

**NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)**  
(A Government of India Enterprise)

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

**Invites applications for various post for Film Bazaar - 2023**

**CONSULTANT FOR VR & WIP LAB – 1 Post – Mumbai for 5  
months (From August – December 2023)**

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| <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. 1,20,000/-   |
| <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> |

**JUNIOR PROGRAMMER – 2 Post – Mumbai for 5 months  
(Co-production Market) (Documentaries) (From August – December 2023)**

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| <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. 60,000/-   |
| <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> |

**COORDINATOR – MARKETING & PROGRAMMING WORKSHOP – 1  
Post – Mumbai for 5 months (From Aug– Dec 2023)**

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| <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 |

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| <b>Remuneration</b>  | : | Consolidated pay of Rs. 80,000/-   |
| <b>Job Responsibilities</b>  | : | <ol style="list-style-type: none"> <li>1. Design the distribution workshop for Film Bazaar in association with an international market and make a schedule for the masterclasses.</li> <li>2. Liaise with mentors and speakers who will be conducting the programme during the workshop.</li> <li>3. Create a catalogue with details of selected candidates to be made available during Film Bazaar to all delegates.</li> </ol>   |
| <b>EXECUTIVE – SOCIAL MEDIA – 1 Post – Mumbai for 5 months ( From Aug – Dec 2023)</b>                    |   |  |
| <b>Educational Qualification</b>   | : | Graduate/Post Graduate, Degree/Diploma in Social Media Marketing/Social Media Management, Degree in Marketing/Branding, Diploma in Communication Studies/Mass Communication  |
| <b>Experience</b>  | : | 2 to 3 years   |
| <b>Desirable</b>   | : | Knowledge of the Indian independent film industry is essential. Prior experience in film festivals and markets is an advantage. Should be efficient in content and copy writing. Should be well versed with design or editing software's like Adobe Photoshop, InDesign, Canva etc. and have an eye for detail.  |
| <b>Remuneration</b>  | : | Consolidated pay of Rs. 70,000/-   |
| <b>Job Responsibilities</b>  | : | <ol style="list-style-type: none"> <li>1. All official social media handles of NFDC and Film Bazaar will have to be regularly updated with posts and posters to maximize the outreach on our official social media handles which include Facebook, Twitter, Instagram, LinkedIn, YouTube or any other upcoming/relevant platforms which need to be used as mediums for maximum outreach,</li> <li>2. Responsible for all content, design, strategy and schedule for social media, ensuring accurate and timely publication of social media posts in adherence to NFDC's protocols of communication.</li> <li>3. Planning and creating social media campaigns for NFDC's activities including strategy, design direction and schedule of social media posts</li> <li>4. Coordination with different departments for content metadata for creative purposes, Creating video snippets of Film Bazaar and posting them on social media platforms.</li> <li>5. Any other tasks assigned related to the website traffic enhancement for NFDC and Film Bazaar.</li> </ol> |
| <b>EXECUTIVE FOR INTERNATIONAL GUEST RELATIONS – 1 Post – Mumbai for 5 months (From Sep – Dec, 2023)</b> |   |  |
| <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. 50,000/-   |

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| <b>Job Responsibilities</b> | : 1. Maintaining and updating the guest list (International) in coordination with the Director and Deputy Director of Film Bazaar.<br>2. Coordinating tickets booking (between the guest and travel agency) for the invited/confirmed guests.<br>3. Coordinating with the Film Bazaar officials for the accommodation related to all the international invited guests.<br>4. Coordinating with invited international guests regarding their local/domestic transportation.<br>5. Coordination with the catalogue team to ensure that all the international invited guests have been captured correctly in the Market Guide.<br>6. Co-ordinating with Hospitality executive for hotel and transpiration of the guest. |
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**EXECUTIVE FOR DOMESTIC GUEST RELATIONS – 1 Post – Mumbai  
for 4 months (From Sep – Dec, 2023)**

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| <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. 50,000/-   |
| <b>Job Responsibilities</b>      | : 1. Maintaining and updating the Domestic guest list in coordination with the Film Bazaar head<br>2. Coordinating tickets booking (between the guest and travel agency) for the invited/confirmed guests.<br>3. Coordinating with the Film Bazaar officials for the accommodation related to all the international invited guests.<br>4. Coordination with the catalogue /registration team to ensure that all the international invited guests have been captured correctly in the Market Guide<br>5. Co-ordinating with Hospitality executive for hotel and transpiration of the guest. |

