

# NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)

(A Government of India Enterprise)

Dr. G.D. Marg, Peddar Road, Mumbai-400 026

CIN – U92100MH1975GOI022994

## VACANCY NOTICE (No.01/Regular/2024)

### REQUIREMENT OF VARIOUS POSTS ON DIRECT RECRUITMENT / IMMEDIATE ABSORPTION BASIS

Interested and eligible candidates can apply for the following regular post/(s):

Sr. No.	Post	Level	Pay Scale (IDA) (Rs.)	Total Number of Vacancy/ (ies)	Maximum Age as on 01.03.2024
1	GENERAL MANAGER	E-7	100000-260000	04 (Unreserved)	Up to 50 Years
2	DY. GENERAL MANAGER	E-5	80000-220000	2 (Unreserved)	Up to 50 Years
3	MANAGER	E-4	70000-200000	07 (6 Unreserved, 01 OBC)	Up to 45 Years
4	DY. MANAGER	E-2	50000-160000	2 (01 Unreserved, 01 OBC)	Up to 45 Years
5	ASSTT. MANAGER	E-1	40000-140000	4 (03 Unreserved, 01 OBC)	Up to 35 Years
6	JR. OFFICER	S-6	28000-100000	2 (01 Unreserved, 01 OBC)	Up to 35 Years
7	ASSISTANT	S-5	26000-80000	1 (Unreserved)	Up to 35 Years

1. Eligibility criteria like Essential Qualification, Experience, Job Description, Current Pay/CTC are provided in NFDC website [www.nfdcindia.com](http://www.nfdcindia.com) , Career section.

#### General Terms & Conditions:

- i. Before applying, the candidates shall ensure that they fulfill all eligibility criteria as mentioned in the Vacancy Notice for the post/(s). NFDC will verify the eligibility with reference to the original documents on the date of interview. If the candidates are not found eligible during document verification, they will not be considered for next stage of selection process and their candidature will be rejected. Their admission to all the stages of selection process will be purely provisional, subject to meeting the prescribed eligibility criteria.
- ii. Essential Education Qualification(s) required as indicated above against each post are mandatory.
- iii. Only Full Time/ Regular Courses will be considered.
- iv. All essential qualification(s) must be from UGC recognized Indian University/UGC recognized Indian Deemed University or AICTE approved course from Autonomous Indian Institutions/concerned statutory council (wherever applicable). No claim of possession equivalent to a prescribed

qualification shall be entertained (Except for Ex-Servicemen)

- v. Candidates claiming equivalence in qualification shall be required to produce a copy of the equivalence certificate.
- vi. In case of Degree/Diploma in Management qualifications where there is a mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.

## **1. RESERVATION, CONCESSIONS AND RELAXATIONS**

- 1.1. Candidates seeking reservation as SC/ST/ OBC-NCL, shall have to produce a certificate in the prescribed proforma, meant for appointment to posts under the Government of India, from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of.
- 1.2. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as 'General'.
- 1.3. A person who wants to avail the benefit of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in the PwBD Act, 2016.
- 1.4. Candidates seeking reservation as EWS shall have to produce an 'Income and Asset Certificate' valid for the current financial year, issued by a Competent Authority based on gross annual income of the previous Financial Year in the format prescribed by the Government of India. Candidates are advised to be in possession of an 'Income and Assets Certificate' as mentioned above issued on or after the start of the current financial year at the time of the interview.
- 1.5. Age concession to PwBD candidates shall be admissible irrespective of the fact whether the post is reserved for PwBD or not.
- 1.6. Ex-Servicemen who have already secured regular employment in the Central/ State Government/ CPSEs/ Autonomous Bodies/ Govt. instrumentalities for any post are permitted the benefit of age relaxation as admissible to Ex-servicemen for securing another employment in any higher post or service. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen.

### **1.7. Age Relaxation**

<b>Sl. No.</b>	<b>Category</b>	<b>Age Relaxation</b>
i.	Scheduled Caste/ Scheduled Tribes (SC/ST)	05 Years
ii.	Other Backward Class- Non-Creamy Layer (OBC-NCL)	03 Years
iii.	Person with Benchmark Disabilities (PwBD)	10 Years

iv.	Upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.	03 Years
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- 1.8. Cumulative relaxation in age for one/more than one category (mentioned in the table above) taken together shall be admissible.
- 1.9. If the SC/ ST/ OBC-NCL/ PwBD/ EWS certificate has been issued in a language other than English/ Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- 1.10. Candidates belonging to the SC/ST/OBC/EWS category can apply against unreserved posts, provided they meet the eligibility criteria specified for the post prescribed for unreserved candidates. In such case, the SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and/or qualifying marks in the Interview or at any stage in the entire recruitment process, if they apply against unreserved posts.
- 1.11. The above guidelines are subject to change in view of any Government of India guidelines/clarifications issued from time to time.

## **2. EMOLUMENTS**

- 2.1. Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and Perks and Allowances under Cafeteria Approach.
- 2.2. Other Benefits and Allowances, as per extant Company Rules.

## **3. PLACE OF POSTING**

- 3.1. The selected candidate may be posted at the place mentioned in the advertisement, however they may be transferred in any office/workplace/Project units of NFDC or any of the subsidiaries of NFDC in anywhere in India.

## **4. IMPORTANT DATES**

Opening of website link for applying online	08.03.2024
Closing Date for applying online	30.04.2024

## **5. SELECTION PROCESS**

- 5.1. Based on the eligibility, candidates meeting the criteria will be called for interview.
- 5.2. The Venue, Date and Time of Interview will be notified on website in advance.
- 5.3. Any request for change in date or venue of the selection process (Interview) shall not be entertained.

- 5.4. The document verification of candidates shall be done before the interview and the candidates are required to carry their original certificates to facilitate the document verification, failing which the candidate shall not be allowed to attend the interview.

## **6. HOW TO APPLY**

- 6.1. The candidates shall apply online through NFDC website ([www.nfdcindia.com](http://www.nfdcindia.com)) under 'Career Section' as per the eligibility criteria indicated above. No other mode of application will be entertained.
- 6.2. Before registering/applying online, candidates are advised to go through detailed instructions. The candidate should possess the following and keep the same handy while applying online:
- i. Valid e-mail ID and Mobile Number.
  - ii. Scanned Copy of self-attested recent passport size coloured photograph (3.5. X 4.5 cm) of the candidate (File Size upto 100 kb, in .jpg/.jpeg format only).
  - iii. Scanned copy of signature (signed on white paper with black pen) of the candidate (File Size upto 100 kb, in .jpg/.jpeg format only).
  - iv. Any other certificate/document file (File size 100-500 kb)
- 6.3. online, candidate needs to upload copies of the following self-attested documents:
- i. 10th Certificate/ Birth Certificate.
  - ii. Degree Certificate of Graduation and Post-Graduation highlighting the stream/ specialization.
  - iii. Appointment letter, Joining Order and latest salary slip of present organization.
  - iv. Copies of the APARs (Last Five years in case of candidates from the Govt./ PSU Organizations).
  - v. Office Orders indicating promotions.
  - vi. Experience/Service Certificate/Relieving order issued by previous organizations.
  - vii. Form-16/ ITR.
  - viii. Last 3 months' salary slips.
- 6.4. Applications without supporting certificates/documents as mentioned above, shall be summarily rejected.

Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies may apply online and forward the printout of the application through proper channel along with the following documents: However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking that they will submit NOC

at the time of interview. If they failed to provide NOC, they will not be allowed to appear in the interview.

- a) No Objection Certificate
  - b) Vigilance clearance
  - c) Integrity Certificate
  - d) Statement of major / minor penalties imposed, if any, on the applicant during the last 10 years. If no penalty has been imposed, a nil certificate should be enclosed.
  - e) APARs attested copies for the last five years.
- 6.5. After submitting online application, candidate is required to download the Application Form generated by the system with Unique Registration Number, attach supporting documents, and send it to the below mentioned address by hand/ Post on or before 05.05.2024. Non-receipt of printout of the application along with the relevant documents will be rejected.

**Deputy General Manager (P&A)  
National Film Development Corporation  
Limited, NFDC-FD Complex, 24, Dr. G.D. Marg,  
Peddar Road, Cumbala Hill,  
Mumbai 400 026.**

- 6.7 The envelope containing the print-out of the application and supporting documents, should be superscribed as **'APPLICATION FOR THE POST OF- ( )**.
- 6.8 Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration Number, Password and all other important communication will be sent on the same registered e-mail id (*Please ensure that email sent to this mailbox is not redirected to junk/spam folder*).
- 6.9 Candidates should take utmost care to furnish the correct details while filling in the online application. Candidates can edit the information at any stage before submission. Hence, candidates are advised to take a preview of the application before submitting the same. Once the form is submitted, it cannot be edited.

## **7 HEALTH/MEDICAL FITNESS**

- 7.7 Appointment to the above post/(s) will be subject to the candidate being medically fit as per the medical standards prescribed for the post by the Company.
- 7.8 Every candidate appointed to a post in the Company shall be required to get

his/her pre- employment medical examination done from NFDC nominated hospital/Centre or a Central/State Government Hospital.

- 7.9 Acceptance of joining will be subject to the Medical Fitness Certificate issued by the Medical Authority. NFDC reserves the right to re-examine or review the Medical Examination report submitted by the candidate without assigning any reason and the decision of NFDC in this regard shall be final and binding.

## **8 PROBATION PERIOD**

- 8.7 After joining, an employee has to undergo a probation period as per Corporation Policy.

## **9 CHARACTER AND ANTECEDENTS**

- 9.7 The success in the selection process does not confer any right to appointment unless the character & antecedents are found satisfactory after such an inquiry, that the candidate having regard to his/ her character & antecedents is suitable in all respects for appointment to the service.

