

**NATIONAL FILM DEVELOPMENT
CORPORATION LTD.**

(A Government of India Enterprise)

**5th Floor, NMIC Building, NFDC – FD Complex, 24, Dr. Gopalrao
Deshmukh Marg, Mumbai – 400 026,
CIN – U92100MH1975GOI022994**

**Invites online application for the following post on Contractual basis for
the period of one year**

**GM – Media & Communication, New Delhi.
Head – Information Technology, Mumbai**

**Interested candidates may visit www.nfdcindia.com for full details and
online application on or before 7th July 2023**

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Invites online applications for the following post on Contractual basis.

1. GENERAL MANAGER – MEDIA & COMMUNICATION, New Delhi – 1 Post (1 year)

Educational Qualification	: Post Graduate degree in mass communication/media& Entertainment or MBA
Experience	: Minimum experience of 15 year, with at least 4 years in a leadership role heading the media and communication function of a public sector or private sector corporation. Prior leadership experience of working with any Government & public sector would be preferred.
Job Responsibilities	: Key responsibilities of the role include: • Increasing following and visibility of the organization on all social media and digital media platforms; • Planning and implementing marketing campaigns, strategic brand-building and partnerships, targeted brand building and awareness about the organization; • Heading the communication function of the organization and managing both internal and external communication with stakeholders, including media and public relations; • Managing media, public relations and communication for all Film Festivals of the organization to ensure maximum coverage and increase in visibility and brand awareness of the organization; • Promoting National Museum of Indian Cinema(NMIC) and create attractions for reaching out to the right audience • Strategic brand building for the National Film Archives of India(NFAI) • Increasing visibility and reach of films produced by the organization through strategic communication and marketing; • Managing advertisement and related responsibilities for the organization; • Responsible for printing and publishing activities for the organization • Responsible for on boarding appropriate agencies for media & communication
Key Skill Required	: As Head of the Media and Communication Unit, the following skills would be essential. Excellent communication and presentation skills. Team Management & networking skills. Adept with social and digital media tools and technologies.
Age	: Not exceeding 55 years
Remuneration	: Consolidated pay of Rs. 2,00,000/-

2. HEAD – INFORMATION TECHNOLOGY, Mumbai – 1 Post (1 year)

Educational Qualification	: Bachelor's in engineering/B. Tech., or equivalent in Computer Science / Information Technology or equivalent with first division or equivalent CGPA or Post Graduate Degree viz. MCA/M.Tech/MCS/MSc. In IT / Computers or equivalent from a recognized Institute / University with first division or equivalent CGPA. Management in IT will be preferred.
Experience	: 7 years. Post qualification executive experience. Experience in implementation, upgradation, application design and architecting software development. Implementation of ERP. Transformation of processes by use of IT.

Job Responsibilities	: Key responsibilities of the role include: • Managing existing IT applications of the organisations with organisational team and hiring of adequate external agency support • Managing IT implementation, Identification of use of IT to streamline & transform organisations business processes, • Innovative IT application to enhance the business of the organisation • involvement in procurement & maintenance of IT Infrastructure
Key Skill Required	: Implementing IT for digitising existing processes, understanding user requirements, Team Management, adept with emerging and new technologies.
Age	: Not exceeding 50 years
Remuneration	: Consolidated pay of Rs. 1,50,000/- 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.

Interested candidates may send their application on or before 7th July 2023 to the General Manager (P&A), National Film Development Corporation Ltd., 5th Floor, NMIC Building, NFDC – FD Complex, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026

[LINK FOR ONLINE APPLICATION](#)