

**NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)**

(A Government of India Enterprise)

5<sup>th</sup> Floor, NMIC Building, NFDC – FD Complex, 24, Pedder Road, Cumballa Hill, Mumbai – 400 026  
CIN – U92100MH1975GOI022994

Invites application for the following posts on contractual basis for 54<sup>th</sup> IFFI 2023.

**ASSISTANT FILM PROGRAMMER – 4 Posts  
(from 1<sup>st</sup> June to 31<sup>st</sup> December 2023)**

<b>Educational Qualification</b>	:	Post Graduate/Graduate degree in Journalism/Media & Entertainment/ Mass Communication/Film Study/Computer Science from a recognized Institute/University.
<b>Experience</b>	:	Experience in management of travel, issuances of Visa from authorities of the respective countries and handling National/ International guests. Thorough knowledge of cinema. The candidate 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.)
<b>Desirable</b>	:	Two years work experience related to International Film Festival/Film Programming/Virtual Platform.
<b>Remuneration</b>	:	Consolidated pay of Rs. 70,000/-

**FESTIVAL COORDINATION ASSISTANT– 10 Posts  
(5 posts from 1<sup>st</sup> June to 31<sup>st</sup> December 2023 & 5 posts from 1<sup>st</sup> July to 15<sup>th</sup> December 2023)**

<b>Educational Qualification</b>	:	Graduate degree preferably in Journalism/Media & Entertainment/ Mass Communication/Film Study from a recognized Institute/ University.
<b>Experience</b>	:	Experience of process of film selection and handling of various jury of the festivals and guests of National and International stature. Experience in assessment/ Management of technical requirement for conducting Masterclasses/Workshop/Interactive sessions, travels and logistics arrangements, Event Management etc. Thorough knowledge of Cinema. Good command in spoken and written English.
<b>Desirable</b>	:	Six months work experience related to Film Festival/Film Programming/ Event Management/or any other allied related work/or Graduate in any discipline with minimum two years of experience in administrative work, office management and coordination work.
<b>Remuneration</b>	:	Consolidated pay of Rs. 50,000/-

**COORDINATOR (DELEGATE REGISTRATION) – 1 Post  
(from 1<sup>st</sup> September to 30<sup>th</sup> November 2023)**

<b>Educational Qualification</b>	:	Bachelor in Computer or Graduate from a recognized Institute/University with good command on computer programming.
<b>Experience</b>	:	Six months to One year work experience related to delegate registration/ Film Festivals/Maintenance of website.
<b>Desirable</b>	:	Strong communication skills (Spoken & Written).
<b>Remuneration</b>	:	Consolidated pay of Rs. 50,000/-

**FILM SCHEDULER – 1 Post  
(from 1<sup>st</sup> September to 30<sup>th</sup> November 2023)**

<b>Educational Qualification</b>	:	Graduate/Post Graduate degree preferably in Journalism/ Media & Entertainment/Mass Communication/ Film Study/ Computer Science from a recognized Institute/ University.
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<b>Experience</b>	:	One to two years work experience in Film Festival Scheduling or Programming or slotting. Computer skill in new interactive Media & knowledge of MS Office (Word, Power Point, Excel etc.)
<b>Desirable</b>	:	Good command in spoken and written English.
<b>Remuneration</b>	:	Consolidated pay of Rs. 50,000/-
<b>FESTIVAL ASSISTANT (GOA) – 1 Post (for 4 months)</b>		
<b>Educational Qualification</b>	:	Graduate/Under Graduate in any discipline from a recognized Institute/University.
<b>Experience</b>	:	One year work experience related to Film Festival/Office work like maintaining of office files.
<b>Desirable</b>	:	Good command over new and interactive media & knowledge of MS office (Word, Power Point & Excel etc.).
<b>Remuneration</b>	:	Consolidated pay of Rs. 35,000/-
<b>DAILY WAGER – 4 Posts (from 1<sup>st</sup> July to 31<sup>st</sup> October 2023)</b>		
<b>Educational Qualification</b>	:	SSC passed
<b>Experience</b>	:	At least one years experiences as Attender or assisted in any film festivals.
<b>Desirable</b>	:	Attender for providing assistance to the Jury/Preview Committee during screenings of the films in Delhi.
<b>Remuneration</b>	:	Consolidated pay of Rs. 22,000/-
<b>General Conditions:</b>		
<ol style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>5. Any corrigendum/amendment in respect of the above advertisement shall be made available only on our official website <a href="http://www.nfdcindia.com">www.nfdcindia.com</a> hence prospective applicants are advised to visit NFDC website regularly for above purpose.</li> <li>6. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.</li> </ol>		

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.

Interested candidates may send their application on or before 10.05.2023 to the

**General Manager (P&A), National Film Development Corporation Ltd.,**

**(A Government of India Enterprise), 5<sup>th</sup> Floor, NMIC Building, NFDC – FD Complex, 24, Pedder Road, Cumballa Hill, Mumbai – 400 026. E-Mail ID: [balachandran@nfdcindia.com](mailto:balachandran@nfdcindia.com)/[sai@nfdcindia.com](mailto:sai@nfdcindia.com)**

## [APPLICATION FORM](#)