

**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-50/Contractual/06.01.2026****Invites applications for the following for Film Bazaar - 2026 at Mumbai for the period of one year****Senior Executive – Administration and Accounts – 1 Post, 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 an 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 **16/01/2026 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.