## **10 OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS**

- 10.7 Only Indian Nationals above 18 years of age are eligible to apply.
- 10.8 The candidates should ensure that they fulfill all the eligibility criteria and other conditions of this Vacancy Notice and that all particulars furnished by them in the online application and the documents submitted by them later on are correct in all respects. Mere admission to the selection process does not imply that NFDC has been satisfied about the candidate's eligibility. In case it is found at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled. In any of these shortcoming(s) is/are found even after the appointment, his/her services shall be summarily rejected.
- 10.9 The details entered by the candidate at the time of online registration are final and binding. While applying, the candidates should enter their name as it appears in the SSC/Matriculation Certificate. Further, request for change of Mailing Address/E-mail Id/Category/Posts as declared in the online application shall not be entertained.
- 10.10 Candidates should possess a valid e-mail ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in e-mail ID will be entertained. All correspondence with candidates shall be done through email only. NFDC will not be responsible for any loss of email sent, due to invalid/wrong e- mail ID provided by the candidate and no correspondence in this regard shall be entertained.

- 10.11 The candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned above.
- 10.12 NFDC reserves the right to raise the minimum eligibility standards. NFDC also reserves the right to fill or not to fill all or any of the above positions and cancel/restrict/enlarge/modify/alter the recruitment/selection process without any further notice or assigning any reasons whatsoever.
- 10.13 The prescribed qualification/experience criteria are minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. NFDC's decision shall be final in this regard.
- 10.14 Any revision, clarification, addendum, corrigendum, time extension etc., to the above Vacancy Notice will be hosted on 'Careers' Section of NFDC ([www.nfdcindia.com](http://www.nfdcindia.com)) only and no separate notification shall be issued to the individual. Candidates are requested to visit the website regularly to keep themselves updated.
- 10.15 Canvassing by the applicant, directly or indirectly will result in disqualification of his/her candidature. Any dispute with regards to recruitment against this Vacancy Notice will be settled within the jurisdiction of High Court of Mumbai only.
- 10.16 In case of any query, candidates may write to [maheshyadav@nfdcindia.com](mailto:maheshyadav@nfdcindia.com), mentioning "Advertisement No. and name of the post" in the Subject Line. Candidates are advised to add this e-mail ID to their address book. NFDC will not be responsible for non-delivery of e-mail/ delivery of e-mail to junk or spam folder. Contact No. 022-3524 8444 (10:00 AM to 4:30 PM).

Eligibility criteria like Essential Qualification, Experience, Job Description, Current Pay/CTC are provided in NFDC website [www.nfdcindia.com](http://www.nfdcindia.com) , Career section.

Sr. No.	Post	Level	Eligibility Criteria
i)	<b>GENERAL MANAGER (Preservation) NFAI, Pune.</b>	E-7	<p><b>Essential Qualification</b> Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media/ Journalism/ Film Archiving</p> <p><b>*Desired Education:</b> Diploma/ Certificates in Film studies/ Media studies/ Film Archiving/ Curating and Programming.</p> <p><b>Experience:</b> 15 years' experience with PSU/ Any Govt. Organization/ Private sector (with minimum 10 Years relevant experience in a Sr. Managerial position) Minimum 7 years of experience in Film industry, mainly into Preservation/ Archival/ Film restoration.</p>

**Role Responsibilities:**

1. Oversee the overall functioning of the NFAI and provide strategic direction and leadership for the smooth functioning and revenue generation.
2. Keep abreast of the latest advancements in preservation technology and methodologies by overseeing the high-level operations of the Preservation and Conservation department.
3. Direct the development of department goals, objectives, standards of performance, policies, and procedures.
4. Develop and execute strategies to augment revenue for NFAI, including identifying the new revenue streams.
5. Ensuring & adhering to the law & regulations followed in India for Preservation & Conservation in Cinema & Film Industry.
6. Representing NFDC at conferences and other public programs and participating in professional associations on a local, regional, and national level.
7. Coordination and Liaison: Coordinate and liaise with other Business Units (BUs) within NFDC and external agencies to ensure effective collaboration and synergy.

**Designational Responsibilities:**

1. Signing Authority: Hold overall signing authority for official documents and agreements related to NFAI.
2. Reporting to MD: Regularly report to the Managing Director on key metrics, major developments, and progress towards achieving BU objectives.
3. Initiatives and Innovation: Lead and implement strategic initiatives to enhance the performance and impact of NFAI
4. Budgeting and Resource Allocation: Participate in budgeting and resource allocation for NFAI to ensure efficient utilization of resources.
5. Stakeholder Engagement: Engage with stakeholders, including government authorities, industry players, and cultural organizations, to foster partnerships and collaborations.



**Business Unit Responsibilities:**

1. Develop a strategic vision for NFAI, with a clear plan to position and enhance NFIA as a leading film archive in India.
2. Demonstrate the ability to participate in big-picture thinking and build consensus around a strategic vision
3. Outreach & Awareness: Direct & Guide marketing and PR campaigns to increase public awareness of NFAI.

Cultivate partnerships with media outlets, film industry stakeholders, and cultural institutions to augment the efforts.

**Key Skill Required:**

- Understanding of financial management principles and budget making
- Strong leadership skills to guide and inspire teams
- Previous experience in a Public Sector Undertaking (PSU) or similar department is preferred.
- Familiarity with AV/film preservation and digitization process
- Ability to achieve results and driving performance
- Excellent communication and interpersonal skills to effectively interact with internal teams, external stakeholders, and the Managing Director.
- Demonstrated commitment to ethics, transparency, and accountability
- Demonstrates business acumen in identifying and pursuing new opportunities
- In-depth understanding of the film industry
- Proven ability to collaborate and build relationships

Strong analytical and problem-solving skills to address challenges and find solutions.

**Current Pay Scale & CTC**

- In pay scale Rs.123100 - 215900 (L-13) or above, <b>OR</b> - 3 years of service in pay scale Rs. 78800 - 209200 (L-12)	<b>CDA Scale</b>
- In pay scale Rs. 100000-260000 (E-7) or above, <b>OR</b> - 3 years of service in pay scale Rs. 90000-240000 (E-6)	<b>IDA Scale</b>
- Minimum CTC of Rs. 24 Lacs Per annum	<b>Private</b>

<b>Sr. No.</b>	<b>Post</b>	<b>Level</b>	<b>Eligibility Criteria</b>
ii)	<b>General Manager (Film Production &amp; Distribution), Mumbai.</b>	E-7	<p><b>Essential Qualification:</b> Ph.D./ 2-year full time Post Graduation in Marketing/ Mass Communications/ Film Studies/ Mass Media/ Journalism.</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film Studies/ Media studies/ Marketing</p> <p><b>Experience:</b> 15 years of experience in PSU/ Any Govt. Organization/ Private sector (with minimum 10 years of relevant in Sr. Managerial position)</p>

			Minimum 7 Years' experience as a: 1) Producer/ director of feature films/ web-series/ animation/ OTT/ documentary/ tele series 2) Syndication/ acquisition/ marketing/ distribution of feature films/ web-series/ animation/ OTT/ documentary/ tele series
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**Role Responsibilities:**

1. Overseeing the production & distribution departments day to day activities.
2. Communication with Ministry & Govt. on production projects & adhering to the sanctioned projects.
3. Propose the budgeting & Finalisation for Pre-Production, Production & Distribution activities to Ministry.
4. Provide strategic direction and leadership decisions by contributing to the creative vision of the vertical to the business plans underpinning that vision.
5. Developing and implementing marketing strategies to promote NFDC films through different channels within the industry.
6. Guide & implement the promoting strategies for films on OTT, Cinemas of India & Social platforms.
7. Creating presence at International and National film festivals and keeping track of their sections for NFDC film content.
8. Negotiating contracts with new partners to establish terms of business relationships.
9. Oversee the acquisition of film content for distribution, ensuring a diverse and compelling catalogue of films.
10. Collaborate with internal teams, filmmakers, and external partners for seamless content distribution

**Designational Responsibilities:**

1. Lead and supervise film production teams, ensuring projects are completed on time, within budget, and to the desired quality standards.
2. Identify and pursue new opportunities for film production and distribution partnerships, collaborations, and revenue generation. Representing NFDC in negotiations with international and domestic distributors and partners.
3. Manage and collaborate with creative talent, directors, producers, and other stakeholders involved in film production and distribution.
4. Oversee and manage budgets for film production and distribution projects, ensuring financial efficiency and accountability.
5. Monitor market trends, analyze competition, and identify new opportunities for content licensing and syndication.

**Business Unit Responsibilities:**

1. Develop a strategic vision for the Production Department of NFDC to become a leading and innovative force in the film industry, producing high-quality, diverse, and impactful films that resonate with audiences.
2. Innovation and Technology: Embracing cutting-edge technology and production techniques.
3. Expand the reach and impact of NFDC by actively seeking international and domestic collaborations and co-productions.

