

# NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)

(A Government of India Enterprise)

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

CIN – U92100MH1975GOI022994

Invites applications for the following posts on contractual basis for a period of One Years

## Manager Administration – 1 Post, Regional Office, New Delhi

Educational Qualification	:	Full-time Graduation degree in any stream from recognized institutions *Desired Education: 1. Ph.D./ 2-year full time Post Graduation in Human Resources/ Social and Development Studies. 2. Diploma/ Certificates in HR/ social work/ learning and development/ knowledge of labour laws.
Experience	:	8 years relevant experience in public sector undertaking/Govt. Minimum 4 years of experience in Administration/Personnel Management
Roles & Responsibilities	:	<b>Role Responsibilities:</b> 1. Overseeing administrative functions of offices, including facilities management, office operations, and vendor management. 2. Developing and implementing Administration policies, procedures, and guidelines to ensure compliance and consistency across all regional offices. 3. Collaborating with regional administrative teams to address administrative issues and needs specific to their regions. 4. Leading and mentoring the administrative teams to ensure efficiency and effectiveness. 5. Implementing standardized administrative processes and practices across all regional offices for consistency and efficiency. 6. Assisting the GM for any ministry correspondence, tendering & administrative work. 7. Ensuring the statutory norms & compliances are followed as per the guidelines. <b>Designational Responsibilities:</b> 1. Reporting to the General Manager - HR & Admin and providing regular updates on regional HR and administrative activities. 2. Leading and driving administrative projects and initiatives across all regional offices. 3. Providing guidance and support to regional administrative teams in their day-to-day operations and professional development. 4. Collaborating with other department heads and regional managers to align administrative strategies with overall business objectives. 5. Assist GM in taking critical decisions related to Administration department. 6. Representing the Admin department in business unit meetings and discussions related to regional offices, providing insights and recommendations.
Key Skills Required	:	<ul style="list-style-type: none"><li>• Strong leadership and management skills</li><li>• Skill in resolving conflicts and addressing sensitive HR and administrative</li><li>• Excellent communication and interpersonal skills</li><li>• Ability to analyze complex HR and administrative challenges</li><li>• In-depth understanding of labor laws, HR regulations, and administrative practices relevant to different regions.</li><li>• Ability to understand and respect regional cultural nuances.</li><li>• Demonstrated commitment to financial ethics, transparency, and accountability.</li></ul>
Age	:	Up to 45 years
Remuneration	:	Rs. 1,00,000/- per month all inclusive

