

**NATIONAL FILM DEVELOPMENT CORPORATION LTD.**  
 (A Government of India Enterprise)  
**5<sup>th</sup> Floor, NMIC Building, NFDC – FD Complex, 24, Dr. Gopalrao Deshmukh Marg,**  
**Mumbai – 400 026**  
**CIN – U92100MH1975GOI022994**

**VACANCY NOTICE**  
**(NO. 03/Regular/2026)**

**REQUIREMENT OF FOLLOWING POST ON DIRECT RECRUITMENT / IMMEDIATE ABSORPTION/  
 DEPUTATION 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 29 <sup>th</sup> May 2026
1.	GENERAL MANAGER(NORTH), MUMBAI	E-7	100000-260000	01 (Unreserved)	Up to 50years

**REQUIREMENT OF FOLLOWING POSTS ON DIRECT RECRUITMENT/IMMEDIATE  
 ABSORPTION BASIS**

1.	MANAGER(ADMINISTRATION), MUMBAI	E-4	70000-200000	01 (Unreserved)	Up to 45 years
2.	ASSISTANT MANAGER(HR), MUMBAI	E-1	40000-140000	01 (Unreserved)	Up to 35 years

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

**General Terms and 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/c 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

Sr. No.	Category	Age Relaxation
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

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	15 <sup>th</sup> April 2026
Closing Date for applying online	29 <sup>th</sup> May 2026

## **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 colour photograph (3.5. X 4.5 cm) of the candidate (File Size up to 100 kb, in .jpg/.jpeg format only).
- iii. Scanned copy of signature (signed on white paper with black pen) of the candidate (File Size up to 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

- 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 29<sup>th</sup> May 2026. 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. Gopalrao Deshmukh Marg,  
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 [math@nfdcindia.com](mailto:math@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

**(A). Post details, Qualification, Experience, Mode of Recruitment and Applicability:-**

Sr. No	Post & Pay-Scale	No. of Posts	Max. Age Limit *	Qualification #	Experience	Mode of recruitment / Applicability
1.	General Manager (North) , Mumbai  Rs.100000-260000 (E-7)	1	50 Yrs.	Ph-D or 2 years full time Post Graduation degree/Post Graduate Diploma in Mass Communication/Film Studies/Mass Media/Journalism/Film Archiving <b>Desired Education:</b> Diploma/Certificates in Film Studies/Media Studies/Film Archiving/Curating 7 Programming	15 Years' experience with PSU/Any Govt. Organization/Private sector(with minimum 10 years of relevant in a Sr. Managerial position)  Minimum 7 years experience in business development/Intl. relations/media planning/Skill development related to films	Direct recruitment/ Immediate absorption/ Deputation Basis

**(B). Eligibility Criteria for Deputation/Absorption/Direct Recruitment (Required Pay-scales)**

Post (Level)	Pay Scales		
	Current/Required Pay scale		
	CDA Scales	IDA Scales	Private
General Manager(North)	-In pay scale Rs.123100- 215900 (CDA-Level 13) - 5 years in Rs.78800-209200 (CDA-Level 12)	- In Pay-scale Rs.100000- 260000 (E-7) or - 5 years in Rs. Rs.90000- 240000 (E-6)	-Minimum CTC of Rs. 24 Lacs Per annum

\* - Age as on 29<sup>th</sup> May 2026.

# - Should be obtained from recognized University & equivalent.

- The eligibility criteria for Deputation/Absorption/Direct recruitment shall be as per DPE Guidelines and Corporation policy.
- The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.

**Role & Responsibilities are given below:**

1. **The last date of receipt of the application is on or before 29<sup>th</sup> May 2026 till 6 p.m.**

**ROLE & RESPONSIBILITIES**

Position	:	<b>General Manager (North)</b>
SBU	:	Commissioned Production, Media Planning, Social & Digital Media Marketing, General Administration.
Employee Category	:	Group – A
Pay Scale	:	100000 – 260000 (E7)
Reporting to	:	Managing Director
Role	:	(1) To identify and implement strategic options and viable long term, medium term and short term plans to make the competitive and profitable and managing the various business activities pertaining to the given territory in order to generate profit for the NFDC.  (2) To provide leadership to the group of people working with him to draw maximum contribution from them and to steer to achieve the set revenue and growth targets.