4. Recognizing the evolving entertainment landscape and explore new formats of production according to feasibility of the project.
5. Position the Production department as the thought leader in the film industry, contributing to the growth and advancement of filmmaking through participation in industry events, conferences, and workshops.
6. Explore new avenues to expand the reach of the distribution department by diversifying to reach wider audiences and generate multiple revenue streams.
7. Develop compelling and targeted marketing

**Key Skills Required:**

- Strong leadership skills to guide and inspire teams
  - Previous experience in a Public Sector Undertaking (PSU) or similar department is preferred.
  - Ability to achieve results and driving performance
  - Excellent communication and interpersonal skills to effectively interact with internal teams, external stakeholders, and the Managing Director.
  - Demonstrated commitment to ethics, transparency, and accountability
  - Demonstrates business acumen in identifying and pursuing new opportunities for film production
  - Skilled in managing and collaborating with creative talent, directors, producers, and other stakeholders
  - Proficient in overseeing and supervising film production
  - In-depth understanding of the Indian film industry
- Strong networking skills to establish and maintain relationships

**Current Pay Scale & CTC:**

- In pay scale Rs.123100 - 215900 (L-13) or above, <b>OR</b> - 3 years of service in pay scale Rs. 78800 - 209200 (L-12)	<b>CDA Scale</b>
- In pay scale Rs. 100000-260000 (E-7) or above, <b>OR</b> - 3 years of service in pay scale Rs. 90000-240000 (E-6)	<b>IDA Scale</b>
- Minimum CTC of Rs. 24 Lacs Per annum	<b>Private</b>

Sr. No.	Post	Level	Eligibility Criteria
iii)	<b>General Manager (Film Festival), New Delhi</b>	E-7	<p><b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media/ Event Management</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film studies/ Media studies/ Film Festivals/ Event Management</p> <p><b>Experience:</b> 15 years of experience with PSU/ Any Govt. Organization/ Private sector (with minimum 10 Years relevant experience in a Sr. Managerial position)</p> <p>Minimum 7 years of experience in Film/ Cinema industry, especially conducting film festivals/ event management</p>

**Role Responsibilities:**

1. Oversee smooth functioning of the film festivals division.
2. Strategizing new initiatives for Film Festivals and Indian Panorama
3. Coordination and Stakeholder Management: Coordinate and liaise with internal stakeholders, including technical and support teams, to facilitate seamless collaboration and effective communication.
4. Cultivate strategic relationships with domestic and international filmmakers, distributors, sales agents and national film promotional organizations in order to expand the programming opportunities for the festival.
5. Attend national and international film festivals, marketplaces and events on the organizations behalf of research and secure films, meet filmmakers, promote the festival and join other festival juries as required:

**Designational Responsibilities:**

1. Responsible for taking critical decisions related to Film Programming, branding, and outreach, in line with organizational guidelines.
2. Regularly report to the Managing Director on key metrics, major developments, and progress towards achieving BU objectives.
3. Lead and implement initiatives to enhance festival impact and reach globally.
4. Budgeting and Resource Allocation: Participate in budgeting and resource allocation for all verticals to ensure efficient utilization of resources.
5. Engage with stakeholders, including government authorities, industry players, and cultural organizations, to foster partnerships and collaborations.

**BU Responsibilities**

1. To make all film festivals organized by NFDC a benchmark for domestic and international festivals by continually improving both structure, programming and processes.
2. Create Sustainable plans for the vertical for a long-term growth & revenue generation.

**Key Skills Required:**

- Understanding of financial management principles and budget mking for activities of the film festivals - branding, and outreach efforts etc
- Strong leadership skills to guide and inspire teams
- Previous experience in a Public Sector Undertaking (PSU) or similar department is preferred.
- Ability to achieve results and driving performance
- Excellent communication and interpersonal skills to effectively interact with internal teams, external stakeholders, and the Managing Director.
- Demonstrated commitment to ethics, transparency, and accountability
- Proven ability to collaborate and build relationships
- Strong analytical and problem-solving skills to address challenges and find solutions.
- Extensive experience in festival management, strategic planning, and stakeholder relationship management.
- Ability to plan, and organize, festival events - screenings, panel discussions, etc
- Effective networking skills to build relationships with filmmakers, distributors, and industry professionals

Commitment to promoting diverse film cultures

<b>Current Pay Scale &amp; CTC:</b>	
- In pay scale Rs.123100 - 215900 (L-13) or above, <b>OR</b> - 3 years of service in pay scale Rs. 78800 - 209200 (L-12)	<b>CDA Scale</b>
- In pay scale Rs. 100000-260000 (E-7) or above, <b>OR</b> - 3 years of service in pay scale Rs. 90000-240000 (E-6)	<b>IDA Scale</b>
- Minimum CTC of Rs. 24 Lacs Per annum	<b>Private</b>

<b>Sr. No.</b>	<b>Post</b>	<b>Level</b>	<b>Eligibility Criteria</b>
iv)	<b>General Manager (Film Bazaar), Mumbai</b>	E-7	<p><b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Marketing/ Mass Communications/ Film Studies/ Mass Media/ Event Management</p> <p><b>*Desired Education:</b> Diploma/ Certificates in Film studies/ Media studies/ Event Management.</p> <p><b>Experience:</b> 15 years of experience with PSU/ Any Govt. Organization/ Private sector (with minimum 10 Years relevant experience in a Sr. Managerial position)</p> <p>Minimum 7 years of experience in conducting film markets/ event management related to film festivals</p>

**Role Responsibilities:**

1. Oversee smooth functioning of the Film Bazaar vertical including budgeting, planning, team development for the sustainable growth.
2. Provide strategic direction and leadership decisions by contribute to the creative vision of the vertical to the business plans underpinning that vision.
3. Coordinate and liaise with other Business Units (BUs) within NFDC and external agencies to ensure effective collaboration and synergy.
4. Establish a shared the artistic vision, and the curatorial and strategic direction for all aspects of the Film Bazaar programming
5. Maintain relationships with key partners and stakeholders of the festival, bazaar and develop new strategic partnerships.
6. Attend national and international festivals, marketplaces and events on the organisation's behalf to research and secure films, meet filmmakers, promote the festival and join other festival juries as required.
7. Raise the profile of both festivals & bazaar beyond India, and to bring in revenue.

**Designational Responsibilities:**

1. Responsible for taking critical decisions related to Film Programming, branding, and outreach, in line with organizational guidelines.
2. Regularly report to the Managing Director on key metrics, major developments, and progress towards achieving BU objectives.

3. Lead and implement initiatives to enhance festival impact and reach globally.
4. Budgeting and Resource Allocation: Participate in budgeting and resource allocation for all verticals to ensure efficient utilization of resources.
5. Engage with stakeholders, including government authorities, industry players, and cultural organizations, to foster partnerships and collaborations.

**BU Responsibilities**

1. To make all film festivals organized by NFDC a benchmark for domestic and international festivals by continually improving both structure, programming and processes.
2. Create Sustainable plans for the vertical for a long-term growth & revenue generation.

**Key Skills Required:**

- Understanding of financial management principles and budget making for activities of the film festivals - branding, and outreach efforts etc
- Strong leadership skills to guide and inspire teams
- Previous experience in a Public Sector Undertaking (PSU) or similar department is preferred.
- Ability to achieve results and driving performance
- Excellent communication and interpersonal skills to effectively interact with internal teams, external stakeholders, and the Managing Director.
- Demonstrated commitment to ethics, transparency, and accountability
- Extensive experience in festival management, strategic planning, and stakeholder relationship management.
- Ability to plan, organize, and oversee film festival events, including screenings, panel discussions, and award ceremonies.
- Effective networking skills to build relationships with filmmakers, distributors, and industry professionals
- Commitment to promoting diverse film cultures

Strong collaborative mindset to work effectively in cross-functional teams

**Current Pay Scale & CTC:**

- In pay scale Rs.123100 - 215900 (L-13) or above, <b>OR</b> - 3 years of service in pay scale Rs. 78800 - 209200 (L-12)	<b>CDA Scale</b>
- In pay scale Rs. 100000-260000 (E-7) or above, <b>OR</b> - 3 years of service in pay scale Rs. 90000-240000 (E-6)	<b>IDA Scale</b>
- Minimum CTC of Rs. 24 Lacs Per annum	<b>Private</b>

v)	<b>Deputy General Manager (Film Festivals) New Delhi</b>	E-5	<p><b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Marketing/ Mass Communications/ Film Studies/ Mass Media/ Event Management.</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film/ Media studies/ Event Management.</p> <p><b>Experience:</b> 12 years of experience with PSU/ Any Govt. Organization/ Private sector (with minimum 7 Years relevant experience in a Sr. Managerial position) Minimum 5 years of experience in conducting film markets/ event management related to film festivals</p>
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**Role Responsibilities:**

1. Oversee the smooth functioning of the film festivals division.
2. Strategizing new initiatives for Film Festivals and Indian Panaroma.
3. Coordination and Stakeholder Management: Coordinate and liaise with internal stakeholders, including technical and support teams, to facilitate seamless collaboration and effective communication.
4. Cultivate strategic relationships with domestic and international filmmakers, distributors, sales agents, and national film promotional organizations in order to expand the programming opportunities for the festival.
5. Attend national and international festivals, marketplaces and events on the organisation's behalf to research and secure films, meet filmmakers, promote the festival and join other festival juries as required;

**Designational Responsibilities:**

1. Oversee the conduct of all festivals mandated for NFDC - IFFI, ICCFI, MIFF, SCO, oversee the running of film bazaar market
2. Develop and implement festival initiatives, festival programming, develop new sections for festivals
3. Deciding festival flow and curation of sections and attendees
4. Provide regular updates and reports to the General Manager on various areas, highlighting progress and challenges.
5. Tracks new productions for possible consideration for the festival and year-round programming.
6. Assist in managing resources, including budget allocation and utilization, to optimize efficiency and productivity.

**Business unit Responsibility:**

1. Collaborate with the senior leadership in implementing the strategic vision for Film Festival.
2. Assist in developing detailed action plans and timelines to achieve the objectives set by the higher management.
3. Help identify potential partners, media outlets, film industry stakeholders, and cultural institutions for collaboration.

Assist in establishing and maintaining relationships with key stakeholders to enhance the Film Festival participation by outreach and awareness.

