

NATIONAL FILM DEVELOPMENT CORPORATION LTD.

(A Government of India Enterprise)

6th Floor, Discovery of India Building, Nehru Centre, Dr. Annie Besant Road,
Worli, Mumbai-400 018

CIN – U92100MH1975GOI022994

Advertisement No.01/2017

Dated 20.12.2017

Invites applications for the following post on Contractual basis for two years

Deputy General Manager (Finance & Accounts) for Mumbai

Educational Qualification :	Chartered Accountant/ICWA with 10 years experience of which minimum 5 years should be in Managerial position.
Experience :	Accounts finalization in compliance with all statutory requirement, treasury management that includes investments of surplus funds, negotiation with banks/financial institutions for fund based/non-fund based facilities, internal audit, corporate taxation, indirect taxes costing, budgeting, dealing with various auditors, MIS, Forex Management.
Age :	Below 50 years
Consolidated Salary :	Rs.1,10,000/- p.m.

Manager (Personnel) for Mumbai

Educational Qualification :	Essential – Degree Desirable – Post Graduate qualification in Personnel Management and Knowledge of Labour Law.
Experience :	At least 7 years of experience in Personnel Management & Administration.
Age :	35-45 years
Consolidated Salary:	Rs.1,00,000/- p.m.

Manager (Legal) for Mumbai

Educational Qualification :	Essential – Post Graduate Degree in law from a recognized University or Equivalent.
Experience :	Essential - 7 years experiences in dealing with legal affairs like investigation of titles, recovery of loans, IPR etc. in similar organization. Desirable – Experience in terms lending Institutions/ Banks and working with Solicitors preferably in Intellectual Property Rights (IPR), drafting/vetting of Legal documents etc. Minimum 10 years in a senior managerial position of a reputed Private or Public Sector Undertaking/Govt.
Age :	35-45 years
Consolidated Salary:	Rs.1,00,000/- p.m.

Assistant Manager (Administration) for Mumbai Assistant Manager (Personnel & Administration) for Chennai

Educational Qualification :	Degree from a recognized University.
Experience :	At least 5 years experience in a Supervisory capacity in Administration /Personnel Management of a Govt. organization or Public Sector Undertaking. Thorough knowledge of Central Civil Service Regulation P.F. Rules etc. is essential.
Age :	35 years
Consolidated Salary:	Rs.50,000/- p.m.

Assistant Manager (Theatre & New Projects) for Chennai

Educational Qualification :	Degree from a recognized University.
Experience :	At least 5 years experience in similar position in a Film Distribution Organization of repute.
Age :	35 years
Consolidated Salary:	Rs.50,000/- p.m.

Note : Age and educational qualification relaxable in case of exceptional candidates.

General Conditions:

1. The application is to be made in the prescribed application form which is attached along with this advertisement along with photograph and self-attested copies of the documents viz. (a) Matriculation/secondary Certificate as proof of date of birth (b) Complete set of mark sheets/degree certificates in support of qualification (c) Proof of complete experience along with pay scales for each position held (d) Caste certificate in format prescribed by the Government of India (if applicable) (e) Disability certificate issued by Competent Authority (if applicable) and (f) Pay-in-slip (if applicable).
2. NFDC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Applicants in their own interest are advised to send/submit their application well in time before the last date to avoid possible delay in postal transit. Applications received after due date will be summarily rejected.
3. Relaxation and Concessions for candidates belonging to reserved categories would be made as per Government of India's guidelines/directives.
4. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "NO OBJECTION CERTIFICATE" at the time of interview. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of interview that they will submit NOC at the time of joining the organization and in the event they are not able to get NOC they will not claim any service transfer benefits/protection of pay in case of their selection. However, they have to produce the proper relieving order from their organization, in the event of their selection, at the time of reporting for joining.
5. 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.
6. 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.
7. Any corrigendum/amendment in respect of the above advertisement shall be made available only on our official website www.nfdcindia.com hence prospective applicants are advised to visit NFDC website regularly for above purpose.
8. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
9. 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.
10. Additional weightage may be given to candidates having additional relevant qualification and experience as under:
 - (i) For DGM (F&A) : Knowledge of DPE guidelines & tendering / procurement procedures and General Financial Rules.
 - (ii) For Manager (Personnel)/AM(P&A)/AM (Administration) : MBA/PG Degree/ Diploma (2 years) in HR/Personnel Mgmt./IR/Labour Studies/Social Work or LLB. Candidates should have adequate experience in Personnel/ HR department and exposure to HRD systems with thorough knowledge of labour & Industrial Law and service regulations. Application of HRM concepts such as performance management, career planning, succession planning, manpower planning including selection, promotion, seniority, creation of posts, recruitment, transfer, disciplinary matters, Court cases, service matters, implementation of pay revision/ pay and allowances, APAR/ACRs, DPE & DoPT guidelines, IR matters etc.
 - (iii) AM (Theatre & New Projects) : PG Degree / Diploma in Mktg. / Mass Communication with experience in Marketing & Corporate Communication in Media / Film Industry.
 - (iv) Working experience in PSU/Govt. organization.
11. The management reserves the right in relaxing age and educational qualification in case of exceptional candidates.
12. The Management reserves the right to reject any application / candidature at any stage without assigning any reason.
13. Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.

Interested candidates may apply within 15 days from the date of publication of advertisement, super scribing on the envelop the post applied for, to: **Head – Personnel & Administration, National Film Development Corporation Ltd., Discovery of India Building, 6th Floor, Nehru Centre, Dr. Annie Besant Road, Worli, Mumbai – 400 018.**

NATIONAL FILM DEVELOPMENT CORPORATION LIMITED
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6th Floor, Discovery of India Building, Nehru Centre, Dr. Annie Besant Road,
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APPLICATION FORM

1. Post applied for :
(In block letters)

2. Name of applicant : Mr./Mrs./Miss.....
(In block letters)

3. Father's/ Husband's Name :

4. Marital Status :

5. Address for Communication:
in block letters with pin code

Permanent Address:
in block letters with pin code

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6. (a) Telephone No. :
(with STD Code)

(b) Mobile No. :

(c) E-mail Address :

7. Date of Birth :
(and age as on 30.11.2017)

8. Nationality :

9. Category (SC/ST/OBC/PH/UR):

(Please attach attested photocopy of certificate of the Competent Authority in prescribed proforma)

10. Educational Qualification starting with Secondary Education:
(Please attach attested photocopies of certificates/mark sheets)

Examination/ Degree	University/ Board	Year of Passing	% of marks/ Division	Subject taken

Please affix
a
recent
passport
size
photograph

Cont...P...2/-

11. Experience (please start with the latest) :

Name of employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work (Please attach separate sheet if required)
		From	To		

12. Training Programme attended:

13. Have you ever been discharged / dismissed:
Reprimanded / suspended from any position?
If yes, state reason:

14. Have you ever been convicted under the Law,:
If yes, details:

15. Reference with address : 1.
And Contact No. 2.

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed/distorted any material information, my candidature /appointment shall be summarily terminated without any notice.

Place:

Signature of the Candidate

Date:

Name.....

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**Through Proper Channel
(To be filled by Department Concerned)**

It is certified that the particulars furnished above by the candidate have been scrutinized and found to be correct as per official records and no disciplinary or vigilance action is pending or being contemplated against the candidate.

(Signature & Designation of Competent Authority)
Tel. No.
Seal