

**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****ADV/033/Contractual/17.04.2025****Invites applications for the following posts on Contract Basis for the period of one year.****HEAD (CLIENT SERVICING) – 1 Post, New Delhi**

Educational Qualification	:	Diploma/Graduation/Post Graduation in Management/Marketing & Advertising/Public Relations or equivalent from a recognized Institute/University
Experience	:	Diploma with 12 years/Graduation with 10 years /Post Graduation with 8 years' experience in media industry/advertising/Public Relations as team leader
Job Responsibilities	:	Point of contact for clients for their smooth operations. Providing complete communication solutions (conceptualizing and execution through Production and Media Department) for various Government bodies. To create cutting Edge, Provocation and New Age Strategic Brand Solutions by marrying communication strategy with innovative media solutions. To strengthen client – agency relationship and retention of clients along with proactive support from Regional Head and other HoD's. Conducting weekly JSR (job status report on Media and Production and other works in progress) to ensure smooth functioning of the Department. Formulation new Business Development plan for the organization in sync with the Regional Head and respective HoD's of Media and Production. Develop and maintain existing client relationships. Identify key business challenges and measures to overcome them. Discuss with clients regarding areas of improvement for efficient services delivery. Any other job assigned from time to time.
Key Skill Required	:	Communication, Public Relations.
Age	:	Not exceeding 50 years
Remuneration	:	Consolidated pay of Rs. 1,00,000/- per month all inclusive.

**DEPUTY MANAGER (FILM PRODUCTION) – 1 Post, Mumbai**

Educational Qualification	:	Degree in Film Production/Direction/Media management or equivalent from a recognized Institute Desired: Certificate in Project Management/Film Financing/Film Production/Film making.
Experience	:	The ideal candidate should have a minimum of 10 years of experience in the relevant field. Expertise in MS-Office, Excel, & PowerPoint.
Job Responsibilities	:	1. Oversee the end-to-end process of film production, including pre-production, production, and post-production activities. Should know the production pipeline for Live Action, Animation and Documentary Film Production. 2. Manage film budgets, ensuring cost efficiency while maintaining quality standards.

		<p>3. Collaborate with directors, producers, writers, and crew members to ensure seamless execution of projects.</p> <p>4. Coordinate with national and international production houses, studios, and talent agencies.</p> <p>5. Ensure compliance with all statutory requirements, including licensing, permits, and production safety guidelines, drafting agreements and letters.</p> <p>6. Develop and implement strategies to ensure the timely delivery of film projects, within budget constraints.</p> <p>7. Supervise the creative and technical teams during the film production process.</p> <p>8. Review and approve scripts, production schedules, and casting decisions.</p> <p>9. Ensure that NFDC's objectives in promoting and nurturing regional cinema are integrated into film production plans.</p> <p>10. Collaborate with marketing and distribution teams to ensure films reach their target audiences successfully.</p> <p>11. Act as the key liaison for government bodies, funding agencies, and legal teams for all film production-related matters.</p> <p>12. Provide leadership and guidance to the film production team, ensuring alignment with NFDC's mission and values.</p> <p>13. Identify potential risks during the production process and proactively implement solutions to mitigate them.</p> <p>14. Manage resource allocation effectively, ensuring the smooth functioning of production units.</p> <p>15. Regularly report to senior management on the progress of ongoing projects, highlighting challenges and milestones.</p> <p>16. Develop long-term strategies for enhancing NFDC's film production capabilities and increasing its footprint in the global film industry.</p> <p>17. Handling responsibilities to handle RTI queries regarding production.</p> <p>18. Handling IPR of projects</p> <p>19. Should be always ready to work on multiple task as allotted by the organization for various events.</p>
Age	:	Up to 45 years
Remuneration	:	Rs. 85,000/- per month all inclusive
<b>DEPUTY MANAGER (INTERNATIONAL PROMOTIONS) – 1 Post, Delhi</b>		
Educational Qualification	:	Bachelor's Master's degree in Film Studies, Mass Communication, International Relations, Event Management, or related fields.
Experience	:	<p>9 years of experience in M&amp;E Sector, International Event Coordination, Government Liaison, Travel Management, or Festival Programming.</p> <p>Experience in Film Promotion or cultural diplomacy is preferred.</p>
Job Responsibilities	:	<p>1. Festival &amp; Event Coordination: Assist in organizing India's official presence at major film festivals and markets. Support the International Promotions team on all aspects to ensure smooth event execution. Coordinate venue bookings, delegate registrations, and promotions material distribution. Support the team with work related to domestic projects such as IFFI, WAVES, MIFF, ICFF and other projects as and when directed by the engagement.</p>