**Key Skills Required:**

- Proficiency in curating and programming film festivals

- Ability to plan, organize, and oversee film festival events, including screenings, panel discussions, and award ceremonies.
- Demonstrates a strong creative vision for film festivals, incorporating unique themes
- Effective networking skills to build relationships with filmmakers, distributors, and industry professionals
- Proficient in managing budgets for film festivals
- Capability to develop and implement long-term strategies for film festivals
- Demonstrated commitment to ethics, transparency, and accountability.
- Strong problem-solving abilities to identify issues, analyze situations, and develop innovative solutions

Strong leadership and communication skills to lead the festivals team

**Current Pay Scale & CTC:**

- In pay scale Rs.78800 - 209200 (L-12) or above,

**OR**

- 3 years of service in pay scale Rs. 67700 - 208700 (L-11)

**CDA Scale**

- In pay scale Rs.80000-220000 (E-5) or above,

**OR**

- 3 years of service in pay scale Rs. 70000 - 200000 (E-4)

**IDA Scale**

- Minimum CTC of Rs. 21.00 Lacs Per annum

**Private**

vi)	<b>Deputy General Manager (Museum Curator), National Museum of Indian Cinema, Mumbai.</b>	E-5	<p><b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media/ Museum Archiving/ Museology/ History.</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film/Media studies/ Museum Archiving/ Museology/ History.</p> <p><b>Experience:</b> 12 years of experience with PSU/ Any Govt. Organization/ Private sector (with Minimum 7 Years relevant experience in a Sr. Managerial position)</p> <p>Minimum 5 years of experience as a curator/ administrator in any museum</p>
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**Role Responsibilities:**

1. Oversee the day-to-day functioning of the Museum, ensuring all exhibits are well-maintained and providing visitors with a seamless and enriching experience.
2. Develop a comprehensive exhibits calendar, curating engaging and informative exhibits that align with NMIC's mission and goals. Select films, artifacts, and non-filmic content with historical, cultural, and artistic significance to provide a diverse and captivating experience for visitors.
3. Coordinate and liaise with other business units and external agencies (like other museums) for collaborative projects, partnerships, and joint initiatives.
4. Foster positive relationships to enhance the Museum's outreach and impact.
5. Overseeing budget planning, acquisition, and collections and negotiating contracts with partners
6. Familiarity with digital technologies and its applications in film preservation and exhibition. Experience in bringing operational and economic efficiencies in museums.
7. Directly be responsible for placement of artifacts in the museum.



8. Manage and create themes in the museum as when required for events.

**Designational Responsibilities:**

1. Provide regular reports to the MD on NMIC metrics, key performance indicators, and major developments related to the Museum. Communicate progress, achievements, and challenges to aid in decision-making and strategic planning.
2. Participate actively in strategy initiatives aimed at enhancing the Museum's reputation, visitor experience, and cultural significance. Contribute valuable insights and ideas to support NMIC's vision and mission.
3. Take charge of achieving revenue and target goals set for the Museum. Utilize effective management and curatorial strategies to attract diverse audiences, increase footfall, and optimize revenue generation.
4. Assist in managing resources, including budget allocation and utilization, to optimize efficiency and productivity.

**Business Unit Responsibilities:**

1. Collaborate with the senior leadership in implementing the strategic vision for NMIC
2. Assist in developing detailed action plans and timelines to achieve the objectives set by the higher management.
3. Help identify potential partners, media outlets, film industry stakeholders, and cultural institutions for collaboration.
4. Assist in establishing and maintaining relationships with key stakeholders to enhance the museums outreach and awareness.

**Key Skills Required:**

- Understanding of the history of films, including major movements, genres, and noteworthy films and personalities
- Expertise in curating exhibits and creating engaging displays for visitors.
- Proficient in analysing metrics and data to measure the museum's performance.
- Skilled in managing budgetary aspects of exhibits and projects.
- Ability to develop and implement strategic plans to enhance the museum's reputation.
- Previous experience in a Public Sector Undertaking (PSU) or similar department is preferred.
- Proficient in managing museum operations, exhibits, and collections.
- Strong leadership qualities to oversee museum staff and projects effectively.
- Capable of collaborating with other departments and external partners for projects.
- Excellent verbal and written communication skills.

Demonstrates a results-driven attitude to achieve revenue and target goals

**Current Pay Scale & CTC:**

- In pay scale Rs.78800 - 209200 (L-12) or above, <b>OR</b> 3 years of service in pay scale Rs. 67700 - 208700 (L-11)	<b>CDA Scale</b>
- In pay scale Rs.80000-220000 (E-5) or above, <b>OR</b> 3 years of service in pay scale Rs. 70000 - 200000 (E-4)	<b>IDA Scale</b>
Minimum CTC of Rs. 21.00 Lacs Per annum	<b>Private</b>

vii)	<b>Manager (Preservation), National Film Archive of India, Pune.</b>	E-4	<p><b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media/ Journalism/ Film Archiving.</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film studies/ Media studies/ Film Archiving/ Curating and Programming</p> <p><b>Experience:</b> 8 years of experience in PSU/ Any Govt. Organization/ Private sector</p> <p>Minimum 6 years of relevant experience as archival footage researcher/ film archivist/ film restoration</p>
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**Role Responsibilities:**

1. Preservation Operations: Manage and oversee the day-to-day functioning of the Preservation Vertical, ensuring that all preservation activities are carried out efficiently and effectively.
2. Preservation Technologies: Spearhead the implementation and maintenance of state-of-the-art preservation technologies for film digitization and storage, staying updated on the latest advancements in the field.
3. Supervise and ensure the thorough checking of reel materials, moving image preservation, and audio preservation processes to maintain the highest quality standards.
4. Vault Management: Take charge of vault management, ensuring that film reels are properly stored, organized, and easily retrievable when needed.
5. Technical Expertise: Act as the go-to person for technical expertise in preservation technologies, providing guidance and support to the preservation team.
6. Handle requests from various parties regarding film materials.
7. Conducting preservation needs assessments and risk assessments with written reports for libraries, archives, museums, and other organizations for future forecast & readiness.
8. Oversee the technical aspect of reel restoration

**Designational Responsibilities:**

1. Take critical decisions related to preservation priorities, resource allocation, and technical approaches, in line with organizational guidelines.
2. Provide regular reports to senior management (GM) on preservation activities, progress, challenges, and outcomes.
3. Developing and implementing plans to achieve team targets of the department and BU set by higher management
4. Identify training needs for preservation personnel related to preservation technologies and support their professional development.

**Key Skills Required:**

- Capable of managing preservation projects and cataloguing systems.
  - Proficient in managing preservation technology projects
  - Capability to align preservation technology initiatives with the overall strategic vision and objectives of NFAI.
  - Strong teamwork and communication skills to collaborate effectively
  - Meticulous in handling and preserving film materials.
  - Ability to effectively communicate with team members and stakeholders.
- Proficient in addressing technical challenges related to film preservation.

**Current Pay Scale & CTC:**

- In pay scale Rs.67700 - 208700 (L-11) or above, <b>OR</b> 3 years of service in pay scale Rs. 56100 - 177500 (L-10)	<b>CDA Scale</b>
- In pay scale Rs.70000-200000 (E-4) or above, <b>OR</b> 3 years of service in pay scale Rs. 60000 - 180000 (E-3)	<b>IDA Scale</b>
Minimum CTC of Rs. 18.00 Lacs Per annum	<b>Private</b>

viii)	<b>Manager (Branding and Outreach), Film Festivals, New Delhi.</b>	E-4	<p><b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media/ Marketing.</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film studies/ Media studies/ Marketing</p> <p><b>Experience:</b> 8 years of experience with PSU/ Govt./ Private sector</p> <p>Minimum 6 years of experience in Branding/ PR/ Advertising/ Outreach/ of film festivals/ film markets/ other events</p>
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**Role Responsibilities:**

1. Develop and execute comprehensive branding strategies to enhance the visibility and reputation of Film Festivals.
2. Define and maintain consistent brand guidelines across all communication channels and festival materials.
3. Collaborate with cross-functional teams to align branding efforts with the festival's goals and objectives.
4. Devise outreach plans to engage filmmakers, industry professionals, sponsors, and audiences to participate in the Film Festivals.
5. Identify and establish partnerships with relevant stakeholders, including film associations, media outlets, and cultural institutions.
6. Create and manage outreach campaigns to expand the festival's reach and impact within the film community.
7. Collaborate with event teams to plan and execute engaging festival activities, including screenings, panels, workshops, and networking events.
8. Ensure seamless logistics, timely communication, and excellent guest experiences throughout the festival.

**Designational Responsibilities:**

1. Assist in taking critical decisions related to Branding, and outreach, in line with organizational guidelines.
2. Provide regular reports to senior management (GM) on activities, progress, challenges, and outcomes of the creative as well as administrative process.
3. Developing and implementing plans to achieve team targets of the department and BU set by higher management

4. Oversee the workflow, manage deadlines, and ensure effective administration to maintain the festival's success.
5. Oversee and manage the day-to-day activities of marketing FF, ensuring smooth operations and efficient functioning.

**Key Skills Required:**

- Proficient in managing budgets for film festivals, branding, and outreach efforts.
  - Ability to work with higher management to develop and implement long-term strategies
  - Demonstrated commitment to ethics, transparency, and accountability.
  - Possesses strong communication and creative thinking
  - Demonstrates a strong collaborative mindset, fostering teamwork and working effectively
- Skill in generating creative content and effectively managing its distribution

**Current Pay Scale & CTC:**

- In pay scale Rs.67700 - 208700 (L-11) or above,  
**OR**  
 3 years of service in pay scale Rs. 56100 - 177500 (L-10)

**CDA Scale**

- In pay scale Rs.70000-200000 (E-4) or above,  
**OR**  
 3 years of service in pay scale Rs. 60000 - 180000 (E-3)

**IDA Scale**

Minimum CTC of Rs. 18.00 Lacs Per annum

**Private**

ix)	<b>Manager (Film Programming – International Finema) Film Festivals, New Delhi.</b>	E-4	<p><b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film studies/ Media studies.</p> <p><b>Experience:</b> 8 years of experience in PSU/ Any Govt. Organization/ Private sector</p> <p>Minimum 6 years of relevant experience in recognized film festivals/ film curation/ film programming/ scheduling of films in festivals</p> <p>Prior experience in dealing with international sales agents and film distributors</p>
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**Role Responsibilities:**

1. Ensure smooth execution of the Indian Panorama section at the International Film Festival of India (IFFI).
2. Take charge of the film content selection process for Indian Panorama, curating a compelling and diverse lineup of films.
3. Collaborate with film content teams and industry participants to facilitate the screening and discussion processes for selected films.
4. Promote the selected content from Indian Panorama during IFFI and other relevant forums to enhance its visibility and reach.
5. Manage and coordinate the flow of events related to Indian Panorama to ensure a seamless and

engaging experience for festival attendees.