## Manager (Finance & Accounts) – 1 Post, Regional Office, New Delhi

Educational Qualification	:	2 years full time Post Graduation Degree/Diploma in Finance with Chartered Accountant/ICWA. *Desired Education: Certificate in Finance Accounting & Taxation/Data Analytics /Management of Assets/Financial planning's.
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Experience	:	8 years of relevant experience in a reputed private or public sector undertaking/Govt. Minimum 6 years of experience in financial firms/institution post CA/ICWA.
Roles & Responsibilities	:	<p><b>Roles Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Serve as the main point of contact for coordinating and facilitating the Comptroller and Auditor General (CAG) audit process. Ensure timely submission of all required documents, records, and information to the audit team.</li> <li>2. Ensure full compliance with all statutory audit requirements and timelines, working closely with external audit firms as needed.</li> <li>3. Conduct thorough reviews of financial records, transactions, and accounting practices to ensure accuracy and adherence to accounting standards during both CAG and statutory audits.</li> <li>4. Identify potential financial and compliance risks during the audit process and work proactively to address them.</li> <li>5. Collaborate with internal stakeholders to address and resolve any audit findings, implementing appropriate solutions to enhance financial controls and compliance.</li> <li>6. Oversee and manage the entire audit process, including planning, coordination, and reporting of audit activities.</li> <li>7. Coordinate internal audit activities, ensuring alignment with external audit requirements and addressing any internal control deficiencies.</li> <li>8. Overall responsible for maintenance of books of accounts, tax matters, audit &amp; cash flow</li> <li>9. Preparing of monthly financial of accounts as well preparing annual budget estimates</li> <li>10. Receiving Fund Utilisation certificate from govt. &amp; processing the payments to vendors accordingly</li> <li>11. Coordinating with legal team for financial recovery &amp; witnessing in cases required</li> </ol> <p><b>Designational Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Allocate resources effectively to support audit activities and ensure a smooth audit process.</li> <li>2. Continuously improve audit coordination processes to enhance efficiency and effectiveness.</li> <li>3. Provide comprehensive audit reports and updates to senior management and stakeholders, highlighting audit findings, observations, and recommendations.</li> <li>4. Assist in taking critical decisions related to preservation priorities, resource allocation, and technical approaches, in line with organizational guidelines.</li> <li>5. Developing and implementing plans to achieve team targets of the department and BU set by higher management</li> <li>6. Identify training needs for personnel and support their professional development.</li> </ol>
Key Skills Required	:	<ul style="list-style-type: none"> <li>• Possess in-depth knowledge of audit principles, standards, and practices</li> <li>• Ability to analyse complex financial data</li> <li>• Demonstrate proficiency of financial principles</li> <li>• Promote a culture of compliance and accountability within the organization</li> <li>• Demonstrated commitment to financial ethics, transparency, and accountability.</li> <li>• Meticulously reviews and prepares legal and regulatory documents</li> <li>• Possesses excellent communication skills</li> <li>• Displays problem-solving abilities to address complex company secretariat issues.</li> <li>• Demonstrates leadership qualities</li> </ul>
Age	:	Up to 45 years
Remuneration	:	Rs. 1,00,000/- per month all inclusive
<b>Executive (Skill Development) – 1 Post, Regional Office, New Delhi</b>		
Educational Qualification	:	Any full-time Graduate in media, journalism, film, or mass communication.
Experience	:	3 years relevant experience in a reputed private or public sector undertaking/Govt. in Media and Entertainment Industry.
Roles & Responsibilities	:	1. Assist in the planning and coordination of skill development programs and workshops. 2. Collaborate with trainers, industry professionals, and participants to ensure smooth execution of training sessions. 3. Manage logistics and administrative

		tasks related to skill development projects 4. Assist Managers and Assistant Managers in project implementation and successful project completion
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive
<b>Manager (Legal) – 1 Post, Head office, Mumbai</b>		
Educational Qualification		Full-time Master in Law (LLM). *Desired Education: Certification in IPR/Companies Act/Competition Law
Experience		8 years of relevant experience in private or public sector undertaking/Govt.
Roles & Responsibilities		<p><b>Role Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Manage and protect NFDC's trademarks, copyrights, and other intellectual property assets.</li> <li>2. Conduct due diligence on potential collaborations, partnerships, and projects to assess intellectual property implications and risks.</li> <li>3. Develop and implement effective strategies for handling legal disputes and litigation cases involving NFDC. Collaborate with external legal counsel to ensure a comprehensive approach.</li> <li>4. Oversee and manage all aspects of litigation cases, including drafting legal documents, coordinating court appearances, and preparing witnesses and evidence.</li> <li>5. Engage in settlement negotiations with opposing parties, seeking favourable resolutions for NFDC while minimizing potential risks</li> <li>6. Assist in resolving disputes related to intellectual property, whether through negotiation, mediation, or litigation.</li> <li>7. Oversee the work of Contract Specialist to ensure impeccable drafting and execution of the contract.</li> <li>8. Monitor changes in relevant legislation and the regulatory environment and take appropriate action.</li> </ol> <p><b>Designational Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Assist in taking critical decisions related to IPR and other court cases</li> <li>2. Reporting and Metrics: Provide regular reports to DGM on activities, progress, challenges, and outcomes of the various legal cases relevant to NFDC</li> <li>3. Developing and implementing plans to achieve team targets of the department and BU set by higher management</li> <li>4. Staff Training and Development: Identify training needs for personnel and support their professional development.</li> </ol>
Key Skills Required		<ul style="list-style-type: none"> <li>• Expertise in conducting intellectual property research and analysis</li> <li>• Skilled in drafting and reviewing IP agreements, licenses, and assignments, ensuring compliance with legal and regulatory requirements.</li> <li>• Proven ability to manage and oversee litigation matters</li> <li>• Skilled in analysing legal risks, developing litigation budgets,</li> <li>• Demonstrated commitment to financial ethics, transparency, and accountability.</li> <li>• Meticulously reviews and prepares legal and regulatory documents</li> <li>• Possesses excellent communication skills</li> <li>• Displays problem-solving abilities to address complex company secretariat issues.</li> <li>• Demonstrates leadership qualities in providing guidance to the team</li> </ul>
Age		Up to 45 years
Remuneration		Rs. 1,00,000/- per month all inclusive
<b>Senior Executive (Legal) – 1 Post, Head office, Mumbai</b>		
Educational Qualification	:	Full-time Master in Law (LLM). *Desired Education: Certification in Contract/Legal Drafting/IPR.
Experience	:	5 years of relevant experience in private or public sector undertaking/Govt. Minimum 3 years of experience in drafting & litigation.
Roles & Responsibilities	:	<b>Role Responsibilities:</b>

