

MANPOWER REQUIREMENT FOR NATIONAL FILM ARCHEIVE OF INDIA, PUNE - (One post each)

On Outsourced / Contract basis.

Sr.No	Name of the Post	Level	Job Description	Qualification	Experience	Age Limit	Fixed Salary (between)
1	IT Engineer	Junior Officer	LAN, Servers, Computers, Software, Anti-Virus, NIC Servers, Website Co-Ordination, CCTV AMC Co-Ordination, Etc.	M.Sc – Computer Science with Diploma in Networking (LAN/WAN)	5 Years	35	45000 -50000
2	Graphic Designer	LDC	Graphic Designing, Social Media Handling, Photography, Editing, Banner Printing, Etc.	B.Sc - Visual Communication/ Electronic Media with Diploma in Graphic Designing	2 Years	30	25000-30000
3	Admin Assistant	LDC	GEM/E-Publishing Management, Ministry Replies, PR Works, House Keeping/Security Managements, Bio Metric Leave record management	BA – English Literature English, Hindi - Typing	2 Years	30	25000-30000
4	Admin Assistant	LDC	Land Taxes, EB Bill, Water Bill, Licenses Follow-ups, Franking Machine, Courier Co-Ordination, File Management, Co-Ordination -FTII and other day to day work	Graduate in Science English, Hindi - Typing	2 Years	30	25000-30000
5	Account Assistant	MTS /LDC	Bill Creation, Tally, PFMS, Income/Expense Statement Maintenance, Proforma Invoices, ROB co-ordination, Bill Proposal, Bank dealings and other accounts related work Assisting	B.com With Tally Certificate and Typing Skill	2 Years	30	25000-30000
6	Hindi Assistant	MTS/UDC	Hindi Related Activities, Ministry Replies, Observing Days, Translations, Quarter Maintenance, House Keeping Inventories, Building Maintenance Management	MA – Hindi English, Hindi - Typing	3 Years	30	30000-35000
7	Content Writer	MTS / UDC	Content writer, Social Media Handlings, Researchers Management, Translation.	MA – English Literature English, Hindi - Typing	3 Years	30	30000-35000
8	Projection Assistant	MTDS / UDC	Phase-I Projection, <i>Theatre-I Booking, Workshop Coordination, DCP Creation, LTO Retrieval, DVD/BR Ray Creation, Editing, DCP QC Checking, Etc.</i>	B.Sc- Visual Communication/Electronic Media	3 Years	30	30000-35000
9	Film Checker / Vault Management	MTS / UDC	<i>Daily Film Checking, Vault Management, NFHM Retrieving, Daily Vault Checking, CTM Operation / DVD-BR Management / Researcher Help etc.</i>	Graduate in Science English, Hindi - Typing	3 Years	30	30000-35000

