

NATIONAL FILM DEVELOPMENT CORPORATION LTD. (NFDC)

(A Government of India Enterprise)

5th Floor, NMIC Building, NFDC – FD Complex, 24, Pedder Road, Cumballa Hill, Mumbai – 400 026**CIN – U92100MH1975GOI022994****ADV/032/Contractual/03.04.2025****Invites applications for the following posts on Contract Basis for Waves Bazaar 2025 at Mumbai and IFFI 25 for Delhi****1. Senior Programmer – 2 Posts - 3 months**

Educational Qualification	:	Graduate/Post Graduate in Mass Communication or Film Studies
Experience	:	Minimum 6 + years in film programming, curation, or festival management. Desirable: Experience in International Film Festivals or Film Productions House
Job Responsibilities	:	<ul style="list-style-type: none">• Strong knowledge of independent, regional and International cinema.• Excellent networking and communication skills within the Film Industry.• Ability to handle multiple projects and meet tight deadlines.• Familiarity with film making and market trends is a plus.• Passion for cinema and a keen eye for emerging talent and storytelling.
Age	:	Up to 45 years
Remuneration	:	Consolidated pay of Rs. 80,000/- per month all inclusive.

2. Assistant Manager (IT) – 1 Post – 3 months

Educational Qualification	:	Full – time Graduate in Computer Science, Systems Engineering, or Network Administration Desirable: Diploma/Certificates in Information Technology
Experience	:	Minimum 4 years (2 years relevant experience in Private/PSU/Govt. sector) in IT/Data Software/Network Administration.
Job Responsibilities	:	<ul style="list-style-type: none">• Technical set up of Viewing Room and Market screenings of Physical Waves Bazaar.• Assist Head IT in providing technical support for Hardware and Software systems.• Diagnose and resolve technical issues related to Hardware, software and networking.• Regularly maintain and update hardware and software systems.• Install, configure and upgrade Hardware and Software competent.• Create and maintain technical documentation.• Any other role assigned by NFDC management.
Age	:	Up to 45 years
Remuneration	:	Consolidated pay of Rs. 70,000/- per month all inclusive.

3. Senior Executive Administration & Accounts – 1 Post – 3 months

Educational Qualification	:	Any full – time Graduation Degree
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		Desirable: Graduation/Post Graduation
Experience	:	Minimum 5+ years
Job Responsibilities	:	<ul style="list-style-type: none"> • Assist Head of Waves 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 & guidelines. • Any other role assigned by NFDC Management.
Age	:	Up to 45 years
Remuneration	:	Consolidated pay of Rs. 65,000/- per month all inclusive.
4. Assistant Coordinator – Screenwriters’ Lab – 1 Post – 3 months		
Educational Qualification	:	Graduate in Mass Communication
Experience	:	Minimum 3 + years Desirable: Experience in a Film Production House
Job Responsibilities	:	<ul style="list-style-type: none"> • Manage entries and data received during the application process for Viewing Room & Work – in Progress Lab. • Correspond with filmmakers/applicants regarding applications. • Any work assigned by HoD.
Age	:	Up to 45 years
Remuneration	:	Rs. 55,000/- per month all inclusive
5. Associate Film Programmer – 2 Posts, from May to November 2025, Delhi		
Educational Qualification	:	Bachelor's degree in Event Management, Cinema Studies, Film Making, Communications, or a related field.
Experience	:	<ul style="list-style-type: none"> • Experience in event coordination, festival management, or arts administration preferred. • Strong organizational and multitasking skills with keen attention to detail. • Excellent interpersonal and communication skills. • Ability to work under pressure and adapt to changing situations. • Capability to deal with film, industry, artistes, cineastes and other diverse sections of festival stakeholders • Familiarity with film festivals and the entertainment industry is an asset. • Proficiency in Microsoft Office and event management software. • Availability to work evenings and weekends during the festival period.

Job Responsibilities		<ul style="list-style-type: none"> • Curate and select films that align with the festival's vision and programming strategy. • Research and track films from international and domestic film festivals, markets, and industry events. • Screen and evaluate submissions, providing qualitative and analytical assessments. • Collaborate with other programmers and festival teams to ensure a balanced, diverse, and engaging lineup. • Assist in securing necessary screening rights, clearances, and permissions and handling the payment processes. • Support the logistical and operational aspects of film screenings, including scheduling and technical coordination. • Assist in coordinating hospitality arrangements for filmmakers, jury members, and special guests, ensuring a seamless festival experience. • Oversee and coordinate red carpet events for major screenings, ensuring guests are escorted properly, the presentation is well-managed, and the movie starts on time.
Age	:	Up to 45 years
Remuneration	:	Rs. 70,000/- per month all inclusive
6. Festival Coordinator – 4 Posts, (1) from 15th May to 15th December 2025 & (3) 15th June 2025 to 15th December 2025 Delhi		
Educational Qualification	:	Bachelor's degree in Event Management, Cinema Studies, Film Making, Communications, or a related field
Experience	:	<ul style="list-style-type: none"> • Experience in event coordination, festival management, or arts administration preferred (Min 1 to 4 years) • Strong organizational and multitasking skills with keen attention to detail. • Excellent interpersonal and communication skills. • Ability to work under pressure and adapt to changing situations. • Capability to deal with film, industry, artistes, cineastes and other diverse sections of festival stakeholders • Familiarity with film festivals and the entertainment industry is an asset. • Proficiency in Microsoft Office and event management software. • Availability to work evenings and weekends during the festival period.

Job Responsibilities	:	<ul style="list-style-type: none"> • Assist in the overall planning and execution of the festival, ensuring all logistical aspects run smoothly. • Coordinate communication between festival departments, including programming, marketing, hospitality, and operations. • Assist Preview committee team during screenings and overseeing venue arrangement, screenings, panels • Assist with travel and accommodation arrangements for festival guests. • Assist Film Programmers with tech checks before and during the festival to ensure smooth screenings. • Collaborate with the marketing team to manage festival communications and promotional materials. • Troubleshoot any on-site challenges during the festival and provide solutions in real time.
Age	:	Up to 45 years
Remuneration	:	Rs. 50,000/- per month all inclusive
General Conditions: <ol style="list-style-type: none"> 1. Interested candidates may fill up the application form on NFDC Linked in Portal Samarth portal on or before 10th 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. 		