One Year)	
Educational Qualification	: Any full time Graduation degree. *Desired Education: Full time MBA/PG Diploma in any stream from recognized institution.
Experience	: 10 years (8 Years relevant experience in private/public sector undertaking/Govt. in Administration and Personnel Management.)
Job Responsibilities	: Role Responsibilities: <ol style="list-style-type: none"> 1. Assist DGM(P&A) in all administrative functions. 2. Collaborating with regional administrative teams to address administrative issues and needs specific to their regions. 3. Implementing standardized administrative processes and practices across all regional offices for consistency and efficiency. 4. Assisting the DGM for any Ministry correspondence, Govt. e market place (GEM), tendering, lease agreements & administrative work. 5. Ensuring the statutory norms & compliances are followed as per the guidelines. 7. Any other role assign by the NFDC Management.
Age	: Not exceeding 45 years
Remuneration	: Consolidated pay of Rs. 1,00,000/- per month
DEPUTY MANAGER (FILM PRODUCTION), Mumbai – 1 (One Year)	
Educational Qualification	: Any Graduation degree in Media, Journalism, Film, or Mass Communication. *Desired Education: Full time PG/MBA in /Media/Mass communication/Film making. Additional Certificates/Diploma in preferred field are relevant.
Experience	: 6 years (4 years of relevant experience in Private/PSU/Govt. sector) years of relevant experience in Film/Cinema Industry.

Job Responsibilities	: Role Responsibilities:
	<ol style="list-style-type: none"> 1. Assist DGM (production) in production functions. 2. Working with producer & make sure that each different stage of the process is delivered on time and within budget. 3. Work closely with the production accountant, supplying accurate information for the cost reports. 4. Continue to work on the production until all the elements needed for the completion of the film are delivered. 5. Assist with planning for future projects and technical innovations to help foster greater creative flexibility and efficiency. 6. Checking progress reports submitted by line producer daily and at milestone achievement. 7. Responsible for data & record maintenance on various application for film festival screenings & participation. 8. Any other role assign by the NFDC Management.
Age	: Not exceeding 45 years
Remuneration	: Consolidated pay of Rs. 85,000/-

EXECUTIVE (INFORMATION TECHNOLOGY) for Film Bazaar, Mumbai – 1 Post (One Year)

Educational Qualification	: Full time Graduation degree in computer science, systems engineering or network administration.
	<p>*Desired Education Diploma or Certificates in Information Technology.</p>
Experience	: 4 years (2 years of relevant experience in Private/PSU/Govt. sector) in the IT/Datakal software/ Network Administrator field).
Job Responsibilities	: <ol style="list-style-type: none"> 1. Assist Head IT in Providing technical support for hardware and software systems used in both the distribution and NMIC departments. 2. Diagnose and resolve technical issues related to hardware, software, and networking to ensure seamless operations. 3. Regularly maintain and update hardware and software systems, ensuring optimal performance and security. 4. Installation: Install, configure, and upgrade hardware and software components as needed for various. 5. Technical Documentation: Create and maintain technical documentation, including user guides and manuals for hardware and software. 6. Any other role assign by the NFDC Management.
Age	: Not exceeding 35 years
Remuneration	: Consolidated pay of Rs. 50,000 per month

General Conditions:

1. **The application is to be made online on <https://nfdcindiant.samarth.edu.in> Application received through any other mode will not be entertained.**
2. Though the initial place of posting as per advertisement is Mumbai, the selected candidates will be required to serve in any part of India as per the discretion/requirement of NFDC.
3. 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.
4. Any corrigendum/amendment in respect of the above advertisement shall be made available only on our official website www.nfdcindia.com hence prospective applicants are advised to visit NFDC website regularly for above purpose.
5. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
6. 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.

7. The management reserves the right in relaxing age/qualification of deserving candidate for the above post.
8. The Management reserves the right to reject any application/candidature at any stage without assigning any reason.
9. Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.

Interested candidates may fill up the application form on NFDC Samarth portal (<https://nfdcindiant.samarth.edu.in>) on or before 07.02.2024.