

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, for a period of one Year through Outsourced Agency.

1. SUPERVISOR PRODUCER, New Delhi, 2 Posts.

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| Educational Qualification | : | Graduate in any discipline |
| Experience | : | 3-4 years in a film/tv production house or tv channel. Candidates having experience in the above and at least any one of the verticals will be preferred: 1. Event Management. 2. Print /Digital Design. 3. Advertising Agency. 4. On ground activation. 5. Stage (theatre groups) |
| Job Responsibilities | : | Working with senior producers and client servicing team to execute the following: a. Support a project from client inquiry, making proposals, organizing briefing and presentation sessions to the completion of the project successfully. b. Familiarizing with the works of various empaneled agencies under various verticals c. Working with agencies to ensure timelines and creative requirements are met d. The work profile will include maintaining all paper and file work and keeping a check on the deliverables submitted by the Vendors which comes up on a day to day basis. e. Monitoring the preparation of technical deliverables as per requirements indicated in work order along with client servicing supervisors. f. Vetting of creative content before the same is submitted to the client. g. Supervising the final delivery to client h. Invoicing and facilitating payment procedures. Any other task as may be required for the satisfactory completion of the project assigned. Will be required to handle multiple projects simultaneously. Work as per prescribed Standard Operating Procedures |
| Age | : | 25 – 28 years at the time of application |
| Remuneration | : | Rs. 40,000 – 50,000 per month |

2. CLIENT SERVICING SUPERVISOR, New Delhi, - 2 Posts

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| Educational Qualification | : | Degree/Diploma in Marketing / Management |
| Experience | : | Should have a minimum of 3-5 years of experience in handling ATL/BTL Campaigns at Advertising Agencies, Good working knowledge of English and Hindi. Ideal candidate besides having worked with Advertising Campaigns will have worked in at-least any one of the domains as, i) AV Production ii) Event Management iii) Impact Measurement and/or PR activities |
| Desirable | : | Enthusiastic, Pro-active and a multi-tasking professional who can inspire confidence of the client on any assigned project, yet be a team player working closely with the internal and external teams. Ability to manage multiple projects under various verticals simultaneously. Should be comfortable working on software like Microsoft Word, Excel, Power point and digital apps to manage the entire production line like Google sheets/ Box etc. |
| Job Responsibilities | : | Initiate discussion with client on project requirement along with Sr. Client servicing Supervisor. Regular updates to clients on the progress of the project. Timely claim of payments from clients in coordination with Finance Team and follow up for the same. Timely release of payments to creative agencies in coordination with Finance Team. Prepare & Submit project closure report Ensure the timely updating of the Project details on the project |

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| | management software. Generating reports as required from time to time. Proposing activities to clients for utilization of unspent balances available with NFDC. Any other task as may be required for the satisfactory completion of the project. |
| Age | : 25-30 at the time of application |
| Remuneration | : Rs. 40,000 – 50,000 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 10th 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](#)