

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. GRADING SUPERVISOR – 1 No. National Film Heritage Mission, (NFHM) Pune

Educational Qualification	:	Diploma or Graduation from FTII or State Government Film and Television Institutes in Director of Photography (DOP). Certificate/Diploma or equivalent in the field of Cinema disciplines/film preservation and restoration will be preferred
Experience	:	5 + years. With analog film formats (35mm/16mm) and knowledge of analog to digital workflows for audio-visual media. Previous experience in colour grading experience as well as audio-visual QC of digitized and/or restored content will be an added advantage. Outstanding knowledge of workflows based around.
Job Responsibilities	:	The Grading Supervisor of celluloid digitized content plays a crucial role in ensuring that the quality of the content meets the required archival standards. He/she would be responsible for supervising the grading team, developing grading guidelines, reviewing content, identifying quality issues, managing color grading, reporting on quality, monitoring performance, and collaborating with other teams. Knowledge of the latest archival film scanners and how the digital technology translates analogue material into digital domain. The Grading supervisor should have a deeper understanding of celluloid processing techniques used during the original production of the film to restoring the film's color accurately. The Grading supervisor must also have knowledge of material aspect such as grain structure, film base, film stocks for color response in the digitization process, fading and discoloration of archival material, image resolution, correct framing & aspect ratio and various time-induced factors that can affect the film's appearance over time. The Grading supervisor will document the grading process and maintain a record of the techniques and tools used to restore the film's color to ensure that the documentation is accurate and complete and that it can be used for future reference. The Grading supervisor should be familiar with the tools and techniques used in the color correction process and be able to troubleshoot any issues that arise. Specific focus to be placed on achieving a true representation of the films by following International archival guidelines.
Age	:	Not exceeding 50 years
Remuneration	:	Consolidated pay of Rs. 85,000/- per month

2. RESTORATION SUPERVISOR (Picture) 2 Nos. (Mumbai and Chennai)

Educational Qualification	:	Diploma or Graduation from FTII or State Government Film and Television Institutes in Director of Photography (DOP) .MS Office for report generation
Experience	:	5 + years
Job Responsibilities	:	Director of Photography (DOP) with analog film formats (35mm/16mm) and knowledge of analog to digital workflows for audio-visual media. Previous experience in colour grading experience as well as audio-visual QC of digitized and/or restored content will be an added advantage. Outstanding knowledge of workflows based around audio-visual post-

	production for both celluloid and digital deliveries. Should have thorough knowledge of different colour spaces, video file formats and their transcoding
Age	: Not exceeding 50 years
Remuneration	: Consolidated pay of Rs. 85,000/- per month
3. RESTORATION SUPERVISOR (Audio) 1 No. National Film Heritage Mission, (NFHM) Pune	
Educational Qualification	: Diploma or Graduation in sound/audio engineering from FTII or State Government Film and Television Institutes. MS Office for report generation.
Experience	: 5 + years
Job Responsibilities	: Sound Engineer with knowledge of analog to digital workflows for audio-visual media. Experience in audio mixing (Dolby SR / Dolby 5.1 and ATMOS) experience as well as audio QC of restored audio files. Able to work in the raw and restored audio content as per the archiving ethics. Able to work in DAW (Digital Audio Work Stations) and software such as iZotope RX, Nuendo, Protools, Adobe Audition, Etc., Outstanding knowledge of workflows based around audio-visual post-production for both celluloid and digital deliveries. Should have thorough knowledge of different audio formats, frequencies, bit rate, etc., and their transcoding
Age	: Not exceeding 50 years
Remuneration	: Consolidated pay of Rs. 85,000/- per month
4. SENIOR CO-ORDINATOR (FESTIVALS & EVENTS) – DELHI – 1 Post	
Educational Qualification	: Graduate degree preferably in Journalism/Media & Entertainment/ Mass Communication/Film Study/MBA from a recognized Institute/ University
Experience	: Experience of handling of various jury of the festivals/events 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. Computer Skill in new interactive media & knowledge of MS office (Word, Power Point & Excel etc.) Desirable: 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.
Job Responsibilities	: 1. Events/Festival planning and coordination/arrangements thereof 2. Hospitality and Guests Management 3. Visa facilitation of the Guests & coordination with MEA/Missions 4. RSVP coordination, Travel and Accommodation Arrangements of Guests.5. Budgeting and Processing Billw.r.t Events and Festivals 6. Delegate registrations, database maintenance 7. Content arrangement for Website, social media and press facilitation for festivals and events 8. Planning and organizing Masterclasses and In-conversation Sessions & the guest management for the same as well 9. Following up major International and National/ Regional Film Festivals. 10. Arrangements for Preview Committee screenings. 11. Scheduling festivals, award ceremonies and other film events. 12. Coordination with Event Management Agency and State Governments. 13. Managing specific sections of different Film Festivals and Festival related events organized by NFDC. 14. Any other duties assigned by Reporting Authority pertaining to Films and Film related events
Age	: Candidate should have been born on or after 1.1.1980.