		<ol style="list-style-type: none"> <li>1. Review and draft various types of contracts, for example, vendor agreements, service contracts, licensing agreements, and partnership agreements.</li> <li>2. Collaborate &amp; assist in reviewing and negotiation of client and vendor agreements and in furtherance of internal compliance initiatives.</li> <li>3. Conduct thorough risk assessments for proposed contracts, identifying potential legal, financial, and operational risks &amp; reporting to the management.</li> <li>4. Provide day-to-day proactive employment law counselling and support resolution of HR and legal employment issues where required.</li> <li>5. Ensuring that the contract and its detailed processes are adhered to strictly and all processes, procedures, Contract obligations are mapped and followed strictly.</li> <li>6. Working in collaboration with Production and Districutuon department and ensuring that deliverables meet agreed customer requirements and specifications.</li> </ol> <p><b>Designational Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Provide reliable support to the higher management in overseeing day-to-day operations of the legal department.</li> <li>2. Assist the higher management in managing and executing specific projects or tasks, contributing to their successful completion within defined timelines and objectives.</li> <li>3. Regularly provide updates to the higher management on the progress and status of ongoing projects and tasks, ensuring timely and comprehensive reports to aid in decision-making and evaluation.</li> </ol>
Key Skills Required	:	<ul style="list-style-type: none"> <li>• Demonstrates strong contract management skills</li> <li>• Demonstrates the ability to manage contracts throughout their lifecycle.</li> <li>• Exhibits an understanding of relevant legal and regulatory requirements</li> <li>• Possesses effective communication skills</li> <li>• Meticulously reviews and analyses contracts, identifying potential risks and areas for improvement.</li> <li>• Manages time efficiently to meet deadlines</li> <li>• Displays problem-solving abilities.</li> <li>• Works collaboratively with cross-functional teams</li> </ul>
Age	:	Up to 45 years
Remuneration	:	Rs. 70,000 per month all inclusive
<b>Executive (Secretarial) – 1 Post, Head office, Mumbai</b>		
Educational Qualification	:	<p>Full time Bachelor's degree in law (LLB)/Commerce (B.Com).</p> <p>*Desired Education: Certification in any law related courses (Companies Act/Secretarial practices) relevant to the organization/CS course.</p>
Experience	:	3 years of relevant experience in private or public sector undertaking/Govt.
Roles & Responsibilities	:	<p><b>Role Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Ensure compliance with corporate governance standards, statutory regulations, and legal requirements applicable to the company.</li> <li>2. Organize and manage board meetings, annual general meetings, and other important company meetings, including preparing agendas, minutes, and resolutions.</li> <li>3. Prepare and submit statutory filings and other regulatory documents to relevant authorities, ensuring accuracy and timeliness.</li> <li>4. Maintain comprehensive and organized records of company meetings, resolutions, and legal documents, ensuring easy retrieval for audits and reference.</li> <li>5. Provide support to the board of directors, senior management, and various committees, ensuring seamless administration and coordination of activities.</li> <li>6. Ensuring that the company complies with all applicable secretarial requirements and maintain all documentation on past &amp; present compliance.</li> <li>7. Ensure that business of the company is conducted and managed in accordance with its objects as contained in its memorandum of association and articles of association and the relevant provisions of the Companies Act.</li> <li>8. Conduct Board, Committee &amp; General Meetings as per the statutory provisions in consultation with the Board members and drafting of notices, agenda, minutes of the Board, Committee and General meetings.</li> </ol> <p><b>Designational Responsibilities:</b></p>

