

NATIONAL FILM DEVELOPMENT CORPORATION LTD. (NFDC)

(A Government of India Enterprise)

5th Floor, NMIC Building, NFDC – FD Complex, 24, Pedder Road, Cumballa Hill, Mumbai – 400 026

CIN – U92100MH1975GOI022994

Invites applications for the following posts on Contract Basis.**1. HEAD – NATIONAL MUSEUM OF INDIAN CINEMA (NMIC), Mumbai – 1 Post (1 year)**

Educational Qualification	:	Post-Graduation in Museology/Arts/History/Cinema studies/Heritage or Culture Conservation, or related fields
Experience	:	At least 12 years' experience in managing a Cinema organisation, a museum, or a renowned public recreation & knowledge institution. Experience of facilitating partnerships with museums, overseeing budget planning, acquisition, and collections. Experience in managing budgets, raising funds, and negotiating contracts with partners. Familiarity with digital technologies and its applications in film preservation and exhibition. Experience in bringing operational and economic efficiencies in museums. Understanding of the history of films, including major movements, genres, and noteworthy films and personalities.
Age	:	Not exceeding 50 years
Remuneration	:	Consolidated pay of Rs. 1,20,000/- per month.

2. FILM PROGRAMMER (International Cinema), Mumbai – 1 Post (1 year)

Educational Qualification	:	Post Graduate/Graduate degree in Journalism/Media & Entertainment/ Mass Communication/Film Study/Humanities from a recognized Institute/University.
Experience	:	Experience in recognized film festivals, film awards' organizing, dealing with International Sales Agents, knowledge of film programming, Indian and foreign Cinema, scheduling of Film Festival & should have the ability to manage specific sections of International Film Festival. Good command in spoken and written English. Computer Skill in new interactive media & knowledge of MS office (Word, Power Point & Excel etc.) Desirable: Three years work experience related to International Film Festival/Film Programming/Virtual Platform.
Job Responsibilities	:	Film Curation & sourcing/procurement 1. Dealing with International Sales Agents and right-holders 2. Curation and extending invitations, follow-up of Guests, International Jury and Lifetime Achievement Award recommendations, etc. 3. Outsourcing films from different prestigious film festivals across the globe. 4. Programming/scheduling festivals, award ceremonies and other film events. 5. Planning and organizing Masterclasses and In-conversation Sessions & the guest management for the same as well. 6. Managing specific sections of different Film Festivals and Festival related events organized by NFDC 7. Budgeting and Processing Payments in respect of Films and Film Guests. 8. Arranging for film screenings, coordination with Print Units. 9. Any other duties assigned by Reporting Authority pertaining to Films and Film related events.
Age	:	45 years
Remuneration	:	Consolidated pay of Rs. 1,00,000/- per month.

3. HEAD – INFORMATION TECHNOLOGY, Mumbai – 1 Post (1 year)

Educational Qualification	:	Bachelor's in engineering/B. Tech., MCA/MSc. (Computer Science), or equivalent in Computer Science/ Information Technology or equivalent from a recognized Institute/ University with first division or equivalent CGPA.
Experience	:	Minimum relevant post qualification executive experience of 5 years in IT in a Media industry.
Desirable	:	Angular, Java Script, Microsoft SQL Server 2017, WordPress knowledge PHP languages and MS SQL.
Age	:	Not exceeding 50 years
Remuneration	:	Consolidated pay of Rs. 1,00,000/- per month.