6. Manage the coordination and functioning of various sections of the festivals, ensuring smooth and efficient operations.
7. Oversee all aspects of programming functions, including both creative and administrative tasks, to curate compelling film lineups in IFFI once Indian Panaroma work gets completed
8. Handle the programming and scheduling of IFFI, award ceremonies, and other film events for seamless execution.
9. Manage officers and other event staff to ensure the smooth running of festivals and events.
10. Collaborate with the marketing and PR department to promote festivals and increase audience engagement.
11. Identify and prioritize international film festivals, including prestigious events like the Singapore International Film Festival etc
12. Facilitate the submission of films to these festivals, ensuring adherence to submission deadlines and requirements.
13. Maintain a database of upcoming international film festivals, submission deadlines, and key contacts for effective festival participation.
14. Coordinate and manage travel arrangements for NFDC representatives, filmmakers, and talent attending international film festivals.
15. Ensure timely communication with filmmakers and team members regarding the outcomes of film submissions.
16. Develop strategies for maximizing NFDC's presence at international film festivals, even in the case of film selection or non-selection

**Designational Responsibilities:**

1. Support in taking critical decisions related to Indian Panaroma execution and administration, resource allocation, in line with organizational guidelines.
2. Provide regular reports to senior management (GM and DGM) on activities, progress, challenges, and outcomes.
3. Developing and implementing plans to achieve team targets of the department and BU set by higher management
4. Identify training needs for employees and support their professional development.

**Key Skills Required:**

- Proficiency in curating and programming film festivals
- Ability to plan, organize, and oversee film festival events
- Demonstrates a strong creative vision for film festivals
- Effective networking skills to build relationships with filmmakers, distributors, and industry professionals
- Proficient in managing budgets for film festivals, branding, and outreach efforts, allocating funds appropriately
- Capability to develop and implement long-term strategies for film festivals
- Commitment to promoting diverse film cultures
- Demonstrated commitment to ethics, transparency, and accountability.
- Strong problem-solving abilities to identify issues, analyse situations, and develop innovative solutions

Strong leadership and communication skills

<b>Current Pay Scale &amp; CTC:</b>	
- In pay scale Rs.67700 - 208700 (L-11) or above, <b>OR</b> 3 years of service in pay scale Rs. 56100 - 177500 (L-10)	<b>CDA Scale</b>
- In pay scale Rs.70000-200000 (E-4) or above, <b>OR</b> 3 years of service in pay scale Rs. 60000 - 180000 (E-3)	<b>IDA Scale</b>
Minimum CTC of Rs. 18.00 Lacs Per annum	<b>Private</b>

x)	<b>Manager (Museum Administrator/ Exhibitor), National Museum of Indian Cinema, Mumbai.</b>	E-4	<b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media/ Journalism/ Museum Archiving/ Museology/ History <b>Desired Education:</b> Diploma/ Certificates in Film/Media studies/ Museology/ History <b>Experience:</b> 8 years of relevant experience in PSU/ Any Govt. Organization/ Private sector Minimum 6 years of relevant experience in film/ Archival/ Museum Administration
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**Role Responsibilities:**

1. Oversee the day-to-day operations and administration of the museum, including managing staff, budgeting, and resource allocation.
2. Collaborate with the DGM to plan and execute engaging and informative exhibits for visitors.
3. Ensure proper cataloguing, storage, and preservation of museum artifacts and materials, adhering to best practices in collection management.
4. Enhance the overall visitor experience by implementing educational programs, interactive displays, and guided tours. Also plan and execute implementation of guided multilingual audio tours, online exhibits, virtual tour etc.
5. Develop and implement marketing strategies to promote the museum and its exhibitions, attracting a diverse audience of visitors
6. Ability to curate museum exhibits that blend artistic elements with historical context, creating informative and captivating displays.
7. Manage the three most important aspects of the museum - Operation, Curation, and Maintenance

**Designational Responsibilities:**

1. Assist in taking critical decisions related to museum administration and exhibits including resource allocation, and technical approaches, etc, in line with organizational guidelines.
2. Work closely with the Museum Curator and GM to support their strategic initiatives and enhance the overall visitor experience through effective administration and attractively exhibits.
3. Reporting and Metrics: Provide regular reports to GM on progress, challenges, and outcomes.
4. Collaborate with internal teams to ensure seamless execution of departmental activities, aligning efforts to achieve NMIC's objectives.
5. Developing and implementing plans to achieve team targets of the department and BU set by higher management

6. Identify training needs for employees in the department support their professional development.

**Key Skills Required:**

- Expertly curates' exhibits, combining artistic and historical elements
  - Cataloguing: Familiarity with cataloguing systems and practices
  - Event Planning: Proficiency in planning and coordinating events, workshops, etc
  - Marketing Strategies: Understanding of marketing principles and tactics
- Technology Utilization: Ability to use technology platforms for museum management

**Current Pay Scale & CTC:**

- In pay scale Rs.67700 - 208700 (L-11) or above, <b>OR</b> 3 years of service in pay scale Rs. 56100 - 177500 (L-10)	<b>CDA Scale</b>
- In pay scale Rs.70000-200000 (E-4) or above, <b>OR</b> 3 years of service in pay scale Rs. 60000 - 180000 (E-3)	<b>IDA Scale</b>
Minimum CTC of Rs. 18.00 Lacs Per annum	<b>Private</b>

xi)	<b>Manager (Domestic Distribution), Mumbai.</b>	E-4	<p><b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Marketing/ Mass Communications/ Film Studies/ Mass Media/ Journalism.</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film studies / Media studies/ Marketing.</p> <p><b>Experience:</b> 8 years of experience in PSU/ Any Govt. Organization/ Private sector</p> <p>Minimum 6 years of relevant experience in Domestic Syndication/ acquisition/ marketing/ distribution of feature films/ web-series/ animation/ OTT/ documentary/ tele series</p>
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**Job Responsibilities:**

1. Develop and implement marketing strategies to promote NFDC films within the domestic market, including designing marketing campaigns and engaging with target audiences.
2. Represent NFDC at domestic film festivals, presenting NFDC films, networking with industry professionals, and exploring distribution and collaboration opportunities.
3. Identify and evaluate potential film projects for domestic distribution and acquisition, considering market demand and alignment with NFDC's content strategy.
4. Devise distribution plans for NFDC films in the domestic market, including selecting release strategies, distribution channels, and regional targeting.
5. Keeping track of all National film festivals and their sections to understand which NFDC film content can be sent .
6. Ensuring the promotion of NFDC film content on Social media such as Instagram, Twitter, LinkedIn etc.

**Designational Responsibilities:**

1. Conduct market research and analysis to understand domestic audience preferences, industry trends, and competitor activities.
2. Negotiate distribution agreements with domestic exhibitors, distributors, and content buyers to optimize the reach and revenue of NFDC films in the country.
3. Monitor the performance of NFDC films in the domestic market, analyzing box office data, audience feedback, and market trends to fine-tune distribution strategies.
4. Prepare regular reports on domestic distribution activities, marketing initiatives, and acquisition progress for management review.
5. Leading and driving Domestic Distribution department and its initiatives. taking full ownership of their outcome
6. Providing guidance and support to teams in their day-to-day operations and professional development.
7. Assist DGM in taking critical decisions related to the Domestic distribution

**Key Skills Required:**

- In-depth knowledge of the film distribution industry
  - Excellent negotiation skills to secure advantageous deals
  - In-depth understanding of domestic film markets, audience preferences, and industry trends.
  - Proficient in developing effective marketing strategies and promotional campaigns
  - Takes ownership for outcomes while addressing performance issues fairly and promptly.
  - Should possess effective communication skills to convey information, instructions, and expectations to their teams and stakeholders.
  - Strong problem-solving skills to address distribution challenges and devise innovative solutions.
- Cultural sensitivity and awareness to tailor marketing campaigns

**Current Pay Scale & CTC:**

- In pay scale Rs.67700 - 208700 (L-11) or above, <b>OR</b> 3 years of service in pay scale Rs. 56100 - 177500 (L-10)	<b>CDA Scale</b>
- In pay scale Rs.70000-200000 (E-4) or above, <b>OR</b> 3 years of service in pay scale Rs. 60000 - 180000 (E-3)	<b>IDA Scale</b>
Minimum CTC of Rs. 18.00 Lacs Per annum	<b>Private</b>

xii)	<b>Manager (International Distribution), Mumbai.</b>	E-4	<b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Marketing/ Mass Communications/ Film Studies/ Mass Media/ Journalism/ International Relations/ International Business <b>Desired Education:</b> Diploma/ Certificates in Film studies / Media studies/ Marketing <b>Experience:</b> 8 years of experience in PSU/ Any Govt. Organization/ Private sector Minimum 6 years of relevant experience in International
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			Syndication/ acquisition/ marketing/ distribution of feature films/ web-series/ animation/ OTT/ documentary/ tele series
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**Job Responsibilities:**

1. Develop and implement marketing strategies to promote NFDC films internationally, including creating promotional materials, coordinating marketing campaigns, and engaging with global audiences.
2. Represent NFDC at international film festivals such as Cannes, IFFI, and other major events, showcasing NFDC films and networking with industry professionals.
3. Identify and evaluate potential film projects for acquisition, assessing their market potential and alignment with NFDC's content strategy.
4. Keeping track of all International film festivals and their sections to understand which NFDC film content can be sent.
5. Ensuring the promotion of NFDC film content on social media such as Instagram, Twitter, LinkedIn etc.
6. Collaborating with other departments in NFDC to ensure smooth execution of distribution strategies.