10	Film Checker / Vault Management	MTS / UDC	Daily Film Checking, Vault Management, NFHM Retrieving, Daily Vault Checking, CTM Operation / DVD-BR Management / Researcher Help, Etc.	Graduate in Science English, Hindi - Typing	3 Years	30	30000-35000
11	Film Checker / Vault Management	MTS / UDC	Daily Film Checking, Vault Management, NFHM Retrieving, Daily Vault Checking, CTM Operation / DVD-BR Management / Researcher Help, Etc.	Graduate in Science English, Hindi - Typing	3 Years	30	30000-35000
12	Film Checker Assistant	MTS / LDC	Daily Film Checking, NFHM Retrieving, Daily Vault Checking, CTM Operation / DVD-BR Management / Researcher Help, Etc.	Graduate in Science	2 Years	30	25000-30000
13	Film Checker / Vault Management	MTS / LDC	Daily Film Checking, Vault Management, NFHM Retrieving, Database Management / Assessment Software Operation / NFHM Co-Ordination Etc.	Graduate in Science English, Hindi - Typing	2 Years	30	25000-30000
14	Film Checker / Projection Assistant	LDC	Daily Film Checking, Assistance in screening, NFHM Retrieving, Daily Vault Checking, / DVD-BR Management / Researcher Help, Etc.	Graduate in Science English, Hindi - Typing	2 Years	30	25000-30000
15	Video Technician	Junior Officer	DCP Creation, LTO Retrieval, DVD/BR Ray Creation, Editing, DCP QC Checking, Projection Assistant also coordinate with other technical related works	M.Sc – Visual Communication / Electronic Media / Film Studies With Diploma in Graphics (Editing, Mastering)	5 Years	35	45000-50000
16	Cataloguing Experts	Junior Officer	Film Cataloguing, Managing Library and Document Section, record maintenance, Scanner AMC, etc.	MA Library Science with Cataloguing Software Skill	5 Years	35	45000-50000
17	Librarian	UDC	Book, Library and document Section, record maintenance, Scanning, AMC Co-Ordination, etc.	MA Library Science with Cataloguing Software Skill	3 Years	30	30000-35000
18	Curator	Assistant Manager	Filmic and Non Filmic Curation, Preservation and Conservation Management, Co-ordination with media units/universities/film bodies/ film industry/ Co-ordination for RFSC, HLC, TCM meetings, Film Retrieval, Etc.	MA – Film Studies/Mass Media and Communication	5 Years	35	60000-70000
19	Supervisor / Projectionist	Assistant	Film Projectionist, Theatre Booking, Up keeping of Equipment, AMC Co-Ordination, Documents Maintenance, Managing the all the activities such as film movement, digitization, preventive conservation, housekeeping, securities, vault management, general maintenance, co-ordination, IT, CCTV, Etc.	B.Sc Science - Graduate	4 Years	35	35000-40000

20	Assistant Preservation Officer / Film Expert	Deputy Manager	Theatre Management including AMC, Film Cans Procurement, Researcher coordination and replies, FTII/Film Circle Coordination, Film Acquisition and Technical Committee Meeting Coordination	Master Degree in film studies with Archive Knowledge and the person should adopt the dynamic environment of Archive	5 Years	45	25000-30000
21	Sr. Accountant	Deputy Manager	PFMS Work, Tally, Bill Generation, GST/TDC/Taxation, Noting, Accounts Statements, Accounts Co-ordination, Ministry reply pertaining to BE-RE etc.	Chartered Accountant / ICWA	5 Years	45	85000/-
22	Sr. Film Checker	Assistant	Daily Film Checking, Retrieving, CTM Operation, researchers help, CTM Operation, Vault Management, Projection Assistant.	Graduate in Science English, Hindi - Typing	3 Years	35	35000-40000
23	Document Expert	Assistant	Non Filmic Material Acquisition, Scanning of photograph/posters, co-ordination, Daily up keeping of Equipment's, AMC Co-ordination, Documents maintenance etc.	Graduation, preferably in Library & Information Science	3 Years	30	35000 - 40000
24	Sr. Projectionist	Assistant	Film Projectionist, Theatre Booking, Film Circle Membership, FTII screening Co-ordination, Daily Up keeping of equipment, AMC C-ordination, Documents Maintenance etc.	Graduation, Licence in Cinema Projection from a Competent Authority.	5 Years	35	35000 - 40000
25	Office Assistant	MTS/LDC	Filing, Co-ordination, Couriers, Postal, Theatre Maintenance, Stationeries Procurement, Maintaining Records.	Graduate / Diploma Holders	2 Years	30	25000 - 30000

General Conditions:

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 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.
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 our official website www.nfdcindia.com 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.
11. This is fixed term employment and liable to be terminated on completion of tenure / period / can be renewed based on the performance.

Interested candidates may send their application on or before **23.12.2022** to the **General Manager (P&A), National Film Development Corporation Ltd., Discovery of India Building, 6th Floor, Nehru Centre, Dr. Annie Besant Road, Worli, Mumbai.**

[APPLICATION FORM](#)