

NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)

(A Government of India Enterprise)
Dr. G.D. Marg, Peddar Road, Mumbai-400 026

CIN – U92100MH1975GOI022994

VACANCY NOTICE (No.02/Regular/2024)

REQUIREMENT OF VARIOUS POSTS ON DIRECT RECRUITMENT / IMMEDIATE ABSORPTION BASIS

Interested and eligible candidates can apply for the following regular post/(s)

Sr. No.	Post	Level	Pay Scale (IDA) (Rs.)	Age
1	GENERAL MANAGER - Film Promotion (Festival, Market, & Intl. Participation) – Delhi – 01 (UR)	E-7	100000-260000	Up 50 Yrs.
2	DY. GENERAL MANAGER- Film Festival, Delhi -01 (UR)	E-5	80000-220000	

Interested and eligible candidates can apply for the following post on Deputation/ Long Term Contract

Sr. No.	Post	Level	Pay Scale (IDA) (Rs.)	Age
1	DY. GENERAL MANAGER- (Museum Curation), National Museum of Indian Cinema, Mumbai – 01 (UR)	E-5	80000-220000	Up 50 Yrs.

1. Eligibility criteria like Essential Qualification, Experience, Job Description, Current Pay/CTC are provided in NFDC website www.nfdcindia.com , Career section.

General Terms & Conditions:

- The completed applications made under ADVERTISEMENT NO. 01/ REGULAR/2024 will be considered and the applicants need not reapply and will be reconsidered under the eligibility criteria of this notice.*
- Before applying, the candidates shall ensure that they fulfill all eligibility criteria as mentioned in the Vacancy Notice for the post/(s). NFDC will verify the eligibility with reference to the original documents on the date of interview. If the candidates are not found eligible during document verification, they will not be considered for next stage of selection process and their candidature will be rejected. Their admission to all the stages of selection process will be purely provisional, subject to meeting the prescribed eligibility criteria.
- Essential Education Qualification(s) required as indicated above against each post are mandatory.
- All essential qualification(s) must be from UGC recognized Indian University/UGC recognized Indian Deemed University or other institutions as authorized to award degree/diploma. No claim of possession equivalent to a prescribed qualification shall be entertained (Except for Ex-Servicemen)
- Candidates claiming equivalence in qualification shall be required to produce a copy of

the equivalence certificate.

- vi. In regard to the Posts identified for Deputation –
- a. The Officers of the Central Government or State Government/ Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research institutions or Semi Government or Autonomous Bodies or Statutory Organizations or any other government institutions/organizations will be considered
 - b. The Eligible Level have been mentioned for the respective posts which can apply
 - c. Such Government officials will be exempt from other eligibility conditions mentioned such as education qualifications, experience, etc.
 - d. The Cadre Controlling Authorities may forward the duly filled in applications (as per the application proforma) along with copies of relevant documents as per the requirement indicated in the Job Description, of the eligible and willing officers to the following address within 28 days of this advertisement posted on NFDC website-

MD/NFDC, National Film Development Corporation Ltd NFDC-FD Complex,
24, Dr Gopalrao Deshmukh Marg, Mumbai 400 026.
 - e. The initial Deputation/Long Term Contract will be for a period of 3 years extendable for another 2 years on yearly basis based on the performance. Appointments of candidates selected on Deputation basis will be issued only after receipt of the requisite approvals from the DPE.

1. RESERVATION, CONCESSIONS AND RELAXATIONS

- 1.1. Candidates seeking reservation as SC/ST/ OBC-NCL, shall have to produce a certificate in the prescribed proforma, meant for appointment to posts under the Government of India, from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of.
- 1.2. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as 'General'.
- 1.3. A person who wants to avail the benefit of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in the PwBD Act, 2016.
- 1.4. Candidates seeking reservation as EWS shall have to produce an 'Income and Asset Certificate' valid for the current financial year, issued by a Competent Authority based on gross annual income of the previous Financial Year in the format prescribed by the Government of India. Candidates are advised to be in possession of an 'Income and Assets Certificate' as mentioned above issued on or after the start of the current financial year at the time of the interview.
- 1.5. Age concession to PwBD candidates shall be admissible irrespective of the fact whether the post is reserved for PwBD or not.