		<p>2. Research &amp; Reporting: Conduct research on International film festivals, market trends and India's representation strategies. Prepare reports on participation impact, audience engagement and festival performance. Assist in compiling post – event reports for government and internal review.</p> <p>3. Handle official paperwork, approvals and clearances required for International participation. Maintain accurate records of delegation details invitations, permissions and expense reports. Ensure compliance with government regulations and policies related to International travel and representation.</p> <p>4. Travel &amp; Logistic Coordination: Manage and coordinate International travel arrangements for government officials, NFDC representatives, and Indian film Industry delegates. Oversee visa applications, flight bookings, hotel reservations and local transportation arrangements. Ensure smooth execution of travel plans, adhering to government protocols and budgets.</p> <p>General Administrative Support: Provide day to day assistance to the International Promotions team in planning and executing NFDC's global film promotion initiatives. Handle correspondence, meeting scheduling and follow – ups with stakeholders. Support the department in preparing presentations, budget proposals and event summaries.</p>
Skills	:	<ul style="list-style-type: none"> <li>• Strong organisational and multitasking abilities.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Proficiency in MS Office (Excel, Word, Power point)</li> <li>• Knowledge of global film festival circuits and India's international Film Policy is a plus.</li> </ul> <p>Ability to work under tight deadlines and manage last- minute travel changes.</p>
Age	:	Up to 45 years
Remuneration	:	Rs. 85,000/- 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>1. Manage and protect NFDC's trademarks, copyrights, and other intellectual property assets. 2. Conduct due diligence on potential collaborations, partnerships, and projects to assess intellectual property implications and risks. 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. 4. Oversee and manage all aspects of litigation cases, including drafting legal documents, coordinating court appearances, and preparing witnesses and evidence. 5. Engage in settlement negotiations with opposing parties, seeking favourable resolutions for NFDC while minimizing potential risks. 6. Assist in resolving disputes related to intellectual property, whether through negotiation,</p>

		<p>mediation, or litigation. 7. Oversee the work of Contract Specialist to ensure impeccable drafting and execution of the contract. 8. Monitor changes in relevant legislation and the regulatory environment and take appropriate action.</p> <p><b>Designational Responsibilities:</b></p> <p>1. Assist in taking critical decisions related to IPR and other court cases. 2. Reporting and Metrics: Provide regular reports to DGM on activities, progress, challenges, and outcomes of the various legal cases relevant to NFDC. 3. Developing and implementing plans to achieve team targets of the department and BU set by higher management. 4. Staff Training and Development: Identify training needs for personnel and support their professional development.</p>
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>Graphic Designer - Content Syndication – 1 Post, Mumbai</b>		
Educational Qualification	:	<p>Bachelor's or Master's degree in Graphic Design, Visual Communication, or a related field.</p> <p>*Desired Education:</p> <p>Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.).</p> <ul style="list-style-type: none"> <li>- Experience in designing for the entertainment industry, preferably in content syndication.</li> <li>- Strong understanding of visual storytelling and content marketing strategies.</li> <li>- Excellent communication skills and ability to work collaboratively.</li> <li>- Strong portfolio showcasing relevant design work, including content for digital platforms.</li> </ul>
Experience	:	6 years of experience in PSU/ Any Govt. Organization/ Private sector
Roles & Responsibilities	:	<ul style="list-style-type: none"> <li>i. Design and develop creative visual content for marketing campaigns related to the syndication of NFDC's content across domestic and international markets.</li> <li>ii. Collaborate with the Distribution and Syndication teams to create engaging promotional materials, including posters, brochures, digital ads, and social media graphics.</li> </ul>

		<ul style="list-style-type: none"> <li>iii. Ensure all content adheres to NFDC's brand guidelines and meets the standards for quality and consistency.</li> <li>iv. Assist in the curation and presentation of NFDC's content catalogue for syndication purposes.</li> <li>v. Work closely with external partners and clients to adapt and localize content for different regions and markets.</li> <li>vi. Stay updated on industry trends, tools, and design techniques to ensure content remains innovative and impactful.</li> </ul> <p>Manage multiple design projects simultaneously, ensuring timely delivery and high-quality output.</p>
Age	:	40 years.
Remuneration	:	Rs. 80,000/- per month all inclusive

**General Conditions:**

1. Interested candidates may fill up the application form on NFDC Linked in Portal Samarth portal on or before **30<sup>th</sup> April 2025**.
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.