**EXECUTIVE FOR HOSPITALITY – 1 Post – Mumbai for 2  
months (From Oct – Nov, 2023)**

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| <b>Educational Qualification</b> | : Graduate in any discipline  |
| <b>Experience</b>                | : 2 to 3 years  |
| <b>Desirable</b>                 | : Hotel Management  |
| <b>Remuneration</b>              | : Consolidated pay of Rs. 50,000/-  |
| <b>Job Responsibilities</b>      | : Co-ordinating with International and Domestic guest relation executive for Hotel stay/drop and pick up<br>Co-ordinating with all the hotels blocked for Film Bazaar Guests. |

**SR. EXECUTIVE – PRODUCERS' LAB– 1 Post – Mumbai for  
4 months (From Sept – Dec, 2023)**

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| <b>Educational Qualification</b> | : Graduate, Degree/Diploma in Arts and Literature/ Degree in Marketing, Diploma in Mass Communication |
| <b>Experience</b>                | : 3 to 4 years  |
| <b>Desirable</b>                 | : Work experience in production and producing necessary.  |

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| <b>Remuneration</b>   | : | Consolidated pay of Rs. 45,000/-  |
| <b>Job Responsibilities</b>   | : | Working experience in film producing Corresponding with participant in regards to their applications. Be responsible for all communication with the participants who submit their application for this programme Co-ordinating and corresponding with the mentors and speakers for the programmer Arranging the 4 days workshop keeping in responsibilities of a producer.  |
| <b>ASSISTANT PROGRAMMING COORDINATOR (WIP LAB) – 1 Post<br/>Mumbai 5 months (From August – December 2023)</b> |   |   |
| <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. 45,000/-  |
| <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>   |
| <b>REGISTRATION JR. EXECUTIVE – 1 Post – Mumbai 3.5<br/>months (From Sep– Dec 15, 2023)</b>                   |   |   |
| <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. 45,000/-  |
| <b>Job Responsibilities</b>   | : | <ol style="list-style-type: none"> <li>1. Working on the Film Market software for registration of all the delegates attending Film Bazaar.</li> <li>2. Assisting Sr. Registration executive to 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 heads of all the verticals of Film Bazaar.</li> <li>3. Working on the Film Market Software regarding database building, other backend work and accreditation.</li> <li>4. Assisting Sr. Registration executive to collect all the data, editing and putting together all the details of delegates attending the Bazaar in Market guide of Film Bazaar.</li> <li>5. Update and maintain all delegate/guest data on the Film Market software.</li> <li>6. Assisting Sr. Registration executive for on the spot registration during Film Bazaar days.</li> </ol> |
| <b>SR. EXECUTIVE – STUDENT PRODUCERS’ LAB– 1 Post – Mumbai<br/>for 4 months (From Sept – Dec, 2023)</b>       |   |   |
| <b>Educational Qualification</b>  | : | Graduate, Degree/Diploma in Arts and Literature/ Degree in Marketing, Diploma in Mass Communication   |
| <b>Experience</b>   | : | 3 to 4 years  |
| <b>Desirable</b>  | : | Excellent command over English is mandatory. Being an avid reader will be an added advantage.   |

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| <b>Remuneration</b>  | : | Consolidated pay of Rs. 40,000/-  |
| <b>Job Responsibilities</b>  | : | Working experience in film producing Corresponding with participant in regards to their applications. Be responsible for all communication with the participants who submit their application for this programme<br>Co-ordinating and corresponding with the mentors and speakers for the programmer<br>Arranging the 4 days workshop keeping in responsibilities of a producer |
| <b>EDITOR/ASSISTANT PROGRAMMING COORDINATOR – 2 Posts – Mumbai 3 months (For WIP/VR lab)(From Sept – Nov 2023)</b>   |   |   |
| <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>  | : | 1. Responsible for accumulating and managing the entries and data received during the course of the application process for the Viewing Room & Work-in-Progress Lab.<br>2. Corresponding with filmmakers/applicants regarding their applications.<br>3. Assist the editing mentors and the participants of the WIP Lab during the days of Film Bazaar.                          |
| <b>General Conditions:</b>   |   |   |
| <ol style="list-style-type: none"> <li>1. <b>The application is to be made in the prescribed application form which is attached along with this advertisement.</b> 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 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.</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> <li>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.</li> <li>8. The management reserves the right in relaxing age/qualification of deserving candidate for the above post.</li> <li>9. The Management reserves the right to reject any application / candidature at any stage without assigning any reason.</li> <li>10. Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.</li> </ol> |   |   |
| Interested candidates may apply on or before 24.08.2023 through the NFDC online portal.  |   |   |