**Designational Responsibilities:**

1. Conduct market research and analysis to identify international distribution opportunities, market trends, and competitor activities.
2. Negotiate distribution agreements and contracts with international distributors, exhibitors, and content buyers to maximize the reach and revenue of NFDC films.
3. Monitor the performance of NFDC films in international markets, analysing box office data, viewer feedback, and market trends to optimize distribution strategies.
4. Prepare regular reports on international distribution activities, marketing initiatives, and acquisition progress for management review
5. Leading and driving International Distribution department and its initiatives. taking full ownership of their outcome
6. Providing guidance and support to teams in their day-to-day operations and professional development.
7. Assist DGM in taking critical decisions related to the international distribution

**Key Skills Required:**

- In-depth knowledge of the film distribution industry
  - Excellent negotiation skills to secure advantageous deals
  - Proficient in developing effective marketing strategies and promotional campaigns
  - Takes ownership for outcomes while addressing performance issues fairly and promptly.
  - Should possess effective communication skills
  - Strong problem-solving skills to address distribution challenges and devise innovative solutions.
- Cultural sensitivity and awareness to tailor marketing campaigns

<b>Current Pay Scale &amp; CTC:</b>	
- In pay scale Rs.67700 - 208700 (L-11) or above, <b>OR</b> 3 years of service in pay scale Rs. 56100 - 177500 (L-10)	<b>CDA Scale</b>
- In pay scale Rs.70000-200000 (E-4) or above, <b>OR</b> 3 years of service in pay scale Rs. 60000 - 180000 (E-3)	<b>IDA Scale</b>
Minimum CTC of Rs. 18.00 Lacs Per annum	<b>Private</b>

xiii)	<b>Manager (Administration), Mumbai.</b>  <b>RESERVED FOR OBC</b>	E-4  OBC	<b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Human Resources/ Social and Development Studies <b>Desired Education:</b> Diploma/ Certificates in HR/ social work/ learning and development/ knowledge of labour laws <b>Experience:</b> 8 years of experience in PSU/ Any Govt. Organization/ Private sector Minimum 6 years of experience in Administration/ Personnel Management
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**Role Responsibilities:**

1. Overseeing administrative functions of offices, including facilities management, office operations, and vendor management.
2. Developing and implementing Administration policies, procedures, and guidelines to ensure compliance and consistency across all regional offices.
3. Collaborating with regional administrative teams to address administrative issues and needs specific to their regions.
4. Leading and mentoring the administrative teams to ensure efficiency and effectiveness.
5. Implementing standardized administrative processes and practices across all regional offices for consistency and efficiency.
6. Assisting the GM for any ministry correspondence, tendering & administrative work.
7. Ensuring the statutory norms & compliances are followed as per the guidelines.
8. Responsible for all NFDC , Theatres & NMIC premises maintenance withing the regions.

**Designational Responsibilities:**

1. Reporting to the General Manager - HR & Admin and providing regular updates on regional HR and administrative activities.
2. Leading and driving administrative projects and initiatives across all regional offices.
3. Providing guidance and support to regional administrative teams in their day-to-day operations and professional development.
4. Collaborating with other department heads and regional managers to align administrative strategies with overall business objectives.
5. Assisting GM in taking critical decisions related to Administration department.
6. Representing the Admin department in business unit meetings and discussions related to regional

offices, providing insights and recommendations.

**Key Skills Required:**

- Strong leadership and management skills
- Skill in resolving conflicts and addressing sensitive HR and administrative
- Excellent communication and interpersonal skills
- Ability to analyze complex HR and administrative challenges
- In-depth understanding of labor laws, HR regulations, and administrative practices relevant to different regions.
- Ability to understand and respect regional cultural nuances

Demonstrated commitment to financial ethics, transparency, and accountability

**Current Pay Scale & CTC:**

- In pay scale Rs.67700 - 208700 (L-11) or above, <b>OR</b> 3 years of service in pay scale Rs. 56100 - 177500 (L-10)	<b>CDA Scale</b>
- In pay scale Rs.70000-200000 (E-4) or above, <b>OR</b> 3 years of service in pay scale Rs. 60000 - 180000 (E-3)	<b>IDA Scale</b>
Minimum CTC of Rs. 18.00 Lacs Per annum	<b>Private</b>

xiv)	<b>Deputy Manager (Research and Archivist), National Museum of Indian Cinema, Mumbai.</b>	E-2	<p><b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media/ Journalism/ Film Archiving/ Museum Archiving/ Museology/ History</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film studies/ Media studies/ Film Archiving/ Curating and Programming/ Museology/ History</p> <p><b>Experience:</b> 6 years of experience in PSU/ Any Govt. Organization/ Private sector</p> <p>Minimum 4 years of relevant experience as archival research/ film archivist/ film restoration</p>
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**Role Responsibilities:**

1. Conduct extensive and accurate research on film exhibits and archives, gathering relevant and reliable information about film history and artifacts.
2. Verify historical data and details related to film collections and exhibits, ensuring accuracy and authenticity.
3. Facilitate research opportunities for scholars, filmmakers, and other interested parties, promoting scholarly engagement with film archives.
4. Contribute to the development of educational programs and workshops related to film history and archives, enriching the museum's offerings.
5. Ideate and implement creative merchandising strategies to promote the museum's collections

and generate revenue, ensuring the cultural artifacts reach a wider audience.

**Designational Responsibilities:**

1. Collaborate closely with the Museum Curator (DGM) to curate and create engaging touring shows and exhibitions, enhancing the museum's curatorial initiatives.
2. Collaborate with other departments to provide valuable insights and content for various museum activities, contributing to the overall success of the museum.
3. Take charge of specific projects or tasks assigned by the DGM, ensuring their successful execution and timely completion.
4. Provide support and assistance to team members, helping them achieve their objectives and addressing any challenges that may arise.
5. Collaborate with the DGM developing action plans to achieve departmental goals
6. Coordinate with other departments within the organization to facilitate project collaboration and enhance interdepartmental synergy.
7. Reporting and Communication: Regularly update the DGM on the progress and status of ongoing projects, providing comprehensive reports as required.

**Key Skills Required:**

- Knowledgeable in curating exhibits and creating engaging touring shows.
  - Ability to develop creative merchandising strategies to promote museum collections.
  - Familiarity with digitizing and cataloguing film archives using modern tools and technologies.
  - Demonstrates meticulousness in fact-checking and preserving historical data.
  - Excellent written and verbal communication skills
  - Understanding of cultural significance and historical value in film artifacts.
- Proficient in addressing challenges and finding effective solutions related to archiving and research.

**Current Pay Scale & CTC:**

- In pay scale Rs.47600 - 151100 (L-8) or above, <b>OR</b> 3 years of service in pay scale Rs. 44900 - 142400 (L-7)	<b>CDA Scale</b>
- In pay scale Rs. 50000 – 160000 (E-2) or above, <b>OR</b> 3 years of service in pay scale Rs. 400000 - 140000 (E-1)	<b>IDA Scale</b>
Minimum CTC of Rs. 15.00 Lacs Per annum	<b>Private</b>

xv)	<b>Deputy Manager (Marketing &amp; IPR), Mumbai.</b>	E-2	<b>Educational Qualification:</b> Ph.D./ 2-year full time Post Graduation in Marketing/ Mass Communications/ Film Studies/ Mass Media/ Journalism.
	<b>RESERVED FOR</b>	OBC	<b>Desired Education:</b> Diploma/ Certificates in Film/ Media studies/ Marketing. Diploma/ Certificates in legal/ accounting/ finance

	<b>OBC</b>	<p><b>Experience:</b> 6 years of experience in PSU/ Any Govt. Organization/ Private sector  Minimum 3 years of relevant experience in Syndication/ acquisition/ marketing/ distribution of feature films/ web-series/ animation/ OTT/ documentary/ tele series with prior knowledge of dealing with legal and accounting matters</p>
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**Job Responsibilities:**

1. Assist the Manager in planning and executing marketing campaigns for NFDC film content, including promotional events, digital marketing, and publicity materials. Conduct market study to understand latest trends and pricing benchmark for screening, licensing and syndication.
2. Handle legal matters related to content distribution, including drafting and reviewing agreements, contracts, and licensing deals with various distributors and platforms.
3. Ensure compliance with all legal norms, regulations, and copyright laws in the content distribution process, obtaining necessary clearances and permissions.
4. Coordinate with accounting teams to ensure accurate and timely invoicing, tracking revenue generated from distribution deals, and managing financial records.
5. Assist in negotiations with distributors and partners, ensuring mutually beneficial agreements for content distribution and marketing collaborations.
6. Promotion of NFDC film content on social media such as Instagram, Twitter, LinkedIn etc.
7. Developing and implementing a strategic plan for domestic and international syndication of NFDC's content.
8. Prepare and compile various reports, drafts, and documents required for submissions to government ministries
9. Collect, organize, and analyse data from different departments to create comprehensive and accurate reports for ministry reviews and assessments.
10. Collaborate with different teams and departments to gather necessary information and inputs for ministry reports and ensure timely submissions.

