

**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

ADV-28/Contractual/2025

Invites applications for the following various posts on contractual basis for a period of One Years

**Senior Executive (Hindi/Admin./GeM) – 1 Post, NFAI, Pune**

Educational Qualification	:	Full time Master Degree in Management or equivalent.
Experience	:	Minimum 5 years of relevant experience.
Roles & Responsibilities	:	Managing Phase – I or II or III/GeM/E – Publishing Management, Ministry Replies, PR Works, House Keeping/Security Managements, Bio – metric leave record Management, Land taxes, EB Bill, Water bill, Licenses Follow – ups, Franking machine, Courier Co-ordination, File Management, Coordination – FTII and the other day to day work. Supporting to the NFHM works.
Age	:	Up to 45 years
Remuneration	:	Rs. 70,000/- per month all inclusive

**Executive (Content Curator & Social Media Handler) – 3 Posts, NFAI, Pune**

Educational Qualification	:	Full time Bachelors in English Literature with knowledge of Social Media Handling
Experience	:	Minimum 3 years of relevant experience.
Roles & Responsibilities	:	Content Writing, Social Media Handlings, Researchers Management, Translation, Graphic Designing, Photography, Editing, Banner Printing Etc.
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive

**Executive (IT Technician) – 1 Post, NFAI, Pune**

Education Qualifications	:	Full time BSc in Computer Science or Equivalent Degree in Computer Science with Networking Certificate.
Experience (in yrs.)	:	Minimum 3 years of relevant experience.
Roles & Responsibilities	:	<p>Network/Server Engineer responsibilities include fully supporting, configuring, maintaining and upgrading networks and in house servers. Installing and integrating new servers hardware and applications. Keeping an eye out for needed updates. To ensure the reliability, security and efficiency of our data communications network. Skill and expertise to deploy, configure, maintain, and expertise to deploy, configure, maintain and monitor all active network equipment. Ensuring seamless network operations. Troubleshooting and resolving network issues, implementing security measures and proactively optimizing network performance. Ensure network security and connectivity.</p> <p>Monitor network performance (availability utilization, throughput, goodput and Latency) and test for weaknesses. Set up user, resolve problems reported by end user. Define network policies and procedures. Specify system requirement and design solutions. Research and make recommendations on server system administration. Proven experience in a network administrator role, hands on experience in networking, routing and switching. Excellent knowledge of best practices around management, control and monitoring of server infrastructure. Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and up and</p>

		configure server hardware. Familiarity with backup and recovery software and methodologies. Great at organizing prioritizing and multitasking Juniper, Cisco, CWNA or BCNE training.
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive
<b>Executive (Media Technician) – 1 Post, NFAI, Pune</b>		
Educational Qualification	:	Any full-time Bachelor Degree
Experience	:	Minimum 3 years of relevant experience.
Roles & Responsibilities	:	Performs the Quality Check of all the technical parameters including metadata of DPXs, WAVs and other deliverables 1. Handling all the digitized and restored content and do timely retrieval for screenings or any relevant request. 2. Manage data transfer through FTPs or any other relevant software. 3. Create DCPs from DPXs, both encrypted and non-encrypted and generate KDMs. 4. To do A/V sync along with syncing of subtitles. 5. Performing checksum verification and comparing hash values so as to ensure data integrity. 6. Be aware about technical parameters for digitized content such as, but not limited to resolution, bit rate, bit depth, gamma, frame rate, codec, wrapper, color space, chroma subsampling and aspect ratio. 7. Ensures consistent use of quality control guidelines and established digitization standards, including file formats, image resolution, file naming conventions, metadata standards, and more. 8. Should have knowledge of archival films, celluloid materials, and film-based defects. 9. Should have knowledge of post-production workflows. 10. Should have computer skills including MS Office, e-mail, database software. 11. Knowledge of video production or experience in a production archive. 12. Knowledge of digital preservation best practices. 13. Perform quality checks on LTO tapes containing restored and digitized content to ensure data integrity and consistency. Verify the folder structure, accuracy of file transfers and data recovery processes. Ensure correct labelling and cataloguing of LTO tapes, including metadata and indexing for efficient retrieval.
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive
<b>Executive (Librarian) – 1 Post, NFAI, Pune</b>		
Education Qualifications	:	BSc or MSc in Library Science or equivalent on Library Science
Experience (in yrs.)	:	Minimum 3 years (Experience Certificate from the Clients has to be submitted).
Roles & Responsibilities	:	Organizing and Managing the Book Library, Indexing and Cataloguing library materials such as books, magazines, newspapers, pamphlets, leaflets etc. Assisting researcher, attending the researcher's calls via e-mail, telephone and other medium of communications. Up keeping of all the documents pertaining to researchers, book library. Organizing and assisting for Digital conversion of all the Library materials and document section materials such as posters, stills, song booklets etc., Up keeping and managing maintenance of technical equipment at Library
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive
<b>Executive Digital Media Technician (Editor/DCP/LTO) – 1 Post, NFAI, Pune</b>		