4. MANAGER – DIGITAL MARKETING, New Delhi – 1 Post (1 year)

Educational Qualification	:	Post-Graduation or MBA or equivalent in Marketing.
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Experience	: Minimum 5 years of experience in handling Social Media, Digital Marketing, PR, planning and implementation of marketing campaigns across digital channels. Experience of using advertisement platform for marketing. Knowledge of Programming/Advertisement/DSP/SSP/ Programmatic Adv. In-depth knowledge of digital marketing tools and technologies, including social media platforms, email marketing platforms, Google Analytics, and digital advertising platforms. Proven track record of developing and executing successful digital marketing campaign across various channels. Well versed with UT/UX/Website development/APP development.
Age	: Below 45 years
Remuneration	: Consolidated pay of Rs. 1,00,000/- per month.
5. MANAGER – SOCIAL MEDIA, New Delhi – 1 Post (1 Year)	
Educational Qualification	: Post-Graduation or Equivalent.
Experience	: Minimum 5 years of experience in handling social media, conceptualizing content driven campaigns, strategic PR, brand building, planning and implementation of campaigns across digital platforms. Must have knowledge of social media analytics tools, creating communities and curating influencers, driving engagement and Google Analytics. Proven track record of developing and executing successful campaigns. Language proficiency other than English is a plus.
Age	: Below 45 years
Remuneration	: Consolidated pay of Rs. 1,00,000/- per month.
6. MANAGER – LEGAL, Mumbai – 1 Post (1 year)	
Educational Qualification	: PG Degree in law from a recognized University or Equivalent.
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 post qualification experience in a senior management position of a reputed Private or Public Sector Undertaking/Govt.
Age	: Up to 55 Years
Remuneration	: Consolidated pay of Rs. 1,00,000 /- per month.
7. MANAGER – MARKETING & PUBLIC RELATION, NFAI, Pune – 1 Post (1 year)	
Educational Qualification	: Graduation or Post graduation in Marketing/PR or any related field from a recognized University or Equivalent.
Experience	: Minimum 5 years of experience in designing marketing strategies.
Age	: Not exceeding 45 years
Remuneration	: Consolidated pay of Rs. 1,00,000/- per month.
8. MANAGER – ADMINISTRATION/TENDERING, Mumbai – 1 Post (1 year)	
Educational Qualification	: Graduate in any specialization from a recognized University or Equivalent.
Experience	: Minimum 5 years of experience of coordinating and streamlining administrative processes and systems, monitoring inventories and office supplies, overseeing technical and logistical procedures, tracking, and managing budgetary expenses. Tender process, GEM process, Issues of Work Orders/Contracts and also Housekeeping management, Finalizations of AMC and renting of own premises and collection thereof. Conducting of Events management like Swachhta Pakhwada and Observance of Vigilance Awareness week throughout the Corporation etc. Any other work assigned by the General Manager (P&A)
Age	: Not exceeding 45 years
Remuneration	: Consolidated pay of Rs. 1,00,000/- per month
9. ARTISTIC DIRECTOR (Programming), Mumbai – IFFI – 1 Post (2 years)	
Educational Qualification	: Graduate in any discipline, preferably in Film Studies/Film Direction/Media/Mass Communication/Humanities.
Experience	: Eminent film professionals with at least 7 years of experience done programming/curating jobs in recognized film festivals, film awards’ organizing, dealing with International Sales Agents, having in-depth knowledge of film programming, Indian and foreign Cinema. Senior film critics having covered international