		<ol style="list-style-type: none"> <li>1. Provide reliable support to the Head of Legal &amp; Company Secretary in overseeing the day-to-day operations of the company secretariat department.</li> <li>2. Assist in monitoring and ensuring compliance with company policies, legal requirements, and regulatory obligations.</li> <li>3. Regularly provide updates to the Head of Legal &amp; Company Secretary on the status of company secretariat activities, milestones, and potential risks.</li> <li>4. Identify training needs for personnel within the department and support</li> </ol>
Key Skills Required	:	<ul style="list-style-type: none"> <li>• Demonstrates a deep understanding of company secretarial practices</li> <li>• Exhibits strong organizational abilities to manage multiple tasks</li> <li>• Demonstrated commitment to ethics, transparency, and accountability.</li> <li>• Meticulously reviews and prepares legal and regulatory documents</li> <li>• Possesses excellent communication skills</li> <li>• Displays problem-solving abilities to address complex company secretariat issues.</li> <li>• Demonstrates leadership qualities in providing guidance to the team</li> </ul>
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive
<b>ASSISTANT PROGRAMMER, 1 Post, Head Office, Mumbai</b>		
Educational Qualification	:	Full time Graduation Degree in Media, Journalism, Film studies, or Mass Communication. Or Equivalent Degree.
Experience	:	Within 3 years of work experience. Two/three years of Inline experience of Film festivals/Events, knowledge of National and International cinemas, worked as Assistant/Associates in organizing the events in any reputed film festival across India, knowledge about master classes and their execution line. Should be good team player. Should be ready to accept various tasks/responsibility assigned during the crisis management. Good command in spoken and written English, computer knowledge in new interactive media and knowledge of MS office (Word, PowerPoint presentations, Excel etc.) is a must.
Job Responsibilities	:	<ol style="list-style-type: none"> <li>1. Assist Head in providing support on day-to-day tasks.</li> <li>2. Assist in planning and coordinating various speakers/panellists and festival coordinators ensuring smooth execution and timely delivery.</li> <li>3. Research knowledge of ongoing film festivals, masterclass, events and update on a weekly basis.</li> <li>4. Provide support and assistance to team members, helping them achieve their objectives and addressing any challenges that may arise.</li> <li>5. Regular follow up on time schedules on various criteria to meet the requirements of smooth running of events</li> <li>6. Preparation of presentations/drafts/reports for smooth communication within the departments and other departments within the organization.</li> <li>7. Coordinate with other departments within the organization to facilitate project collaboration and enhance interdepartmental synergy.</li> <li>8. Regularly update the progress and status of ongoing projects, providing comprehensive reports as required.</li> <li>9. Smooth coordination between the speakers/panellist team and Hospitality team to make sure of no ambiguity in-between.</li> <li>10. Coordinating with the technical/technicians' team about the events agendas, requirements and backup plans and post event closure requirements.</li> </ol>
Age	:	Up to 35 years
Remuneration	:	Rs. 35,000/- per month all inclusive
<b>Senior Executive (Accounts) – 1 Post NFAI, Pune</b>		
Educational Qualification	:	Full time M. Com Degree/Diploma or Equivalent in Accounts and Finance or CA/ICWA
Experience	:	Minimum 5 years of relevant experience.
Roles & Responsibilities	:	<p>Maintaining financial records of companies by analysing balance sheets and General Ledger accounts.</p> <p>Reconcile bank statements/clients records by comprising transactions to the General Ledger. GST/TDS filing. Day to Day operations of the Finance department, including filing, report generation, budget review etc. Process payroll process accurately and timely. Maintian accounting documents and records, ensuring all files are up to date. Preparing Banj deposits. Tally and PFMS working knowledge. Maintaining Cash/Credit/Debit registers. Bills/Invoice put up for approvals. Attention to detail and good record – keeping skills a must. Strong organisational skills and the ability to</p>