1.6. Ex-Servicemen who have already secured regular employment in the Central/ State Government/ CPSEs/ Autonomous Bodies/ Govt. instrumentalities for any post are permitted the benefit of age relaxation as admissible to Ex-servicemen for securing another employment in any higher post or service. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen.

1.7. Age Relaxation

Sl. No.	Category	Age Relaxation
i.	Scheduled Caste/ Scheduled Tribes (SC/ST)	05 Years
ii.	Other Backward Class- Non-Creamy Layer (OBC-NCL)	03 Years
iii.	Person with Benchmark Disabilities (PwBD)	10 Years
iv.	Upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.	03 Years

1.8. Cumulative relaxation in age for one/more than one category (mentioned in the table above) taken together shall be admissible.

1.9. If the SC/ ST/ OBC-NCL/ PwBD/ EWS certificate has been issued in a language other than English/ Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

1.10. Candidates belonging to the SC/ST/OBC/EWS category can apply against unreserved posts, provided they meet the eligibility criteria specified for the post prescribed for unreserved candidates. In such case, the SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and/or qualifying marks in the Interview or at any stage in the entire recruitment process, if they apply against unreserved posts.

1.11. The above guidelines are subject to change in view of any Government of India guidelines/clarifications issued from time to time.

2. EMOLUMENTS

2.1. Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and Perks and Allowances under Cafeteria Approach.

2.2. Other Benefits and Allowances, as per extant Company Rules.

3. PLACE OF POSTING

3.1. The selected candidate may be posted at the place mentioned in the advertisement, however they may be transferred in any office/workplace/Project units of NFDC or any of the subsidiaries of NFDC in anywhere in India.

4. IMPORTANT DATES

Opening of website link for applying online	13.07.2024
Closing Date for applying online	Within 21 days from the date of the advertisement appeared in Employment News.

5. SELECTION PROCESS

- 5.1. Based on the eligibility, candidates meeting the criteria will be called for interview.
- 5.2. The Venue, Date and Time of Interview will be notified on website in advance.
- 5.3. Any request for change in date or venue of the selection process (Interview) shall not be entertained.
- 5.4. The document verification of candidates shall be done before the interview and the candidates are required to carry their original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the interview.

6. HOW TO APPLY

- 6.1. The candidates shall apply online through NFDC website (www.nfdcindia.com) under 'Career Section' as per the eligibility criteria indicated above. No other mode of application will be entertained.
- 6.2. Before registering/applying online, candidates are advised to go through detailed instructions. The candidate should possess the following and keep the same handy while applying online:
 - i. Valid e-mail ID and Mobile Number.
 - ii. Scanned Copy of self-attested recent passport size coloured photograph (3.5 X 4.5 cm) of the candidate (File Size up to 100 kb, in .jpg/.jpeg format only).
 - iii. Scanned copy of signature (signed on white paper with black pen) of the candidate (File Size up to 100 kb, in .jpg/.jpeg format only).
 - iv. Any other certificate/document file (File size 100-500 kb)
- 6.3. online, candidate needs to upload copies of the following self-attested documents:
 - i. 10th Certificate/ Birth Certificate.
 - ii. Degree Certificate of Graduation and Post-Graduation highlighting the stream/ specialization.
 - iii. Appointment letter, Joining Order and latest salary slip of present organization.
 - iv. Copies of the APARs (Last Five years in case of candidates from the Govt./ PSU Organizations).
 - v. Office Orders indicating promotions.
 - vi. Experience/Service Certificate/Relieving order issued by previous organizations.
 - vii. Form-16/ ITR.
 - viii. Last 3 months' salary slips.
- 6.4. Applications without supporting certificates/documents as mentioned above, shall be summarily rejected.

Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies may apply online and forward the printout of the application through proper channel along with the following documents: However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking that they will submit NOC at the time of interview. If they failed to provide NOC, they will not be allowed to appear in the interview.

- a) No Objection Certificate
- b) Vigilance clearance
- c) Integrity Certificate
- d) Statement of major / minor penalties imposed, if any, on the applicant during the last 10 years. If no penalty has been imposed, a nil certificate should be enclosed.
- e) APARs attested copies for the last five years.

- 6.5. After submitting online application, candidate is required to download the Application Form generated by the system with Unique Registration Number, attach supporting documents, and send it to the below mentioned address by hand/ post within five days from the closing date. Non-receipt of printout of the application along with the relevant documents will be rejected.

**Deputy General Manager (P&A)
National Film Development Corporation Limited, NFDC-FD
Complex, 24, Dr. G.D. Marg, Peddar Road, Cumbala Hill,
Mumbai 400 026.**

- 6.7 The envelope containing the print-out of the application and supporting documents, should be superscribed as **‘APPLICATION FOR THE POST OF- ()’**.
- 6.8 Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration Number, Password and all other important communication will be sent on the same registered e-mail id (*Please ensure that email sent to this mailbox is not redirected to junk/spam folder*).
- 6.9 Candidates should take utmost care to furnish the correct details while filling in the online application. Candidates can edit the information at any stage before submission. Hence, candidates are advised to take a preview of the application before submitting the same. Once the form is submitted, it cannot be edited.

7 HEALTH/MEDICAL FITNESS

- 7.7 Appointment to the above post/(s) will be subject to the candidate being medically fit as per the medical standards prescribed for the post by the Company.
- 7.8 Every candidate appointed to a post in the Company shall be required to get his/her pre- employment medical examination done from NFDC nominated hospital/Centre or a Central/State Government Hospital.

- 7.9 Acceptance of joining will be subject to the Medical Fitness Certificate issued by the Medical Authority. NFDC reserves the right to re-examine or review the Medical Examination report submitted by the candidate without assigning any reason and the decision of NFDC in this regard shall be final and binding.

8 PROBATION PERIOD

- 8.7 After joining, an employee has to undergo a probation period as per Corporation Policy.

9 CHARACTER AND ANTECEDENTS

- 9.7 The success in the selection process does not confer any right to appointment unless the character & antecedents are found satisfactory after such an inquiry, that the candidate having regard to his/ her character & antecedents is suitable in all respects for appointment to the service.

10 OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

- 10.7 Only Indian Nationals above 18 years of age are eligible to apply.
- 10.8 The candidates should ensure that they fulfill all the eligibility criteria and other conditions of this Vacancy Notice and that all particulars furnished by them in the online application and the documents submitted by them later on are correct in all respects. Mere admission to the selection process does not imply that NFDC has been satisfied about the candidate's eligibility. In case it is found at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled. In any of these shortcoming(s) is/are found even after the appointment, his/her services shall be summarily rejected.
- 10.9 The details entered by the candidate at the time of online registration are final and binding. While applying, the candidates should enter their name as it appears in the SSC/Matriculation Certificate. Further, request for change of Mailing Address/E-mail Id/Category/Posts as declared in the online application shall not be entertained.
- 10.10 Candidates should possess a valid e-mail ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in e-mail ID will be entertained. All correspondence with candidates shall be done through email only. NFDC will not be responsible for any loss of email sent, due to invalid/wrong e-mail ID provided by the candidate and no correspondence in this regard shall be entertained.
- 10.11 The candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned above.
- 10.12 NFDC reserves the right to raise the minimum eligibility standards. NFDC also reserves the right to fill or not to fill all or any of the above positions and cancel/restrict/enlarge/modify/alter the recruitment/selection process without any further notice or assigning any reasons whatsoever.