Remuneration	:	Consolidated pay of Rs. 80,000/- per month
5. CONSULTANT – SKILL (BUSINESS DEVELOPMENT) – 1 Post New Delhi		
Educational Qualification	:	Minimum B.com (Hons/Eco Hons) Degree
Experience	:	Minimum 4-5 yrs., preferably Skill Development Sector, SSC, NCDC.
Job Responsibilities		Responsible for proposal & presentations. Knowledge of Technical forum and pre-screening. Capable to work individually with minima guidance. The ability to handle pressure and meet deadlines. Proactively follow up with leads (Email/ Phone) for optimum lead conversion. Customer relationship management. Market Research for New Potential Business Opportunities. Maintaining excellent service quality from the point of inquiry to follow-up and then closure. Must have excellent presentation and demonstration skills. Identifying, qualifying, and securing business opportunities; coordinating business generation activities. Proposal writing on different portals. Experience with lead generation and prospect management. Excellent email
Age	:	Not exceeding 35 years
Remuneration	:	Consolidated pay of Rs. 60,000 to 80,000/- per month
6. ASSISTANT MANAGER – FINANCE & ACCOUNTS, Mumbai – 2 Posts		
Educational Qualification	:	CA/ICWA.
Experience	:	Minimum three years' experience at Executive Level in Finance & Accounts Department of a Commercial/Industrial/Private/Public Sector Undertaking Should have experience of financial accounting, reporting and book-keeping, execution, and reporting of audits for financial statements.
Age	:	Not exceeding 35 years
Remuneration	:	Consolidated pay of Rs. 70,000/- per month.
7. ASSISTANT MANAGER – FILM FACILITATION OFFICE, Mumbai – 1 Post		
Educational Qualification	:	Graduate in any specialization from a recognized University or Equivalent.
Experience	:	3-5 years of experience in handling and coordinating administrative and financial functions of the organization, making travel and logistics arrangements, event management, tracking and managing budgetary expenses. Strong technical skills particularly in using software such as MS Office, Google Suite, and Project Management Tools.
Desirable	:	Prior coordination experience pertaining to media and entertainment sector and related fields desirable.
Age	:	Not exceeding 35 years
Remuneration	:	Consolidated pay of Rs. 70,000/- per month
8. ASSISTANT FILM PROGRAMMING – Delhi – 1 POST		
Educational Qualification	:	Post Graduate/Graduate degree in Journalism/Media & Entertainment/ Mass Communication/Film Study/Computer Science from a recognized Institute/University.
Experience	:	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.)
Desirable	:	Two years work experience related to International Film Festival/Film Programming/Virtual Platform.