**Designational Responsibilities:**

1. Assist the Manager in overseeing the day-to-day operations of the department, ensuring smooth functioning and efficient workflow.
2. Take charge of specific projects or tasks assigned by the Manager, ensuring their successful execution and timely completion.
3. Provide support and assistance to team members, helping them achieve their objectives and addressing any challenges that may arise.
4. Collaborate with the Manager developing action plans to achieve departmental goals
5. Coordinate with other departments within the organization to facilitate project collaboration and enhance interdepartmental synergy.
6. Regularly update the Manager on the progress and status of ongoing projects, providing comprehensive reports as required.

**Key Skills Required:**

- Strong knowledge of contract law, copyright regulations, and intellectual property rights
- Familiarity with marketing strategies, digital marketing trends, and promotional techniques
- Understanding of financial management principles
- Demonstrates a comprehensive understanding of the film and production industry

<ul style="list-style-type: none"> <li>• Demonstrated commitment to ethics, transparency, and accountability.</li> <li>• Meticulous attention to detail in reviewing agreements, financial records, and legal documents</li> <li>• Analytical mindset to interpret data, track marketing performance</li> <li>• Ability to handle multiple tasks simultaneously</li> </ul> <p>Collaborative approach to work effectively with cross-functional teams</p>	
<b>Current Pay Scale &amp; CTC:</b>	
- In pay scale Rs.47600 - 151100 (L-8) or above, <b>OR</b> 3 years of service in pay scale Rs. 44900 - 142400 (L-7)	<b>CDA Scale</b>
- In pay scale Rs. 50000 – 160000 (E-2) or above, <b>OR</b> 3 years of service in pay scale Rs. 400000 - 140000 (E-1)	<b>IDA Scale</b>
Minimum CTC of Rs. 15.00 Lacs Per annum	<b>Private</b>

xvi)	<b>Assistant Manager (Preservation), National Film Archive of India, Pune.</b>	E-1	<p><b>Educational Qualification:</b> Graduation degree in any stream from recognised institutions</p> <p><b>Desired Education:</b> 1. Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media/ Journalism/ Film Archiving. 2. Diploma/ Certificates in Film/ Media studies/ Film Archiving/ Curating and Programming.</p> <p><b>Experience:</b> 5 years of experience in PSU/ Any Govt. Organization/ Private Sector</p> <p>Minimum 3 years of relevant experience as film archivist/ film restoration/ film preservation</p>
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**Role Responsibilities:**

1. Manage the preservation processes for moving images and audio content, employing appropriate techniques and technologies to safeguard the original content and maintain its integrity.
2. Conduct thorough checks and assessments of film reels to determine their condition and preservation needs. Collaborate with the conservation team to prioritize preservation efforts based on the historical significance and condition of the reels.
3. Assist in vault management by organizing and managing the vault to ensure the proper storage, handling, and security of film reels. Implement efficient cataloguing systems to facilitate easy retrieval and tracking of film materials.

**Designational Responsibilities:**

1. Provide reliable support to the Manager Preservation Specialist in overseeing day-to-day operations of the department.
2. Assist the Manager in managing and executing specific projects or tasks, contributing to their successful completion within defined timelines and objectives.
3. Regularly provide updates to the Manager on the progress and status of ongoing projects, ensuring timely and comprehensive reports to aid in decision-making and evaluation.

4. Continuously improve knowledge and skills related to preservation technology, seeking professional development opportunities to enhance expertise in the field.

**Key Skills Required:**

- Possesses in-depth knowledge and proficiency in preservation technologies, film digitization processes, and audiovisual content storage.
- Demonstrates expertise in cataloguing systems and data organization
- Proficient in using preservation equipment, software, and other tools required
- Capability to align preservation technology initiatives with the overall strategic vision and objectives of NFAI.
- Excellent verbal and written communication skills.

Networking abilities to establish partnerships with filmmakers and distributors

**Current Pay Scale & CTC:**

- In pay scale Rs.47600 - 151100 (L-7) or above, <b>OR</b> 3 years of service in pay scale Rs. 44900 - 142400 (L-6)	<b>CDA Scale</b>
- In pay scale Rs. 40000 – 140000 (E-1) or above, <b>OR</b> 3 years of service in pay scale Rs. 300000 - 120000 (E-0)	<b>IDA Scale</b>
Minimum CTC of Rs. 11.00 Lacs Per annum	<b>Private</b>

xvii)	<b>Assistant Manager (Research and Archivist), National Film Archive of India, Pune.</b>	E-1	<p><b>Educational Qualification:</b> Graduation degree in any stream from recognized institutions</p> <p><b>Desired Education:</b> 1. Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media/ Journalism/ Film Archiving. 2. Diploma/ Certificates in Film Studies/ Media studies/ Film Archiving/ Curating and Programming.</p> <p><b>Experience:</b> 5 years of experience in PSU/ Any Govt. Organization/ Private sector                  Minimum 3 years of relevant experience as archival research/ film archivist/ film restoration</p>
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**Role Responsibilities:**

1. Research Expertise: Conduct extensive and accurate research on film exhibits and archives, gathering relevant and reliable information about film history and artifacts.
2. Fact-Checking: Verify historical data and details related to film collections and exhibits, ensuring accuracy and authenticity.
3. Research Facilitation: Facilitate research opportunities for scholars, filmmakers, and other interested parties, promoting scholarly engagement with film archives.
4. Educational Programs: Contribute to the development of educational programs and workshops related to film history and archives, enriching the museum's offerings.
5. Merchandising Strategies: Ideate and implement creative merchandising strategies to promote

the museum's collections and generate revenue, ensuring the cultural artifacts reach a wider audience.

**Designational Responsibilities:**

1. Cross-Departmental Collaboration: Collaborate with other departments to provide valuable insights and content for various museum activities, contributing to the overall success of the museum.
2. Project Management: Take charge of specific projects or tasks assigned by the higher management, ensuring their successful execution and timely completion.
3. Team Support: Provide support and assistance to team members, helping them achieve their objectives and addressing any challenges that may arise.
4. Goal Setting and Planning: Collaborate with the higher management developing action plans to achieve departmental goals
5. Cross-Department Coordination: Coordinate with other departments within the organization to facilitate project collaboration and enhance interdepartmental synergy.
6. Reporting and Communication: Regularly update the higher management on the progress and status of ongoing projects, providing comprehensive reports as required.

**Key Skills Required:**

- Knowledgeable in curating exhibits
  - Demonstrates meticulousness in fact-checking and preserving historical data.
  - Excellent written and verbal communication skills
- A thorough understanding of cultural significance and historical value in film artifacts

**Current Pay Scale & CTC:**

- In pay scale Rs.44900 - 142400 (L-7) or above, <b>OR</b> 3 years of service in pay scale Rs. 35400 - 112400 (L-6)	<b>CDA Scale</b>
- In pay scale Rs. 40000 – 140000 (E-1) or above, <b>OR</b> 3 years of service in pay scale Rs. 300000 - 120000 (E-0)	<b>IDA Scale</b>
Minimum CTC of Rs. 11.00 Lacs Per annum	<b>Private</b>



xviii)	<b>Assistant Manager (Film Programming), Film Festivals, New Delhi</b>	E-1	<p><b>Educational Qualification:</b> Graduation degree in any stream from recognized institutions</p> <p><b>Desired Education:</b> 1. Ph.D./ 2-year full time Post Graduation in Mass Communications/ Film Studies/ Mass Media. 2. Diploma/ Certificates in Film studies /Media studies.</p> <p><b>Experience:</b> 5 years of experience in PSU/ Any Govt. Organization/ Private sector</p> <p>Minimum 3 years of relevant experience in recognized film festivals/ film curation/ film programming/ scheduling of films in festivals, etc.</p> <p>Prior experience in dealing with international sales agents and film distributors</p>
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**Role Responsibilities:**

1. Assit the Manager Film Programmer in successfully organizing and managing the flagship event during the International Film Festival of India (IFFI), and in other tasks related to film programming for film festivals
2. Responsible for the pre- and post-event documentation, invoicing, and administrative tasks related to the Indian Panorama event, ensuring smooth and efficient operations throughout the event's duration.
3. Provide support in coordinating various activities throughout the year to promote the Indian Panorama event and the selected film content, enhancing their visibility and reach.
4. Liaise with admin and hospitality teams to communicate the requirements for hospitality, travel, and hotel bookings for the festival guests, juries, and internal staff.
5. Manage the scheduling and logistics of hotel accommodations for festival guests, juries, and staff members.
6. Assist in the smooth execution of screening at Siri Fort during film projection at the time of jury selection, and at the festival venue as well, ensuring all arrangements are in place for a successful event experience.
7. Support the Manager Film Programmer in managing Indian Panaroma and IFFI
8. Coordinate with relevant teams for invoicing, accounting, and other administrative activities related to the Indian Panaroma and IFFI.

**Designational Responsibility:**

1. Events & Programming in providing comprehensive support for the overall management of film festivals, including pre-event planning, on-site execution, and post-event documentation.
2. Regularly provide updates to the Manager on the progress and status of ongoing projects, ensuring timely and comprehensive reports to aid in decision-making and evaluation.
3. Document and archive the festivals' proceedings, including important records, documents, and learnings for future reference.

