

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

(A Government of India Enterprise)

6<sup>th</sup> Floor, Discovery of India Building, Nehru Centre, Dr. Annie Besant Road,

Worli, Mumbai – 400 018

CIN – U92100MH1975GOI022994

Invites application for the following posts on contractual basis for 53<sup>rd</sup> IFFI 2022. Age limit not exceeding 45 years.

**FILM PROGRAMMER – 2 Posts – 1 in Delhi, 1 In Mumbai for 5 months**

<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 International film festivals/National Film Festival, dealing with International Sales Agents, knowledge of film programming, 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.)
<b>Desirable</b>	:	Five years work experience related to International Film Festival/Film Programming/Virtual Platform.
<b>Remuneration</b>	:	Consolidated pay of Rs.1,00,000/-

**ASSISTANT FILM PROGRAMMER - 4 Posts – 2 in Delhi, 2 in Mumbai for 5 months**

<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 COORDINATOR – 5 Posts – 3 in Delhi, 2 in Mumbai for 5 months**

<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/-

**DELEGATE REGISTRATION – 1 Post – Mumbai/Goa for 3 months**

<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. 45,000/-

**FILM SCHEDULER – 1 Post – Mumbai/Delhi/Goa for 2 months**

<b>Educational Qualification</b>	: Graduate/Post Graduate degree preferably in Journalism/ Media & Entertainment/Mass Communication/ Film Study/ Computer Science from a recognized Institute/ University.
<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. 45,000/-

**FESTIVAL ASSISTANT – 1 Post - Goa for 5 months**

<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. 31,000/-

**ATTENDER FOR JURY/PREVIEW COMMITTEE SCREENINGS – 4 Posts – Delhi/Mumbai for 3 months**

<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. 25,000/-

**DEPUTY DIRECTOR – 1 Post – Mumbai for 6 months**

<b>Educational Qualification</b>	: Post-Graduate or Post-Graduate Diploma in Mass Communication / Humanities/Film Studies
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<b>Experience</b>	:	8 to 10 years
<b>Desirable</b>	:	Work Experience in International Film Festivals or Film Production House
<b>Remuneration</b>	:	Consolidated pay of Rs. 1,20,000/-
<b>Job Responsibilities</b>	:	<ol style="list-style-type: none"> <li>1. To handle all the vertical execution at Film Bazaar and maintain a project calendar.</li> <li>2. To report to the Director of Film Bazaar and carry out instructions on day to day basis.</li> <li>3. Coordinating all aspects of the event, which includes bringing together various sections of the Film Bazaar under different section heads.</li> <li>4. Responsible for coordination with the guest relations team for international and national guests for their travel, hospitality etc.</li> <li>6. Responsible for post event winding up and Final Report, in coordination with other vertical heads.</li> </ol>

**SENIOR PROGRAMMER – 1 Post – Mumbai for 5 months**

<b>Educational Qualification</b>	:	Graduate or Post-Graduate in Mass Communication/Film Studies/ Humanities
<b>Experience</b>	:	7 to 8 years
<b>Desirable</b>	:	Work Experience in International Film Festivals or Film Production House
<b>Remuneration</b>	:	Consolidated pay of Rs. 70,000/-
<b>Job Responsibilities</b>	:	<ol style="list-style-type: none"> <li>1. Research/Study of delegate profiles applying to Co-production Market</li> <li>2. Drafting/Creating templates for production based requirements (Like social media and emailer)</li> <li>3. Technical/Production based coordination for Co-Production Market.</li> <li>4. Coordination and communication with evaluators &amp; selected projects of CPM.</li> <li>5. Maintaining and Updating Meeting infrastructure for Participants of the Co-Production Market.</li> </ol>

**JUNIOR PROGRAMMER – 1 Post – Mumbai for 5 months**

<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/Humanities
<b>Experience</b>	:	3 to 4 years
<b>Desirable</b>	:	Work Experience in International Film Festivals or Film Production House
<b>Remuneration</b>	:	Consolidated pay of Rs. 40,000/-
<b>Job Responsibilities</b>	:	<ol style="list-style-type: none"> <li>1. Research/Study of delegate profiles applying to Co-production Market</li> <li>2. Drafting/Creating templates for production based requirements (Like social media and emailer)</li> <li>3. Technical/Production based coordination for Co-Production Market.</li> <li>4. Coordination and communication with evaluators &amp; selected projects of CPM.</li> <li>5. Maintaining and Updating Meeting infrastructure for Participants of the Co-Production Market with Senior Programmer.</li> </ol>

**CONSULTANT FOR VR & WIP LAB – 1 Post – Mumbai for 6 months**

<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/Humanities
<b>Experience</b>	:	10 to 12 years
<b>Desirable</b>	:	Work Experience as programmer for International Film Festivals.
<b>Remuneration</b>	:	Consolidated pay of Rs. 1,00,000/-