- 10.13 The prescribed qualification/experience criteria are minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. NFDC's decision shall be final in this regard.
- 10.14 Any revision, clarification, addendum, corrigendum, time extension etc., to the above Vacancy Notice will be hosted on 'Careers' Section of NFDC (www.nfdcindia.com) only and no separate notification shall be issued to the individual. Candidates are requested to visit the website regularly to keep themselves updated.
- 10.15 Canvassing by the applicant, directly or indirectly will result in disqualification of his/her candidature. Any dispute with regards to recruitment against this Vacancy Notice will be settled within the jurisdiction of High Court of Mumbai only.
- 10.16 In case of any query, candidates may write to maheshyadav@nfdcindia.com, mentioning "Advertisement No. and name of the post" in the Subject Line. Candidates are advised to add this e-mail ID to their address book. NFDC will not be responsible for non-delivery of e-mail/ delivery of e-mail to junk or spam folder. Contact No. 022-3524 8444 (10:00 AM to 4:30 PM).

Details of posts for recruitment in NFDC

Sr. No.	Post	Level	Eligibility Criteria
i)	General Manager Film Promotion (Festival, Market & Intl. Participation) – Delhi (One)	E-7	<p>Essential :</p> <ol style="list-style-type: none"> 1. Post Graduate or Post Graduate Diploma from a recognized University 2. Minimum 12 years of experience in Media & Entertainment sector <p>Eligible Level of Employment for Govt., PSU or Minimum CTC for the Private Sector/NFDC Contractual of the current assignment</p> <p>Govt: In L-13 equivalent or above, OR 3 years of service in L-12 equivalent</p> <p>or</p> <p>PSU: In E-7 equivalent or above, OR 3 years of service in E-6 equivalent OR 5 Years of service in pay scale of E-5, Rs.80000-220000</p> <p>or</p> <p>Minimum CTC for Private Sector/NFDC Contractual officials – 18 lacs</p>

			<p>Desirable :</p> <ol style="list-style-type: none"> 1. Post graduate Diploma or Diploma or Certificate in Mass Communication Or Film Studies or Event Management or Film Appreciation 2. MBA or equivalent 3. Experience in conducting film markets or event management related to film festivals.
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Role Responsibilities:

1. Oversee smooth functioning of the FF & International Promotion vertical including budgeting, planning, team development for the sustainable growth.
2. Provide strategic direction and leadership decisions by contribute to the creative vision of the vertical to the business plans underpinning that vision.
3. Coordinate and liaise with other Business Units (Bus) with NFDC and external agencies to ensure effective collaboration and synergy.
4. Establish a shared the artistic vision, and the curational and strategic direction for all aspects of the organization’s programming.
5. Maintain relationships with key parameters and stakeholders of the festival bazaar and develop new strategic partnerships.
6. Attend national and international festivals, marketplaces and events on the organization’s behalf to research and secure films, meet filmmakers, promote the festival and join other festival juries as required.

Designational Responsibilities:

1. Responsible for taking critical decisions related to Film Programming, branding, and outreach, in line with organizational guidelines.
2. Regularly report to the Managing Director on key metrics, major developments, and progress towards achieving BU objectives.
3. Lead and implement initiatives to enhance festival impact and reach globally.
4. Budgeting and Resource Allocation: Participate in budgeting and resource allocation for all verticals to ensure efficient utilization of resources.
5. Engage with stakeholders, including government authorities, industry players, and cultural organizations, to foster partnerships and collaborations.

BU Responsibilities

1. To make all film festivals organized by NFDC a benchmark for domestic and international festivals by continually improving both structure, programming and processes.
2. Create Sustainable plans for the vertical for a long-term growth & revenue generation.