Age	:	45 years
Remuneration	:	Consolidated pay of Rs. 70,000/-
9. COORDINATOR – FILM FACILITATION OFFICE – Mumbai – 1 Post		
Educational Qualification	:	Graduate in any specialization from a recognized University or Equivalent.
Experience	:	3-5 years of experience in handling and coordinating administrative and financial functions of the organization, making travel and logistics arrangements, event management, tracking and managing budgetary expenses. Strong technical skills particularly in using software such as MS Office, Google Suite, and Project Management Tools.
Desirable	:	Prior coordination experience pertaining to media and entertainment sector and related fields desirable.
Age	:	Not exceeding 35 years
Remuneration	:	Consolidated pay of Rs. 50,000/- per month
10. FESTIVAL COORDINATOR – Delhi – 1 Post		
Educational Qualification	:	Graduate degree preferably in Journalism/Media & Entertainment/Mass Communication/Film Study from a recognized Institute/University.
Experience	:	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.
Desirable	:	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.
Age	:	40 years
Remuneration	:	Consolidated pay of Rs. 50,000/-
11. ASSOCIATE CO-ORDINATOR (FESTIVAL & EVENTS) – Delhi – 1 Post		
Educational Qualification	:	Graduate degree preferably in Journalism/Media & Entertainment/ Mass Communication/Film Study/MBA from a recognized Institute/ University
Experience	:	Experience of handling of various jury of the festivals/events 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. Good command in spoken and written English. Computer Skill in new interactive media & knowledge of MS office (Word, Power Point & Excel etc.)
Job Responsibilities	:	Desirable: experience related to Film Festival/Film Programming /Event Management/or any other allied related work Job profile would be similar to the one mentioned above for Senior Coordinator. Some Programming/Curating related work may also be given. Associate Coordinator would assist Senior Coordinator (Festivals and Events) and Joint/Deputy Director, NFDC in their work pertaining to different film related events.
Age	:	Candidate should have been born on or after 01.01.1985.
Remuneration	:	Consolidated pay of Rs. 50,000/- per month

12. VIDEO TECHNICIAN, 1 Post NFAI Pune	
Educational Qualification	: M. Sc. – Visual Communication / Electronic Media / Film Studies With Diploma in Graphics (Editing, Mastering)
Experience	: 5 years
Job Responsibilities	: DCP Creation, LTO Retrieval, DVD/BR Ray Creation, Editing, DCP QC Checking, Projection Assistant also coordinate with other technical related works
Age	: 35 years
Remuneration	: In between 45,000 to 50,000/- per month.
13. CATALOGUING EXPERTS, 1 Post NFAI Pune	
Educational Qualification	: MA Library Science with Cataloguing Software Skill
Experience	: 5 years
Job Responsibilities	: Film Cataloguing, Managing Library and Document Section, record maintenance, etc.
Age	: 35 years
Remuneration	: In between 45,000 to 50,000/- per month.
14. SUPERVISOR/PROJECTIONIST, 1 Post NFAI Pune	
Educational Qualification	: B. Sc.
Experience	: 4 years
Job Responsibilities	: 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.
Age	: 35 years
Remuneration	: In between 35,000 to 40,000/- per month.
15. EXECUTIVE – CORPORATE COMMUNICATION – Mumbai – 1 Post	
Educational Qualification	: Graduation or Post-Graduation in Business Studies/Business Administration / Marketing/PR or equivalent, from a recognized University or Equivalent.
Experience	: Minimum 2 years of experience in carrying out corporate branding activities, designing & implementation of corporate communication strategies. Experience of handling external communications, PR, media relations, and social media engagement. Excellent written and verbal communication skills.
Age	: Not exceeding 35 years
Remuneration	: Consolidated pay of Rs. 35000/- per month
16. DCP CREATOR/LTO CHECKER – 1 No. (NFHM) Pune	
Educational Qualification	: Computer Graduate with MS office certificates
Experience	: 2 + years
Job Responsibilities	He / She should knowledge of Digital Cinema Package work flow and Ensuring the quality of the content meets the required digital projection standards. He/she would be responsible for QUALITY checking the DCP content such as formats/ defects /video levels/audio quality, / slates etc., reporting on quality, monitoring performance, and collaborating with other teams. After the training, he/she shall capable of creating DCP and other broadcasting deliverables formats.
Age	: 30 years
Remuneration	: In between 30,000 to 35,000/- per month.