Job Responsibilities	: cinema extensively for at least 10 years may also apply. Good command in spoken and written English. Computer Skill desired. : 1) Overall In-charge of Programming of International & Indian Cinema Providing guidance and leadership to Programming Teams & Curators, finalization of festival programme and schedule in discussion with festival director, Artistic management and talent acquisition 2) Curation of different sections, approving of screening fees within the budgetary limits, aiding negotiations with right-holders 3) Coordination with FIAPF and other film festivals, other section heads of IFFI 4) Artistic management and extending invitations and follow-up of Senior Film Fraternity Guests, International Jury and Lifetime Achievement Award recommendations, etc.
Age	: 65 years
Remuneration	: Consolidated pay of Rs. 2,00,000/- per month.
10. CHIEF EXECUTIVE OFFICER (CEO), FILMS BAZAAR, Mumbai – 1 Post (2 years)	
Educational Qualification	: Graduate in any discipline, preferably in Film Studies/Film Direction/Media/Mass Communication/Humanities/MBA
Experience	: At least 10 years senior management experience of organizing of films markets or films/entertainment industry related events, film organizations, production houses, and their activities; having domain expertise and regular direct experience in organizing film pavilions abroad; Commercial, and operational knowledge of the production and post- production activities. Experience in leading and developing a team with a focus on mentoring, performance, and collaboration. Strong judgment and decision-making skills.
Job Responsibilities	: 1. Overall in-charge of Films Bazaar, thereby providing guidance and leadership to different Teams, Team-leads & functionaries of the Films Market at IFFI, finalization of Films Bazaar programme, allocation of stalls, pavilions, and projects in discussion with festival director 2. Overall personnel, financial, logistical and publicity supervision and control in respect of different parts of films bazaar like Co-Production Market, Viewing Lab, Knowledge Series, Book-to-Box-Office, Work-In-Progress Lab, etc. 3. Coordination with other Section Heads of IFFI, Other international film markets, proposals and coordination for setting up of Indian stalls/pavilions in foreign film markets 4. Artistic management and extending invitations and follow-up of Senior Film Fraternity Guests, coordination for their hospitality and grievance redressal 5. Management of Film Bazaar registrations, publications, and distribution.
Age	: 65 years
Remuneration	: Consolidated pay of Rs. 2,00,000/- per month.
11. PROGRAMMING HEAD (MASTERCLASSES & PANEL SESSIONS) (1 Post for 5 months at Mumbai from 16 July to 15 December 2023)	
Educational Qualification	: Graduate with First class preferably in Film Studies, Mass Communication.
Experience	: Managerial Experience in film festivals/events especially in conducting. Masterclasses/Workshop/ Interactive sessions, etc. Thorough knowledge of Cinema. Good command in spoken and written English. Computer Skill in new interactive media & knowledge of MS office (Word, Power Point & Excel etc.)
Job Responsibilities	: 1. Overall In-charge of Programming of Masterclasses and Panel Sessions in IFFI. 2. Providing guidance and leadership to her/his team, Coordination with other teams and guests/speakers for the sessions, curation and finalization of masterclasses and sessions' programme and schedule in discussion with festival director. 3. Extending invitations and follow-up of Speakers and Panelists, and coordination for their hospitality and pleasant stay arrangements. 4. Designing of masterclasses and panel sessions. 5. Preparing publicity material and report
Age	: 60 years
Remuneration	: Consolidated pay of Rs. 1,00,000/- per month.
12. HEAD – (GALAS, & RED CARPET) Mumbai – International Film Festival of India (IFFI) (1 Post for 5 months at Mumbai from 16th July to 15 th December 2023)	
Educational Qualification	: Graduate with First class preferably in Film Studies, Mass Communication.

Experience	:	Managerial Experience in film festivals/Awards and conducting
Job Responsibilities	:	celebrity events, Top-star celebrity management, Festival Programming, etc. Thorough knowledge of Cinema. Good command in spoken and written English. Computer Skill in new interactive media & knowledge of MS office 1. Overall Management of Programming of Gala Premiers and Special Screenings & Red Carpet activities under the guidance of Artistic Director (Programming). 2. Coordination with other teams and guests/celebrities for the felicitations, presentations, curation and finalization of gala screenings programme and schedule in discussion with festival director and artistic director. 3. Extending invitations and follow-up of Talent and Cast, special guests and coordination for their hospitality and pleasant stay arrangements. 4. Designing of red carpet interviews and interactions with anchors and emcees. 5. Preparing publicity material and report
Age	:	60 years
Remuneration	:	Consolidated pay of Rs. 1,00,000/- per month.

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/for a period of **one year** and can be renewed based on the performance.

Interested candidates may send their application on or before 1st May 2023 to the General Manager (P&A), National Film Development Corporation Ltd., 5th Floor, NMIC Building, NFDC – FD Complex, 24, Pedder Road, Cumballa Hill, Mumbai – 400 026

APPLICATION FORM