Key Skills Required:

- Understanding of financial management principles and budget making for activities of the filmfestivals - branding, and outreach efforts etc
 - Strong leadership skills to guide and inspire teams
 - Previous experience in a Public Sector Undertaking (PSU) or similar department is preferred.
 - Ability to achieve results and driving performance
 - Excellent communication and interpersonal skills to effectively interact with internal teams, external stakeholders, and the Managing Director.
 - Demonstrated commitment to ethics, transparency, and accountability
 - Proven ability to collaborate and build relationships
 - Strong analytical and problem-solving skills to address challenges and find solutions.
 - Extensive experience in festival management, strategic planning, and stakeholder relationship management.
 - Ability to plan, and organize, festival events - screenings, panel discussions, etc.
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- Effective networking skills to build relationships with filmmakers, distributors, and industry professionals
 - Commitment to promoting diverse film cultures

ii)	Deputy General Manager (Film Festivals) New Delhi (One)	E-5	<p>Essential :</p> <ol style="list-style-type: none"> 1. Graduate or Post Graduate Diploma from a recognized University 2. Minimum 10 years of experience in Media & Entertainment sector <p>Eligible Level of Employment for Govt., PSU or Minimum CTC for the Private Sector/NFDC Contractual of the current assignment</p> <p>Govt: In L-12 equivalent or above, OR 3 years of service in L-11 equivalent</p> <p>or</p> <p>PSU: In E-5 equivalent or above, OR 3 years of service in E-4 equivalent</p> <p>or</p> <p>Minimum CTC for Private Sector/NFDC Contractual officials – 15 lacs</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Post graduate Diploma or Diploma or Certificate in Mass Communication Or Film Studies or Event
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			<p>Management or Film Appreciation</p> <ol style="list-style-type: none"> 2. MBA or equivalent 3. Experience in conducting film markets or event management related to film festivals.
<p>Role Responsibilities:</p> <ol style="list-style-type: none"> 1. Oversee the smooth functioning of the film festivals division. 2. Strategizing new initiatives for Film Festivals and Indian Panorama. 3. Coordination and Stakeholder Management: Coordinate and liaise with internal stakeholders, including technical and support teams, to facilitate seamless collaboration and effective communication. 4. Cultivate strategic relationships with domestic and international filmmakers, distributors, sales agents, and national film promotional organizations in order to expand the programming opportunities for the festival. 5. Attend national and international festivals, marketplaces and events on the organisation's behalf to research and secure films, meet filmmakers, promote the festival and join other festival juries as required; <p>Designational Responsibilities:</p> <ol style="list-style-type: none"> 1. Oversee the conduct of all festivals mandated for NFDC - IFFI, ICCFI, MIFF, SCO, oversee the running of film bazaar market 2. Develop and implement festival initiatives, festival programming, develop new sections for festivals 3. Deciding festival flow and curation of sections and attendees 4. Provide regular updates and reports to the General Manager on various areas, highlighting progress and challenges. 5. Tracks new productions for possible consideration for the festival and year-round programming. 6. Assist in managing resources, including budget allocation and utilization, to optimize efficiency and productivity. <p>Business unit Responsibility:</p> <ol style="list-style-type: none"> 1. Collaborate with the senior leadership in implementing the strategic vision for Film Festival. 2. Assist in developing detailed action plans and timelines to achieve the objectives set by the higher management. 3. Help identify potential partners, media outlets, film industry stakeholders, and cultural institutions for collaboration. <p>Assist in establishing and maintaining relationships with key stakeholders to enhance the Film Festival participation by outreach and awareness.</p>			
<p>Key Skills Required:</p>			