**Key Skills Required:**

- Proficiency in planning and executing events, ensuring smooth operations
- Ability to coordinate with multiple teams and stakeholders

- Skilled in handling administrative tasks, invoicing, and documentation for festival management.
  - Commitment to elevating NFDC's artistic reputation and delivering world-class events.
  - Demonstrated commitment to ethics, transparency, and accountability.
  - Excellent verbal and written communication
  - Demonstrates meticulousness in handling hospitality arrangements, scheduling, and administrative tasks for festivals.
- Exhibits strong problem-solving skills to address any challenges

<b>Current Pay Scale &amp; CTC:</b>	
- In pay scale Rs.47600 - 151100 (L-8) or above, <b>OR</b> 3 years of service in pay scale Rs. 44900 - 142400 (L-7)	<b>CDA Scale</b>
- In pay scale Rs. 40000 – 140000 (E-1) or above, <b>OR</b> 3 years of service in pay scale Rs. 300000 - 120000 (E-0)	<b>IDA Scale</b>
Minimum CTC of Rs. 11.00 Lacs Per annum	<b>Private</b>

xix)	<b>Assistant Manager (HR), Mumbai.</b>	E-1	<p><b>Educational Qualification:</b> Graduation degree in any stream from recognized institutions</p> <p><b>Desired Education:</b> 1. Ph.D./ 2-year full time Post Graduation in Human Resources/ Social and Development Studies. 2. Diploma/ Certificates in HR/ social work/ learning and development/ knowledge of labour laws.</p> <p><b>Experience:</b> 5 Years of experience in PSU/ Any Govt. Organization/ Private sector</p> <p>Minimum 3 years of experience in Personnel Management, especially recruitment/ selection/ induction of employees.</p>
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**Roles Responsibilities:**

1. Collaborating with HOD's & managers to understand their talent needs and develop comprehensive workforce plans.
2. Creating effective job descriptions, developing job postings, and utilizing various channels to attract potential candidates.
3. Reviewing resumes, conducting initial screenings, and evaluating candidate qualifications against job requirements.
4. Facilitating the selection process in collaboration with HOD's & managers, including coordinating interview schedules, gathering feedback, and making hiring recommendations.
5. Overseeing the onboarding and induction process for newly hired employees to ensure a smooth transition and integration into the organization.
6. Managing the recruitment and selection process for contractual employees, ensuring compliance with legal requirements.

7. Building and maintaining strong relationships with HOD's & managers, internal stakeholders, and external partners, such as recruitment agencies and educational institutions.
8. and analyzing recruitment data to monitor key metrics, such as time-to-fill, cost per hire, and source effectiveness. Preparing regular reports and providing insights to stakeholders to improve recruitment strategies and decision-making.
9. Overseeing the employee journey in organisation by keeping records of probationers, confirmation, contractual employees & ensure the process are followed in coordination with all internal departments.
10. Assisting in all HR operations process & employee engagement programs.

**Designational Responsibilities:**

1. Provide reliable support to the DGM in overseeing day-to-day operations related to Recruitment & Selection and other tasks as necessary
2. Assist the DGM in managing and executing specific projects or tasks, contributing to their successful completion within defined timelines and objectives.
3. Regularly provide updates to the DGM on the progress and status of ongoing projects, ensuring timely and comprehensive reports to aid in decision-making and evaluation.

**Key Skills Required:**

- Effective communication skills to convey information, instructions, and expectations
- Demonstrated ability to engage, influence, and manage diverse stakeholders
- Understanding the organization's mandate, structure, policies, processes, and cultural
- Skill in collecting and analyzing recruitment data
- Ability to build rapport and maintain positive relationships.
- Proficiency in identifying and addressing recruitment challenges

Ability to work collaboratively with cross-functional teams

**Current Pay Scale & CTC:**

- In pay scale Rs.47600 - 151100 (L-8) or above, <b>OR</b> 3 years of service in pay scale Rs. 44900 - 142400 (L-7)	<b>CDA Scale</b>
- In pay scale Rs. 40000 – 140000 (E-1) or above, <b>OR</b> 3 years of service in pay scale Rs. 300000 - 120000 (E-0)	<b>IDA Scale</b>
Minimum CTC of Rs. 11.00 Lacs Per annum	<b>Private</b>

xx)	<b>Junior Officer (Restoration, Digitization and Cataloguing), National Film Archive of India, Pune.</b>	S-6	<p><b>Educational Qualification:</b> Graduation degree in any stream from recognized institutions</p> <p><b>Desired Education:</b> Diploma/ Certificates in Film studies/ Media studies/ Film Archiving/ Curating and Programming/ Technology/ Electronics/ Engineering.</p> <p><b>Experience:</b> 4 years of experience in PSU/ Any Govt. Organization/ Private sector. Minimum 2 years of relevant experience in Film Restoration/ Digitization/ Cataloguing</p>
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**Role Responsibilities:**

1. Manage the archive's collections database, ensuring accurate and up-to-date records of all film materials.
2. Create and maintain metadata for each film, including details about the title, where the film came from, details about how difficult was it to conserve, a record of the techniques and tools used to restore the film so that it can be used for future reference etc
3. Collaborate with curators and researchers to provide access to relevant information for film selection and exhibitions.
4. Assist in digitization efforts by managing digital asset metadata and ensuring its alignment with physical records.
5. Maintain accurate records and inventory of films stored in the vaults, including tracking their movement in and out.
6. Take Responsibilities for identifying and documenting any physical or technical issues found while cataloguing.
7. Manages the technical aspects of reel restoration.

**Key Skills Required:**

- Familiarity with managing digital asset metadata and aligning it with physical records.
  - Should possess the ability to maintain accurate inventory records and tracking systems for film materials
  - Thorough in checking film reels for preservation purposes.
  - Able to work harmoniously with preservation team members.
  - Efficiently manage reel checking and movement tasks.
- Capable of adjusting to changing preservation requirements.

**Current Pay Scale & CTC:**

- In pay scale Rs.29200-92300 (L-5) or above, <b>OR</b> 3 years of service in pay scale Rs. 25500 - 81100 (L-5)	<b>CDA Scale</b>
- In pay scale Rs. 28000 – 120000 (S-6) or above, <b>OR</b> 3 years of service in pay scale Rs. 26000 - 90000 (S-5)	<b>IDA Scale</b>
Minimum CTC of Rs. 08.00 Lacs Per annum	<b>Private</b>

xxi)	<b>Junior Officer (Educator &amp; Tour Guide), NMIC, Mumbai</b>	S-6	<b>Educational Qualification:</b> Graduation degree in any stream from recognized institutions <b>Desired Education:</b> Diploma/ Certificates in Film/ Media studies/ Mass Communication/ Museology/ History. <b>Experience:</b> 4 years of experience in PSU/ Any Govt. Organization/ Private sector as a tour guide/ educator in any museum.
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**Role Responsibilities:**

1. Provide visitors with informative and engaging tours, delivering detailed information about film exhibits and archives.
2. Enhance visitors' understanding of exhibits by offering historical context and interesting insights related to film history and industry.
3. Respond to visitor questions and inquiries, ensuring a positive and interactive tour experience for all guests.
4. Support the creation and execution of special educational events and programs at NMIC, enriching the educational experience for visitors.
5. Assist in coordinating school and group visits, making arrangements for guided tours to accommodate different audiences.
6. Maintain an updated knowledge of NMIC's exhibits, collections, and relevant film industry information to provide accurate and up-to-date information to visitors.
7. Collaborate with the DM - Research & Archivist to develop educational materials and tour scripts, ensuring a consistent and compelling tour experience.
8. Maintain accurate records of tours conducted and number of attendees along with other information as required

**Key Skills Required:**

- Possesses excellent oral communication skills
- Demonstrates a strong understanding of film exhibits and archives
- Capable of catering tours to different age groups and educational levels
- Exhibits passion for cinema and storytelling
- Displays strong interpersonal skills, connecting with visitors to create a welcoming and enjoyable environment

Demonstrates sensitivity to diverse cultural backgrounds

**Current Pay Scale & CTC:**

- In pay scale Rs.29200-92300 (L-5) or above, <b>OR</b> 3 years of service in pay scale Rs. 25500 - 81100 (L-5)	<b>CDA Scale</b>
- In pay scale Rs. 28000 – 120000 (S-6) or above, <b>OR</b> 3 years of service in pay scale Rs. 26000 - 90000 (S-5)	<b>IDA Scale</b>
Minimum CTC of Rs. 08.00 Lacs Per annum	<b>Private</b>

xxii)	<b>Assistant (Digital Infrastructure), National Archive of Indian Cinema, Pune.</b>	S-5	<b>Educational Qualification:</b> Graduation degree in any stream from recognized institutions <b>Desired Education:</b> Diploma/ Certificates in Film studies/ Media studies/Film Archiving/ Film Restoration/ Technology/ Electronics/ Engineering. <b>Experience:</b> 2 years of relevant experience in PSU/ Any Govt. Organization/ Private sector in the area of Film Digitization/ Restoration
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**Role Responsibilities:**

1. Ensure the smooth functioning of digital preservation systems and equipment.
2. Collaborate with the senior members of the team to implement digital preservation strategies.
3. Ensure seamless communication and integration among all IT systems at the National Film Archive of India
4. Collaborate with IT experts to address any technical issues related to the digital infrastructure.
5. Upgrading and improving operating environments, creating repair strategies, and providing technical support.
6. Assist in managing digital infrastructure for preservation and digitization activities.
7. Support the digitization of film content and ensure high-quality digital outputs.

**Key Skills Required:**

- Proficient in managing digital preservation systems, software, and equipment.
- Exhibits proficiency in integrating digital preservation systems with other archival
- Ability to troubleshoot and resolve issues related to digital infrastructure.
- Able to adapt to changing technology and preservation requirements.
- Diligent in ensuring accurate and error-free digitization processes.

Work effectively with the Manager - Conservation and DM - Film Digitization Specialist and other team members

**Current Pay Scale & CTC:**

- In pay scale Rs. 25500-81100 (L-4) or above  
**OR**
- 3 years of service in pay scale Rs. 21700 - 69100 (L-3)
- In pay scale Rs. 26000 - 90000(S-5) or above  
**OR**
- 3 years of service in pay scale Rs.23000 - 75000 (S-4)
- Minimum CTC of Rs. 7.50 Lacs Per annum.

**CDA Scale**

**IDA Scale**

**Private**