

NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)

(A Government of India Enterprise)

NFDC – FD Complex, 5th Floor, NMIC Building, 24 Dr. Gopalrao Deshmukh Marg, Mumbai 400 026 CIN – U92100MH1975GOI022994**ADV-39/Contractual/01.08.2025****Invites applications for the following various posts for Film Bazaar 2025 at Mumbai****Sr. Executive for International Guest Relations – 1 Post, August, 2025 to December, 2025, Mumbai**

Educational Qualification	:	Graduate in any discipline
Experience	:	5 to 6 Years
Desirable	:	Has done a certificate course from IATA
Roles & Responsibilities	:	Maintaining and updating the Guest List (International) in coordination with the Director and Deputy Director of Film Bazaar Coordinating Tickets Booking (Between the guest and the travel agency) for the invited/confirmed guests. Coordinating with the Film Bazaar Officials for the accommodation related to all the International Invited Guests. Coordinating with invited International Guests regarding their local/domestic transportation. Coordination with the catalogue team to ensure that all the international invited guests have been captured correctly in the Market Guide Coordinating with Hospitality executive for Hotel and Transportation of the guest
Age	:	Up to 45 years
Remuneration	:	Rs. 65,000/- per month

Sr. Executive – Producers' Lab - 1 Post, August, 2025 to December, 2025, Mumbai

Educational Qualification	:	Graduate, Degree/Diploma in Arts and Literature/ Degree in Marketing, Diploma in Mass Communication
Experience	:	3 to 4 Years
Desirable	:	Work Experience in Production and Producing is necessary.
Roles & Responsibilities	:	Working Experience in Film Producing, Corresponding with participants in regards to their applications. Be responsible for all communication with the participants who submit their application for this programme, Coordinating and corresponding with the mentors and speakers for the Programme Arranging a 4 day workshop keeping in responsibilities of a producer
Age	:	Up to 45 years
Remuneration	:	Rs. 65,000/- per month

Sr. Executive – Students Producers' Lab - 1 Post, September, 2025 to December, 2025, Mumbai

Educational Qualification	:	Graduate, Degree/Diploma in Arts and Literature/ Degree in Marketing, Diploma in Mass Communication
Experience	:	3 to 4 Years
Desirable	:	Excellent Command over English is mandatory. Being an avid reader will be an advantage
Roles & Responsibilities	:	Working Experience in Film Producing, Corresponding with participants in regards to their applications. Be responsible for all communication with the participants who submit their application for this programme, Coordinating and corresponding with the mentors and speakers for the Programme

		Arranging a 4 day workshop keeping in responsibilities of a producer
Age	:	Up to 45 years
Remuneration	:	Rs. 65,000/- per month
Sr. Executive for Hospitality & Logistics – 1 Post, September, 2025 to November, 2025, Mumbai		
Educational Qualification	:	Graduate in any Discipline
Experience	:	5 to 6 Years
Desirable	:	Hotel Management
Roles & Responsibilities	:	Coordinating with International and Domestic guest relation executive for Hotel stay/drop and pick up coordinating with all the hotels blocked for Film Bazaar Guests.
Age	:	Up to 45 years
Remuneration	:	Rs. 65,000/- per month
Sr. Executive for Domestic Guest Relations – 1 Post, August, 2025 to December, 2025, Mumbai		
Educational Qualification	:	Graduate in any Discipline
Experience	:	5 to 6 Years
Desirable	:	Has done a Certificate Course from IATA
Roles & Responsibilities	:	Maintaining and updating the Domestic guest list in coordination with the Film Bazaar Head Coordinating tickets booking (between the guests and travel agency) for the invited/confirmed guests Coordinating with the Film Bazaar officials for the accommodation related to all the international invited guests. Coordination with the catalogue/ Registration team to ensure all the international invited guests have been captured correctly in the Market Guide. Coordinating with the Hospitality executives for the hotel and transportation of the guest.
Age	:	Up to 45 years
Remuneration	:	Rs. 55,000/- per month
Senior Executive – Administration and Accounts – 1 Post, August, 2025 to July, 2026, Mumbai		
Educational Qualification	:	Any Full time Graduation Degree
Experience	:	Minimum 5+ Years
Desirable	:	Graduation/Post-Graduation
Roles & Responsibilities	:	Assist Head of Film Bazaar in administrative & accounting functions Collaborate with regional administrative teams Implement standardized administrative processes Regularly update the progress and status of ongoing projects, providing comprehensive reports as required Coordination for logistics and event planning Assist in Ministry correspondence, lease agreements and administrative work Ensure compliance with statutory norms and guidelines Any other role assigned by NFDC management
Age	:	Up to 45 years
Remuneration	:	Rs. 55,000/- per month
General Conditions:		
1. Interested candidates may fill up the application form on NFDC Samarth Portal on or before 18/08/2025 till 6:00 pm		
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 the age/qualification of deserving candidates 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.
11. The contract hiring would be through outsourced agency selected by NFDC Ltd.