<b>Job Responsibilities</b>	:	<ol style="list-style-type: none"> <li>1. Be responsible and overall in-charge of the sourcing and programming films from South-Asia for the Work-In Progress Lab and Viewing room.</li> <li>2. Invite and communicate with the mentors who will be conducting the sessions at the Work-In-Progress Lab.</li> <li>3. Be responsible for the selection of films, and all communication with the selected participants of the Work-In-Progress Lab.</li> <li>4. Be responsible for all communication with the filmmakers who submit their films for the Viewing Room and Work-in-Progress Lab.</li> <li>5. Supervise the deliverables of the assistants hired for the Viewing Room &amp; Work-in-Progress Lab.</li> <li>6. To ensure smooth functioning of all aspects of the Viewing Room and Work-in-Progress Lab in connection with the assistants and IT team.</li> <li>7. Design the schedule for WIP Lab.</li> <li>8. Curate Film Bazaar Recommends Section.</li> </ol>
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**ASSISTANT PROGRAMMING COORDINATOR – 1 Post – Mumbai 5 months**

<b>Educational Qualification</b>	:	Graduate in Mass Communication
<b>Experience</b>	:	2 to 3 years
<b>Desirable</b>	:	Work Experience in a Film Production House
<b>Remuneration</b>	:	Consolidated pay of Rs. 40,000/-
<b>Job Responsibilities</b>	:	<ol style="list-style-type: none"> <li>1. Responsible for accumulating and managing the entries and data received during the course of the application process for the Viewing Room &amp; Work-in-Progress Lab.</li> <li>2. Corresponding with filmmakers/applicants regarding their applications.</li> </ol>

**EDITOR/ASSISTANT PROGRAMMING COORDINATOR – 1 Post – Mumbai 3 months**

<b>Educational Qualification</b>	:	Graduate in Mass Communication. Has training in using Editing Software
<b>Experience</b>	:	2 to 3 years
<b>Desirable</b>	:	Work Experience as an editor and in Film Production House
<b>Remuneration</b>	:	Consolidated pay of Rs. 30,000/-
<b>Job Responsibilities</b>	:	<ol style="list-style-type: none"> <li>1. Responsible for accumulating and managing the entries and data received during the course of the application process for the Viewing Room &amp; Work-in-Progress Lab.</li> <li>2. Corresponding with filmmakers/applicants regarding their applications.</li> <li>3. Assist the editing mentors and the participants of the WIP Lab during the days of Film Bazaar.</li> </ol>

**EXECUTIVE FOR INDUSTRY SCREENING/EXHIBITION STALLS – 1 Post – Mumbai 5 months**

<b>Educational Qualification</b>	:	Graduate in Mass Communication
<b>Experience</b>	:	3 to 4 years
<b>Desirable</b>	:	Work Experience in International Film Festivals/Exhibitions or Film Production House
<b>Remuneration</b>	:	Consolidated pay of Rs. 50,000/-
<b>Job Responsibilities</b>	:	<ol style="list-style-type: none"> <li>1. Responsible for handling activities pertaining to selling of Industry Screening/Market Screening slots of films.</li> <li>2. Responsible for selling of stalls/pavilions and branding spots.</li> </ol>

**JUNIOR EXECUTIVE FOR INDUSTRY SCREENING/EXHIBITION STALLS – 1 Post – Mumbai 3 months**

<b>Educational Qualification</b>	:	Graduate in Mass Communication
<b>Experience</b>	:	1 to 3 years
<b>Desirable</b>	:	Work Experience in International Film Festivals/Exhibitions or Film Production House
<b>Remuneration</b>	:	Consolidated pay of Rs. 30,000/-
<b>Job Responsibilities</b>	:	1. Responsible for handling activities pertaining to selling of Industry Screening/Market Screening slots of films with the team. 2. Responsible for selling of stalls/pavilions and branding spots with the team.

**SENIOR PROGRAMMER – 1 Post – Mumbai 5 months**

<b>Educational Qualification</b>	:	Post-Graduate in Mass Communication/Film Studies/Humanities
<b>Experience</b>	:	7 to 8 years
<b>Desirable</b>	:	Work Experience in designing film based workshops and panels.
<b>Remuneration</b>	:	Consolidated pay of Rs. 1,00,000/-
<b>Job Responsibilities</b>	:	1. Responsible for and overall in-charge of the Knowledge Series at Film Bazaar, which includes finalization of the panels/in conversation/talks etc. 2. Guest coordination and itinerary management with the guest relation team in terms of guests participating at each session of Knowledge Series. 3. Research and compilation of Catalogue and editorial for Knowledge Series 4. Research on new and latest trends on cinema around the world for incorporating new sessions at Knowledge series.