		prioritize projects to meet tight deadlines. Ability to complete tasks while maintaining all confidentiality requirements.
Age	:	Up to 45 years
Remuneration	:	Rs. 70,000/- per month all inclusive
<b>Senior Executive (Hindi/Admin./GeM) – 1 Post, NFAI, Pune</b>		
Educational Qualification	:	Full time Master Degree in Management or equivalent.
Experience	:	Minimum 5 years of relevant experience.
Roles & Responsibilities	:	Managing Phase – I or II or III/GeM/E – Publishing Management, Ministry Replies, PR Works, House Keeping/Security Managements, Bio – metric leave record Management, Land taxes, EB Bill, Water bill, Licenses Follow – ups, Franking machine, Courier Co-ordination, File Management, Coordination – FTII and the other day to day work. Supporting to the NFHM works.
Age	:	Up to 45 years
Remuneration	:	Rs. 70,000/- per month all inclusive
<b>Executive (Librarian) – 1 Post, NFAI, Pune</b>		
Educational Qualification	:	Full time BSc in Library Science or Equivalent in Library Science
Experience	:	Minimum 3 years of relevant experience.
Roles & Responsibilities	:	Organizing and Managing the Book Library. Indexing and Cataloguing library materials such as books, magazines, newspapers, pamphlets, leaflets etc. Assisting researchers, attending the researcher's calls via e – mail, telephone and other medium of Communications. Up keeping of all documents pertaining to researchers, Book library
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive
<b>Executive (Document Preservationist) – 1 Post, NFAI, Pune</b>		
Educational Qualification	:	Full time Bachelor's Degree with Diploma or Certificate Course in Document Preservation
Experience	:	Minimum 3 years.
Roles & Responsibilities	:	Organizing and Managing the document section, Non-Filmic Material Acquisitions, Scanning of Photographs/Posters, Maintenance, Record Maintenance, Researcher Coordination, Agreement/Indemnity bond coordination, billing proposals etc.
Age	:	35 years
Remuneration	:	Rs. 50,000/- per month all inclusive
<b>Executive (Digital Media Technician) – 1 Post, NFAI, Pune</b>		
Educational Qualification	:	Full time Graduates in Media Studies
Experience	:	Minimum 3 years of relevant experience.
Roles & Responsibilities	:	Should have working experience in Digital Editing Environments and knowledge of Digital Cinema Package work flow and Ensuring the quality of the Content meets the required digital projection standards. He/she would be responsible from Quality checking the SCP content such as formats/defects/video levels/audio quality/slates etc., reporting on quality, monitoring performance, and collaborating with other teams. Capable of any digital file creation/checking/delivering of Cinema and broadcasting file formats. Capable of adapting to the new technologies related to the digital medium/platform. DCP Creation, LTO Retrieval, DVD/BR Ray Creation, Editing DCP/QC checking, Projection Assistant also coordinate with other technical related works.
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive
<b>Executive (Content Curator &amp; Social Media Handler) – 1 Post, NFAI, Pune</b>		
Educational Qualification	:	Full time Bachelors in English Literature with knowledge of Social Media Handling
Experience	:	Minimum 3 years of relevant experience.
Roles & Responsibilities	:	Content Writing, Social Media Handlings, Researchers Management, Translation, Graphic Designing, Photography, Editing, Banner Printing Etc.
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive

**Executive (IT Technician) – 1 Post, NFAI, Pune**

Education Qualifications	:	Full time BSc in Computer Science or Equivalent Degree in Computer Science with Networking Certificate.
Experience (in yrs.)	:	Minimum 3 years of relevant experience.
Roles & Responsibilities	:	<p>Network/Server Engineer responsibilities include fully supporting, configuring, maintaining and upgrading networks and in house servers. Installing and integrating new servers hardware and applications. Keeping an eye out for needed updates. To ensure the reliability, security and efficiency of our data communications network. Skill and expertise to deploy, configure, maintain, and expertise to deploy, configure, maintain and monitor all active network equipment. Ensuring seamless network operations. Troubleshooting and resolving network issues, implementing security measures and proactively optimizing network performance. Ensure network security and connectivity.</p> <p>Monitor network performance (availability utilization, throughput, goodput and Latency) and test for weaknesses. Set up user, resolve problems reported by end user. Define network policies and procedures. Specify system requirement and design solutions. Research and make recommendations on server system administration. Proven experience in a network administrator role, hands on experience in networking, routing and switching. Excellent knowledge of best practices around management, control and monitoring of server infrastructure. Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and up and configure server hardware. Familiarity with backup and recovery software and methodologies. Great at organizing prioritizing and multitasking Juniper, Cisco, CWNA or BCNE training.</p>
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive

**Executive (Media Technician) – 1 Post, NFAI, Pune**

Educational Qualification	:	Any full-time Bachelor Degree
Experience	:	Minimum 3 years of relevant experience.
Roles & Responsibilities	:	<p>Performs the Quality Check of all the technical parameters including metadata of DPXs, WAVs and other deliverables 1. Handling all the digitized and restored content and do timely retrieval for screenings or any relevant request. 2. Manage data transfer through FTPs or any other relevant software. 3. Create DCPs from DPXs, both encrypted and non-encrypted and generate KDMs. 4. To do A/V sync along with syncing of subtitles. 5. Performing checksum verification and comparing hash values so as to ensure data integrity. 6. Be aware about technical parameters for digitized content such as, but not limited to resolution, bit rate, bit depth, gamma, frame rate, codec, wrapper, color space, chroma subsampling and aspect ratio. 7. Ensures consistent use of quality control guidelines and established digitization standards, including file formats, image resolution, file naming conventions, metadata standards, and more. 8. Should have knowledge of archival films, celluloid materials, and film-based defects. 9. Should have knowledge of post-production workflows. 10. Should have computer skills including MS Office, e-mail, database software. 11. Knowledge of video production or experience in a production archive. 12. Knowledge of digital preservation best practices. 13. Perform quality checks on LTO tapes containing restored and digitized content to ensure data integrity and consistency. Verify the folder structure, accuracy of file transfers and data recovery processes. Ensure correct labelling and cataloguing of LTO tapes, including metadata and indexing for efficient retrieval.</p>
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive

**General Conditions:**

1. Interested candidates may fill up the application form on NFDC Samarth portal ([nfdcindiaant.samarth.edu.in](http://nfdcindiaant.samarth.edu.in)) on or before 15.05.2024.
2. NFDC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
3. 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.
4. 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.
5. Any corrigendum/amendment in respect of the above advertisement shall be made available only on Samarth Portal hence prospective applicants are advised to visit NFDC website regularly for above purpose.
6. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
7. 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.
8. The management reserves the right in relaxing age/qualification of deserving candidate for the above post.
9. The Management reserves the right to reject any application/candidature at any stage without assigning any reason.
10. Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.