

**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/031/Contractual/27.03.2025****Invites applications for the following posts on Contract Basis for the period of one year.****1. EXECUTIVE (INTERNATIONAL PROMOTIONS) – 1 Post, New Delhi**

Educational Qualification	:	Bachelor's degree in Film Studies, Mass Communication, International Relations, Event Management, or related fields.
Experience	:	3 years of experience in M&E Sector, International Event Coordination, Government Liaison, Travel Management, or Festival Programming.  Experience in Film Promotion or cultural diplomacy is preferred.
Job Responsibilities	:	<ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>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.</li><li>5. 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.</li></ol>
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><li>• Ability to work under tight deadlines and manage last- minute travel changes.</li></ul>

Age	:	Up to 45 years
Remuneration	:	Consolidated pay of Rs. 40,000/- 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 **10<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.