

**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-54/Contractual/20/04/2026

**Invites applications for the following post on Contractual basis for the period of one year.****SENIOR EXECUTIVE (FINANCE & ACCOUNTS) – 1 Post, New Delhi**

Educational Qualification	:	CA/ICWA
Experience	:	Minimum three years experience at Executive level in Finance & Accounts department of a Commercial/ Industrial/Private/Public Sector Undertaking. Should have experience of financial accounting, reporting and Bookkeeping, execution and reporting of Audits for Financial Statements. Desirable: Experience of Taxation
Job Responsibilities	:	<ul style="list-style-type: none"><li>• To overlook tax compliance activities including preparation and filing of GST returns, TDS returns, and income tax returns under supervision.</li><li>• To conduct periodic reconciliation of GST, TDS, and books of accounts to ensure accuracy and compliance with statutory requirements.</li><li>• To assist during internal and statutory audits by preparing schedules, collating data, and addressing auditor queries.</li><li>• To contribute to the finalization of books of accounts on a monthly, quarterly, and annual basis.</li><li>• To assist in preparation of financial statements including Balance Sheet, Profit &amp; Loss Account, and supporting schedules.</li><li>• To support timely closure of accounts and preparation of MIS reports.</li><li>• To coordinate with internal teams and external consultants for audit and compliance-related documentation.</li><li>• To maintain proper records and documentation for audit readiness and regulatory compliance.</li></ul>
Age	:	Not exceeding 35 years
Remuneration	:	Consolidated pay of Rs. 70,000/- all inclusive

**General Conditions:**

1. Interested candidates may fill up the application form on NFDC LinkedIn Portal on or before **30/04/2026 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 NFDC LinkedIn 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.