Education Qualifications	:	BA/BSC or Graduate in Media Studies
Experience (in yrs.)	:	Minimum 3 years (Experience Certificate from the Clients has to be submitted).
Roles & Responsibilities	:	Should have working experience in Digital Editing Environments and 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. Capable of any digital file creation/checking/delivering of Cinema and broadcasting file formats, Capable of adapting to the new technologies related to the Digital Medium/platform. DCP creation, LTO retrieval, DVD/BR ray creation, editing, DCP, QC checking, projection assistant also coordinate with another technical related works
Age	:	Up to 35 years
Remuneration	:	Rs. 50,000/- per month all inclusive
<b>Accountant – 1 Post, NFAI, Pune</b>		
Education Qualifications	:	M.Com in Accounts and Finance or Equivalent in Accounts and Finance
Experience (in yrs.)	:	Minimum 3 years (Experience Certificate from the Clients has to be submitted).
Roles & Responsibilities	:	Maintaining financial records of companies by analyzing balance sheet and General ledger accounts. Reconcile bank statements/clients' records by comparing transactions to the General Ledger. GST/TDS filing. Day to day operations of the Finance Department, including filing, report generation, budget review, etc. process payroll process accurately and timely. Maintain accounting documents and records, ensuring all files are up to date. Prepare bank deposits. Tally and PFMS working knowledge. Maintaining cash/credit/debit registers. Bills/Invoice put up for approvals. Attention to detail and good record-keeping skills a must. Strong organizational skills and the ability to prioritize projects to meet tight deadlines. Ability to complete tasks while maintaining all confidentiality requirements.
Age	:	Up to 35 years
Remuneration	:	Rs. 60,000/- per month all inclusive
<b>Assistant (Library Section) – 1 Post, NFAI, Pune</b>		
Education Qualifications	:	Bachelors in Library Science or Equivalent with MS office certificate
Experience (in yrs.)	:	Minimum 1 year
Roles & Responsibilities	:	Assisting all the book library activities. Scanning of library contents and document section contents. Managing the library visitors and maintaining records. Up keeping of library environment including machineries such as scanners, computers etc.
Age	:	Up to 35 years
Remuneration	:	Rs. 30,000/- per month all inclusive
<b>Assistant (Document Section) – 2 Posts, NFAI, Pune</b>		
Education Qualifications	:	Bachelor Degree or equivalent with MS office certificate
Experience (in yrs.)	:	Minimum 1 year
Roles & Responsibilities	:	Assisting all the document section activities, scanning of posters, photographs, books, song booklets, library contents and document section contents. Managing the document section/library visitors and maintaining

		records. Up keeping of document/library environment including machineries such as scanner, computers etc.
Age	:	Up to 35 years
Remuneration	:	Rs. 30,000/- per month all inclusive
<b>General Conditions:</b>		
<ol style="list-style-type: none"> <li>1. Interested candidates may fill up the application form on NFDC Linked in portal on or before 7<sup>th</sup> February 2025.</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 website 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>		