



Deputy Manager (IT) Film Facilitation Office (Contractual Basis)
at the National Film Development Corporation Limited.
- Responsibilities, Requirements & Terms & Conditions

1. Responsibilities

1. Enhance the FFO portal to serve the filmmaker, both from an operational and informational perspective. The site plays a significant role in not only positioning and promoting the country as a filming destination, but also has a long-term impact on easing filming in India

2. Coordinating with the IT agency for the following functions:
 - Resolving technical application issues
 - Rectify any bugs in the existing code.
 - Solve issues reported in the running application
 - Any configuration in the existing code
 - Regular updating of content such as FAQs, various listings, directories, guidelines etc. with design/formatting etc.
 - Handling technical aspects of SMS, Email and Payment gateway
 - Technical support to internal and external stakeholders such as State Nodal officers/ Railways officers who access the FFO web portal for applications and updating their information
 - Improvement of User Interface
 - Modifications in application forms, especially in view of the integrations with various State and central Govt. agencies
 - Validations and testing on the updations such as Recce Application form
 - Dashboard updates
 - Ensuring security of the portal with timely security audits and updating SSL certificates
 - Data backup/archival and restoring support
 - Assisting with network administration tasks
 - Ensuring data storage is safe and secure
 - Testing the portal functionality time to time and provide inputs to enhance its functionality

3. Regularly evaluating our IT systems to ensure they meet the necessary demands.

4. Maintenance of FFO web portal

- Updating of information on current pages, creation of new pages and tabs whenever required
- Liaison with hosting and external gateway agencies incl. NIC with regard to all port related issues as well as SMS/Email Gateway and other requirements for the portal
- Ensuring there are no application/ payment/ integration related issues on the portal and all systems work smoothly
- Service support to all Stakeholder users of the portal including applicants, Nodal officers, FFO staff
- Ensure the portal complies with all relevant required Government certifications, and regulations for privacy, security etc.
- Monitor web site's performance and review any failures
- Data analysis of website users and registered users in terms of website traffic, load etc.
- Upgrading/enhancing the FFO web portal to ensure that Industry filmmakers can fully leverage the portal and optimize its single window clearance/facilitation mechanism.

5. Integration of FFO web portal with various Central Government agencies/ departments as well as State Governments.

6. Coordinating with external stakeholders such as NICS, NIC, Paygov, Ministry of Information & Broadcasting etc.

7. Any work assigned from time to time with regards to the web portal and other IT requirements of the organization

8. Establish and monitor a web analytics regime that measures site traffic and usage relative to FFO goals.

9. Other Areas

- Provide end user support, escalation support, and manage the onboarding process
- Provide ongoing support for on-prem and cloud hosted services, including Azure, Google Workspace, Office 365, and SSO integrations
- Automate the deployment of systems, accounts, updates, policies, etc., leveraging tools like Intune and Apple MDM
- Implement and maintain server, network, application, and security systems in IaaS, PaaS, SaaS, and (limited) on-prem environments
- Create and maintain documentation to allow for repeatable processes and cross-training

2. Qualifications /Requirements:

1. Bachelor's Degree in Computer Science or in Information Technology.
2. 6 Years of IT experience (Minimum 1 year of Project Management experience required).
3. The person is required to have domain knowledge in the sector, know of the latest IT trends and must have an aptitude for customer service.
4. Professional certification in Project Management is a plus.
5. Strong analytical, diagnostic and problem-solving skills.
6. Good communication ability, both written and verbal and a team player
7. Understanding of security fundamentals and policies.
8. Working knowledge of networking concepts and troubleshooting related to standard LAN, VPN, and firewall management is helpful.
9. Experience working in an environment subject to compliance with regulations or standards such as SOX, ISO, PCI, GDPR, etc., is helpful.
10. Work with a sense of urgency that leans toward action, exhibit ownership in your sphere of influence, focus on the most impactful outcomes, and win as a team.
11. Hands on experience of development website designer, websites and web applications and mobile app.
12. Candidate must have experience of Scripting Language: PHP, HTML5, WordPress, .NET and Java Script.
13. Candidate must have experience of Databases: MySQL, MS Access, Sql server 2008R2, Sql server 2012R2 and latest database.
14. Understand business requirements from the technology perspective.
15. Suggest appropriate technology solutions.
16. Do research in upcoming technological areas related to open source.

3. Terms and Conditions

1. The place of posting for this position is at the NFDC Regional Office, Delhi for the FFO Department.
2. While the Designation is that of a Deputy Manager (IT), this job is on a contractual basis for a period of one year, which may be renewable against performance appraisal.
3. The IT position is for FFO as most of the time s/he will be engaged with FFO work. However, in addition to this s/he has to assist in NFDC IT related work.
4. The total/consolidated emolument for this Position is INR 80,000.0 per month (negotiable).
5. It is preferred that the Candidate is within the age limit of 40.
6. An enclosing letter describing how the Candidate is best suited for the respective position may be submitted along with the Resume/CV.

7. Complete set of mark sheets including degree and professional certificates, experience certificates, Last pay slip needs to be submitted at the time of submission of application.
8. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
9. Any corrigendum/addendum/errata 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.
10. 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.
11. The management reserves the right in relaxing age/qualification of deserving candidate for the above post.
12. Management reserves the right to not to fill-up any of or all the posts or cancel the recruitment in the interest of the Company.
13. Last date of submission of application is 20th January 2022.
14. Correspondence shall be sent via e-mail or through courier, speed-post, hand delivery etc. to the NFDC Delhi or Mumbai Office.
15. The Resume or CV may be emailed to balachandran@nfdcindia.com