17. GRAPHIC DESIGNER 1 Post NFAI Pune	
Educational Qualification	: Graduate - Visual Communication/ Electronic Media with Diploma in Graphic Designing
Experience	: 2 years
Job Responsibilities	Graphic Designing, Social Media Handling, Photography, Editing, Banner Printing, Etc.
Age	: 30 years
Remuneration	: In between 30,000 to 35,000/- per month.
18. ADMIN. ASSISTANT/GEM EXPERT 1 Post NFAI Pune	
Educational Qualification	: Graduate – English Literature, English, Hindi - Typing
Experience	: 2 years
Job Responsibilities	GEM/E-Publishing Management, Ministry Replies, PR Works, House Keeping/Security Managements, Bio Metric Leave record management
Age	: 30 years
Remuneration	: In between 30,000 to 35,000/- per month.
19. OFFICE ASSISTANT, 1 Post NFAI Pune	
Educational Qualification	: Graduate - English, Hindi - Typing
Experience	: 2 years
Job Responsibilities	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
Age	: 30 years
Remuneration	: In between 30,000 to 35,000/- per month.
20. HINDI ASSISTANT, 1 Post NFAI Pune	
Educational Qualification	: Masters – Hindi , English & Hindi - Typing
Experience	: 3 years
Job Responsibilities	: Hindi Related Activities, Ministry Replies, Observing Days, Translations, Quarter Maintenance, House Keeping Inventories, Building Maintenance Management
Age	: 30 years
Remuneration	: In between 30,000 to 35,000/- per month.
21. CONTENT WRITER, 1 Post NFAI Pune	
Educational Qualification	: Masters – English Literature, English, Hindi - Typing
Experience	: 3 years
Job Responsibilities	: Content writer, Social Media Handlings, Researchers Management, Translation.
Age	: 30 years
Remuneration	: In between 30,000 to 35,000/- per month.
22. PROJECTION ASSISTANT, 1 Post NFAI Pune	
Educational Qualification	: Graduate - Visual Communication/Electronic Media
Experience	: 3 years
Job Responsibilities	: Phase-I Projection, Theatre-I Booking, Workshop Coordination, DCP Creation, LTO Retrieval, DVD/BR Ray Creation, Editing, DCP QC Checking, Etc.
Age	: 30 years
Remuneration	: In between 30,000 to 35,000/- per month.
23. FILM CHECKER/VAULT MANAGEMENT, 3 Posts NFAI Pune	

Educational Qualification	:	Graduate and good in English, Hindi - Typing
Experience	:	3 years
Job Responsibilities	:	Daily Film Checking, Vault Management, NFHM Retrieving, Daily Vault Checking, CTM Operation / DVD-BR Management / Researcher Help, Etc.
Age	:	30 years
Remuneration	:	In between 30,000 to 35,000/- per month.
24. FILM CHECKER ASSISTANT, 1 Post NFAI Pune		
Educational Qualification	:	Graduate
Experience	:	2 years
Job Responsibilities	:	Daily Film Checking, NFHM Retrieving, Daily Vault Checking, CTM Operation / DVD-BR Management / Researcher Help, Etc.
Age	:	30 years
Remuneration	:	In between 25,000 to 30,000/- per month.
25. MUSEUM RESEARCHER & EDUCATOR – Mumbai – 2 Post		
Educational Qualification	:	MA in History/Art or BA in History/Art with Diploma in Museology
Experience	:	(Passionate about Cinema) Minimum 2 years
Age	:	30 years
Remuneration	:	In between 30,000 to 35,000/- per month.
26. ATTENDANT (FESTIVALS & EVENTS) – Delhi – 1 Posts		
Educational Qualification	:	SSC passed Preferably knowledge of basic Computer skills
Experience	:	At least one year experiences as Attendant or assisted in any film festivals/events
Job Responsibilities	:	1. Physical maintenance of records, General cleanliness & upkeep of the Section/Unit. 2. Carrying of files & other papers within the building, Photocopying, sending of couriers etc. 3. Assisting in routine office work like diary, dispatch etc. including on computer. 4. Delivering of Dak (inside & outside the building). 5. Watch & ward duties, Opening & closing of rooms. 6. Cleaning of rooms, Dusting of furniture etc. 7. Work related to his ITI qualification, if it exists 8. Service Jury and Committee Members 9. Assisting Festival/Events team in menial work 10. Any other work assigned by superior authority.
Age	:	Candidate should have been born on or after 1.1.1980.
Remuneration	:	Consolidated pay of Rs. 22,000/- per month
27. EDUCATORS/SPEAKERS – Mumbai – 2 Posts		
Educational Qualification	:	Bachelors in Art/History & passionate for Indian Cinema
Experience	:	2 years
Age	:	25 years
Remuneration	:	Consolidated pay of Rs. 20,000/- per month
28. OFFICE ASSISTANT/MTS – Mumbai – 2 Posts		
Educational Qualification	:	SSC with typing knowledge
Experience	:	2 years
Age	:	30 years
Remuneration	:	Consolidated pay of Rs. 20,000/- 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](#)