- Proficiency in curating and programming film festivals
 - Ability to plan, organize, and oversee film festival events, including screenings, panel discussions, and award ceremonies.
 - Demonstrates a strong creative vision for film festivals, incorporating unique themes
 - Effective networking skills to build relationships with filmmakers, distributors, and industry professionals
 - Proficient in managing budgets for film festivals
 - Capability to develop and implement long-term strategies for film festivals
 - Demonstrated commitment to ethics, transparency, and accountability.
 - Strong problem-solving abilities to identify issues, analyze situations, and develop innovative solutions
- Strong leadership and communication skills to lead the festivals team

iii)	Deputy General Manager (Museum Curation), National Museum of Indian Cinema, Mumbai.	E-5	<p>Essential :</p> <ol style="list-style-type: none"> 1. Graduate or Post Graduate Diploma from a recognized University 2. Minimum 10 years of management experience in Media & Entertainment sector or Archiving or Museum sector <p>Eligible Level of Employment for Govt., PSU or Minimum CTC for the Private Sector/NFDC Contractual of the current assignment</p> <p>Govt: In L-12 equivalent or above, OR 3 years of service in L-11 equivalent</p> <p>or</p> <p>PSU: In E-5 equivalent or above, OR 3 years of service in E-4 equivalent</p> <p>or</p> <p>Minimum CTC for Private Sector/NFDC Contractual officials – 15 lacs</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Post graduate Diploma or Diploma or Certificate in Mass Communication Or Film Studies or Film Appreciation or Museum Archiving or Museology or History 2. MBA or equivalent 3. Experience in administration or management of museums
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Role Responsibilities:

1. Oversee the day-to-day functioning of the Museum, ensuring all exhibits are well-maintained and providing visitors with a seamless and enriching experience.

2. Develop a comprehensive exhibits calendar, curating engaging and informative exhibits that align with NMIC's mission and goals. Select films, artifacts, and non-filmic content with historical, cultural, and artistic significance to provide a diverse and captivating experience for visitors.
3. Coordinate and liaise with other business units and external agencies (like other museums) for collaborative projects, partnerships, and joint initiatives.
4. Foster positive relationships to enhance the Museum's outreach and impact.
5. Overseeing budget planning, acquisition, and collections and negotiating contracts with partners
6. Familiarity with digital technologies and its applications in film preservation and exhibition. Experience in bringing operational and economic efficiencies in museums.
7. Directly be responsible for placement of artifacts in the museum.
8. Manage and create themes in the museum as when required for events.

Designational Responsibilities:

1. Provide regular reports to the MD on NMIC metrics, key performance indicators, and major developments related to the Museum. Communicate progress, achievements, and challenges to aid in decision-making and strategic planning.
2. Participate actively in strategy initiatives aimed at enhancing the Museum's reputation, visitor experience, and cultural significance. Contribute valuable insights and ideas to support NMIC's vision and mission.
3. Take charge of achieving revenue and target goals set for the Museum. Utilize effective management and curatorial strategies to attract diverse audiences, increase footfall, and optimize revenue generation.
4. Assist in managing resources, including budget allocation and utilization, to optimize efficiency and productivity.

Business Unit Responsibilities:

1. Collaborate with the senior leadership in implementing the strategic vision for NMIC
2. Assist in developing detailed action plans and timelines to achieve the objectives set by the higher management.
3. Help identify potential partners, media outlets, film industry stakeholders, and cultural institutions for collaboration.
4. Assist in establishing and maintaining relationships with key stakeholders to enhance the museums outreach and awareness.

Key Skills Required:

- Understanding of the history of films, including major movements, genres, and noteworthy films and personalities
- Expertise in curating exhibits and creating engaging displays for visitors.
- Proficient in analysing metrics and data to measure the museum's performance.
- Skilled in managing budgetary aspects of exhibits and projects.
- Ability to develop and implement strategic plans to enhance the museum's reputation.
- Previous experience in a Public Sector Undertaking (PSU) or similar department is preferred.
- Proficient in managing museum operations, exhibits, and collections.
- Strong leadership qualities to oversee museum staff and projects effectively.
- Capable of collaborating with other departments and external partners for projects.
- Excellent verbal and written communication skills.

- Demonstrates a results-driven attitude to achieve revenue and target goals
