

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-68/Contractual/17/09/2026

Invites applications for the following post on Contractual basis for the period of one year.**SR. EXECUTIVE ASSISTANT– 1 POST, MUMBAI**

Educational Qualification	:	Post Graduate Degree. Desired Education: Diploma in Human Resources, Certificates in relevant courses from recognized institution.
Experience	:	5 years (Relevant experience in Administration/Human Resources /Marketing/Communication and public relations)
Job Responsibilities	:	1. Provide administrative support to the Chairman of NFDC, including managing schedules, appointments, and travel arrangements. 2. Draft and manage correspondence, emails, and other communications on behalf of the Chairman of NFDC. 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 Chairman of NFDC and internal/external stakeholders. 6. Provide support in budget-related tasks, including data collection and preparation. 7. Maintain confidentiality of sensitive information and discussions.
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. 70,000/- all inclusive

EDITOR CUM GRAPHIC DESIGNER – 1 POST, MUMBAI

Educational Qualification	:	Graduate with Diploma/Degree in Graphic Design, Animation or Visual Communication
Experience	:	Minimum 3 years in video editing and graphic design, preferably for social media content
Job Responsibilities	:	To edit video footage and design graphics, thumbnails and banners for social media posts; to create short-form videos and promotional creatives in line with the organisation's brand guidelines; to coordinate with the Photographer and Content Writer to finalise ready-to-post content.
Skills/ Areas of Knowledge	:	Video editing software (Premiere Pro/After Effects/DaVinci Resolve); design tools (Photoshop/Illustrator/Canva); social media formats and aspect ratios; thumbnail and motion-graphics design
Age	:	Not Exceeding 35 years
Remuneration	:	Consolidated pay of Rs. 50,000/- all inclusive

VIDEO CUM PHOTOGRAPHER – 1 POST MUMBAI

Educational Qualification	:	Graduate in any discipline; Diploma/Certificate in Photography, Videography. Desirable: Degree in Mass Communication preferred.
Experience	:	Minimum 3 years in photography and videography, including event/production shoots.
Job Responsibilities	:	To shoot photographs and videos of events, programmes, and promotional activities and produce short-form content (Reels/Shorts) for the organisation's social media platforms; to manage shoot schedules, equipment, and basic on-site lighting/composition; to coordinate with the Content Writer and Editor/Designer for timely posting.
Skills/Areas of Knowledge	:	DSLR/mirror less camera operation; short-form video shooting (Reels/Shorts); basic editing (Premiere Pro/Final Cut); lighting and composition; familiarity with Instagram/YouTube/Facebook content formats
Age	:	Not Exceeding 35 years
Remuneration	:	Consolidated pay of Rs. 50,000/- all inclusive

CONTENT WRITER – 1 POST, MUMBAI

Educational Qualification	:	Graduate in English/Journalism/Mass Communication.
Experience	:	Minimum 3 years in content/copywriting, preferably for digital or social media platforms.

Job Responsibilities	:	To write, edit and proofread captions, posts, scripts and copy for the organisation's social media handles; to plan and maintain the content calendar; to coordinate with the Photographer and Editor/Designer to align messaging with visuals; to track engagement and suggest content improvements.
Skills/Areas of Knowledge	:	Strong written communication; SEO and platform-specific copywriting (Instagram, X, LinkedIn, Facebook); content calendar planning; basic understanding of engagement/analytics metrics
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 **27/09/2026 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.