**ASSISTANT TO SENIOR PROGRAMMER – 1 Post – Mumbai 5 months**

<b>Educational Qualification</b>	:	Graduate in Mass Communication/Humanities
<b>Experience</b>	:	2 to 3 years
<b>Desirable</b>	:	Fresher from Film School are preferred for this position
<b>Remuneration</b>	:	Consolidated pay of Rs. 45,000/-
<b>Job Responsibilities</b>	:	1. Guest coordination and itinerary management of guests in the Knowledge Series with senior programmer. 2. Research and compilation of catalogue and editorial for Knowledge Series in coordination with the Senior Programmer. 3. Maintaining & updating guest schedule and sharing regular updates with other concerned teams.

**REGISTRATION COORDINATOR – 1 Post – Mumbai 5 months**

<b>Educational Qualification</b>	:	Graduate in Mass Communication
<b>Experience</b>	:	4 to 5 years
<b>Desirable</b>	:	Work Experience as a back-end assistant for national or international film festival
<b>Remuneration</b>	:	Consolidated pay of Rs. 65,000/-

<b>Job Responsibilities</b>	: 1. Working on the Film Market software for registration of all the delegates attending Film Bazaar. 2. Coordination with all the respective verticals of Film Bazaar for registration related queries. This also includes responding to emails and queries related to registration in coordination with the director of Film Bazaar. 3. Working on the Film Market Software regarding database building, other backend work and accreditation. 4. Complete responsibility of collating data, editing and putting together all the details of delegates attending the Bazaar in Market guide of Film Bazaar. 5. Update and maintain all delegate/guest data on the Film Market software. 6. Responsible for on the spot registration during Film Bazaar days.
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**PROOF READER – 2 Post – Mumbai for 2 months**

<b>Educational Qualification</b>	: Graduate in English Literature
<b>Experience</b>	: 1 to 2 years
<b>Desirable</b>	: Work Experience as a Copy Writer
<b>Remuneration</b>	: Consolidated pay of Rs. 35,000/-
<b>Job Responsibilities</b>	: Proofreading and Copy Editing catalogues of all the verticals of Film Bazaar.

**COORDINATOR – DISTRIBUTION WORKSHOP – 1 Post – Mumbai for 4 months**

<b>Educational Qualification</b>	: Graduate in Mass Communication
<b>Experience</b>	: 5 to 6 years
<b>Desirable</b>	: Work experience in distribution team at a film production house
<b>Remuneration</b>	: Consolidated pay of Rs. 70,000/-
<b>Job Responsibilities</b>	: 1. Design the distribution workshop for Film Bazaar in association with an international market and make a schedule for the masterclasses. 2. Liaise with mentors and speakers who will be conducting the programme during the workshop. 3. Create a catalogue with details of selected candidates to be made available during Film Bazaar to all delegates.

**EXECUTIVE FOR INTERNATIONAL GUEST RELATIONS – 1 Post – Mumbai for 5 months**

<b>Educational Qualification</b>	: Graduate in any discipline
<b>Experience</b>	: 2 to 3 years
<b>Desirable</b>	: Has done a certificate course from IATA
<b>Remuneration</b>	: Consolidated pay of Rs. 40,000/-
<b>Job Responsibilities</b>	: 1. Maintaining and updating the guest list (International) in coordination with the Director and Deputy Director of Film Bazaar. 2. Coordinating tickets booking (between the guest and travel agency) for the invited/confirmed guests. 3. Coordinating with the Film Bazaar officials for the accommodation related to all the international invited guests. 4. Coordinating with invited international guests regarding their local/domestic transportation.

5. Coordination with the catalogue team to ensure that all the international invited guests have been captured correctly in the Market Guide.

**EXECUTIVE FOR DOMESTIC GUEST RELATIONS – 1 Post – Mumbai for 5 months**

<b>Educational Qualification</b>	:	Graduate in any discipline
<b>Experience</b>	:	2 to 3 years
<b>Desirable</b>	:	Has done a certificate course from IATA
<b>Remuneration</b>	:	Consolidated pay of Rs. 40,000/-
<b>Job Responsibilities</b>	:	1. Maintaining and updating the domestic guest list on day to day basis in coordination with deputy director. 2. Coordinating tickets booking (between the domestic guest and travel agency) for the invited/confirmed guests. 3. Coordinating with the Film Bazaar officials for the accommodation related to all domestic guests. 4. Coordinating with domestic guests regarding their local/domestic transportation. 5. Coordination with the catalogue team to ensure that all the domestic guests have been captured correctly in the Market Guide

**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](http://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.

Interested candidates may send their application on or before 10.07.2022 to the  
**General Manager (P&A), National Film Development Corporation Ltd.,**  
**Discovery of India Building, 6<sup>th</sup> Floor, Nehru Centre, Dr. Annie Besant Road, Worli,**  
**Mumbai – 400 018. E-Mail ID: [balachandran@nfdcindia.com](mailto:balachandran@nfdcindia.com)/[sai@nfdcindia.com](mailto:sai@nfdcindia.com)**

[APPLICATION FORM](#)