

NATIONAL FILM DEVELOPMENT CORPORATION LTD. (NFDC)

(A Government of India Enterprise)

NFDC – FD Complex, 5th Floor, NMIC Building 24, Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026

CIN – U92100MH1975GOI022994

ADV-65/Contractual/14/08/2026

Invites applications for the following post on Contractual basis for the period of one year.**EXECUTIVE ASSISTANT (P&A) – 1 Post, Mumbai**

Educational Qualification	:	Any Graduation degree with MBA/PG/Diploma in Human Resources.
Experience	:	3years (Relevant experience in Administration/Human Resources /Marketing/Communication and public relations/Finance)
Job Responsibilities	:	Role Responsibilities: 1. Provide administrative support to the General Manager of Human Resources, including managing schedules, appointments, and travel arrangements. 2. Draft and manage correspondence, emails, and other communications on behalf of the General Manager of Human Resources. 3. Schedule, coordinate, and prepare materials for meetings, conferences, and presentations. 4. Organize and maintain important documents, reports, and financial data for easy retrieval. 5. Ensure smooth communication and information flow between the General Manager of Human Resources and internal/external stakeholders. 6. Provide support in budget-related tasks, including data collection and preparation. 7. Maintain confidentiality of sensitive information and discussions. 8. Reporting to General Manager
Key Responsibilities	:	• Effective organization of schedules, meetings, and documents. • Strong written and verbal communication skills to interact with stakeholders. • Accuracy and attention to detail in administrative tasks and document management. • Efficiently manage time and prioritize tasks to meet deadlines. • Ability to identify issues and provide solutions to streamline processes. • Effective interpersonal skills to interact with colleagues and stakeholders.
Age	:	Not exceeding 35 years
Remuneration	:	Consolidated pay of Rs. 50,000/- all inclusive

General Conditions:

1. Interested candidates may fill up the application form on NFDC LinkedIn Portal on or before **24/08/2026 till 6:00 pm**
2. NFDC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
3. Though the initial place of posting will be as per advertisement, the selected candidates will be required to serve in any part of India as per the discretion/requirement of NFDC.
4. Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail or at the permanent address mentioned by the candidates in the application form.
5. Any corrigendum/amendment in respect of the above advertisement shall be made available only on NFDC LinkedIn Portal hence prospective applicants are advised to visit NFDC website regularly for above purpose.
6. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
7. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Mumbai.
8. The management reserves the right in relaxing the age/qualification of deserving candidates for the above post.
9. The Management reserves the right to reject any application/candidature at any stage without assigning any reason.
10. Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.
11. The contract hiring would be through outsourced agency selected by NFDC Ltd.