## Job Profile:

1. The position as Head of Regional office of the organization, requires responsibility for its operational and financial efficiency. Business development and making the cost center profitable and business acquisition and liaising and coordination with all stakeholders. Develop high-quality business strategies and plans. Policy and strategy alignment with organizational goals and managing various verticals of the regional office. Maintaining internal control, resolving and controlling budgets and optimum utilization of resources of the unit. Efficient manpower management.
2. Identifying and deciding alternative for Promotion, Programming, and Production units profitable.
3. Identifying and implementing growth plans in the light of technological and environmental changes.
4. Providing Policy guidelines for the departments and sections below him.
5. Liaisoning with other Regional Offices, Ministries of Central & State Governments, Departments and external agencies to fulfill the business targets.
6. Resolving and controlling budgets and resources to achieve targets
7. Developing continuously the motivation level and competence level of the people working in the Head office, Mumbai.
8. Directing and Controlling the Regional functions, departments and sections to achieve the plans and targets.

**REQUIREMENT OF FOLLOWING POSTS ON DIRECT RECRUITMENT/IMMEDIATE ABSORPTION BASIS -**

**MANAGER (ADMINISTRATION)  
ASSISTANT MANAGER (HR)**

Interested candidates may visit [www.nfdcindia.com](http://www.nfdcindia.com) for full details and apply on or before 29<sup>th</sup> May 2026

Sr. No.	Post	No. of Post	Maximum Age as on 29 <sup>th</sup> May 2026	Eligibility Criteria
I)	<b>Manager (Administration), Mumbai.</b> Rs. 70000 – 200000 (E-4)  <b>UNRESERVED</b>	1	Up to 45 Years	<b>Educational Qualification:</b> Graduation degree in any stream from recognized institutions.  <b>Desired Education:</b> Ph.D. or 2-year full time Post Graduation degree/Diploma in Human Resources/ Social and Development Studies. 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

**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 with in the regions.

**Designation Responsibilities:**

1. Reporting to the General Manager (Personnel & Administration) 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 (Personnel & Administration) 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

**Eligible Scale of Pay & CTC**

- In pay scale Rs.67700 - 208700 (L-11) <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) <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>

\* - Age as on 29<sup>th</sup> May 2026.

# - Should be obtained from recognized University & equivalent.

- The eligibility criteria for Absorption/Direct recruitment shall be as per DPE Guidelines and Corporation policy.
- The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.

Sr. No.	Post	No. of Post	Maximum Age as on 29 <sup>th</sup> May 2026	Eligibility Criteria
II)	<b>Assistant Manager (HR), Mumbai.</b> Rs. 40000-140000 (E-1)  <b>UNRESERVED</b>	1	Up to 35 years	<p><b>Educational Qualification:</b> Graduation degree in any stream from recognized institutions</p> <p><b>Desired Education:</b> 1. Ph.D. or 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 Minimum 3 years of experience in Personnel Management, especially recruitment/ selection/ induction of employees.</p>

**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 on boarding 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 organization 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.

**Designation Responsibilities:**

1. Provide reliable support to the DGM (Personnel & Administration) 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 (Personnel & Administration) 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

**Eligible Scale of Pay & CTC**

- In pay scale Rs.44900 - 142400 (L-7) <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. 30000 - 120000 (E-0)	<b>IDA Scale</b>
Minimum CTC of Rs. 11.00 Lacs Per annum	<b>Private</b>

\* - Age as on 29<sup>th</sup> May 2026.

# - Should be obtained from recognized University & equivalent.

- The eligibility criteria for Absorption/Direct recruitment shall be as per DPE Guidelines and Corporation policy.
- The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases.
- 

**Note: Without supporting documents application will be summarily rejected.**