

NATIONAL FILM DEVELOPMENT CORPORATION LTD. (NFDC) (A Government of India Enterprise) Floor, NMIC Building, NFDC – FD Complex, 24, Pedder Road, Cumballa Hill, Mumbai – 400 026 CIN – U92100MH1975GOI022994 Advertisement No. 67/Contractual/19.08.2026		
Invites applications for the following post on contractual basis for the period of one year at Regional Office Delhi		
Executive (Digital/Social Media) – 1 Post		
Educational Qualification	:	Bachelor's degree in any discipline from a recognized university.
Experience	:	5 years of relevant experience in digital media operations, project coordination, administration, or related functions.
Desirable Experience	:	Required Skills 1. Sound understanding of digital campaign coordination. 2. Proficiency in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and digital applications used for media planning, project management, and reporting. 3. Strong documentation, record management, and filing skills. 4. Experience in handling government-related documentation and official procedures will be an added advantage. 5. Excellent organizational, communication, and coordination skills. 6. Ability to manage multiple projects and adhere to strict timelines. 7. Strong analytical and reporting skills with attention to detail. Preferred Attributes 1. Ability to work independently as well as collaboratively in a team environment. 2. Strong follow-up and stakeholder management skills. 3. High level of accuracy, accountability, and professionalism. 4. Ability to manage confidential information and maintain systematic records.
Job Responsibilities	:	Will be responsible for supporting the planning, execution, monitoring, and reporting of digital media campaigns. The role includes media coordination, documentation, client communication, financial coordination, project reporting, record management, and ensuring compliance with organizational and government procedures.
Key Responsibilities	:	1. Assist in planning, executing, and monitoring digital media campaigns. 2. Coordinate with digital/social media agencies, digital platforms for timely execution of campaigns. 3. Maintain complete documentation, filing, and record-keeping of all Digital Media related projects.

		4. Handle government-related documentation, approvals, compliance requirements, and official correspondence. 5. Provide regular project updates and campaign progress reports to clients and stakeholders. 6. Coordinate with the Finance team for timely submission of client invoices and follow up to ensure prompt receipt of payments. 7. Coordinate with the Finance team to ensure timely processing and release of payments to digital media agencies and vendors. 8. Prepare and submit project closure reports upon completion of campaigns. 9. Ensure timely and accurate updating of project details, campaign status, and reports on the designated online portal. 10. Maintain media databases, campaign records, invoices, agreements, and project files. 11. Prepare presentations, MIS reports, and other management reports as required. 12. Liaise with internal teams, clients, agencies, and government authorities to ensure smooth project execution. 13. Ensure compliance with organizational policies, contractual obligations, and documentation standards.
Age	:	Up to 35 years
Remuneration	:	Rs. 40,000/- per month all inclusive

General Conditions:

- Interested candidates may fill up the application form on NFDC LinkedIn Portal on or before **29/08/2026 till 6:00 pm**
- NFDC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- 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.
- 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.
- 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.
- Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
- 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.
- The management reserves the right in relaxing the age/qualification of deserving candidates for the above post.
- The Management reserves the right to reject any application/candidature at any stage without assigning any reason.
- Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.
- The contract hiring would be through outsourced agency selected by NFDC Ltd.