

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

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Invites applications for the following post on contractual basis for the period of one year at Regional Office Delhi

Sr Executive - Finance & Compliance (WAVES CIC) – 1 Post

Educational Qualification	:	Professional qualifications of CA is a mandatory Post Graduate Degree in Commerce/Finance/Accounting/Management preferred The Sr Executive will be responsible at a Managerial level for the activities related to WAVES 2027 and beyond, the Create in India Challenge (CIC), Season 2, and other initiatives undertaken by the WAVES Secretariat/NFDC.
Experience	:	Minimum 8 years of relevant experience in financial monitoring, grant administration, accounts, budget tracking, utilisation certificates, audit coordination or financial compliance.
Desirable Experience	:	1. Experience with grant-funded programmes, tranche-based releases, expenditure statements and utilisation certificates. 2. Working knowledge of GST, TDS, accounting records and government/PSU financial procedures. 3. Ability to review budgets, cost estimates, supporting documents and financial progress reports. 4. Strong Excel and reconciliation skills, with careful document control. 5. Experience coordinating statutory/internal audits or government scheme reporting is desirable.
Job Responsibilities	:	1. Maintain challenge-wise budget, approved OTG, sanction, tranche-release and expenditure tracking records. 2. Coordinate verification of prescribed supporting documents for release of OTG tranches in accordance with the IFP/RFP/EOI and executed agreement and other activities related to WAVES. 3. Track the prescribed tranche structure and flag conditions, reports or approvals outstanding before further release. 4. Coordinate receipt and preliminary completeness checks of CA-certified Utilisation Certificates wherever prescribed. 5. Review expenditure statements and supporting documents for completeness and consistency, in coordination with NFDC Finance and authorised officers. 6. Maintain records of financial deviations, unspent balances,

		potential recoveries, delayed submissions and corrective actions for escalation. 7. Support preparation of financial MIS, audit replies, inspection records and consolidated utilisation reports. 8. Ensure that no payment/release is treated as automatic and that all processing remains subject to prescribed conditions and approvals.
Key Responsibilities	:	1. Maintain a complete challenge-wise financial trail from approval through final utilisation. 2. Track tranche conditions, expenditure, UCs and pending financial compliance. 3. Coordinate with NFDC Finance and programme teams without substituting for the statutory/competent approving authority. 4. Support audit-ready documentation and timely escalation of financial risks.
Age	:	Up to 45 years
Remuneration	:	Rs. 1,00,000/- per month all inclusive

Assistant Coordinator (WAVES CIC) – 5 Post

Educational Qualification	:	Graduation in any Discipline Desired Education: Diploma in Filmmaking or equivalent. The Assistant Coordinator will be responsible for supporting the execution, coordination, monitoring and reporting of activities related to WAVES 2027 and beyond, the Create in India Challenge (CIC), Season 2, and other initiatives undertaken by the WAVES Secretariat.
Experience	:	5 years of relevant experience in project coordination, media and communication, event management, or the media and entertainment sector, with exposure to stakeholder coordination, documentation, procurement/tender processes, financial coordination, reporting and record management. Experience in media planning, content development and coordination of large-scale events or government/institutional projects will be desirable.
Desirable Experience	:	Required Skills 1. Ground experience in event management related activities/film industry/television shows (desirably reality shows or live shows) 2. Sound understanding of government campaign coordination. 3. Proficiency in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and applications used for media planning, project management, and reporting. 4. Strong documentation, record management, and filing skills. 5. Experience in handling government-related documentation and official procedures will be an added advantage.

		6. Excellent organisational, communication, and coordination skills. 7. Ability to manage multiple projects and adhere to strict timelines. 8. Strong analytical and reporting skills with attention to detail. 9. Experience in handling government/organisational campaigns and communication. 10. Experience in handling large-scale initiatives, programmes and events. 11. Strong understanding of media planning, content development and communication across various platforms. 12. Ability to coordinate projects involving multiple stakeholders, agencies, creators and industry partners. Preferred Attributes 13. Ability to work independently as well as collaboratively in a team environment. 14. Strong follow-up and stakeholder management skills. 15. High level of accuracy, accountability, and professionalism. 16. Ability to manage confidential information and maintain systematic records. 17. Ability to ensure timely delivery of assigned activities.
Job Responsibilities	:	1. Planning and coordination of activities, campaigns, programmes and initiatives related to WAVES 2027, Create in India Challenge (CIC), Season 2 and other associated NFDC initiatives. 2. Execution and monitoring of media, communication and outreach activities, including coordination for publicity, promotional campaigns and government initiatives related to WAVES and other NFDC programmes, projects and events. 3. Media planning and content support, including assisting in the planning, development, coordination and execution for NFDC initiatives, programmes, projects and other media and entertainment-related events. 4. Stakeholder and client coordination, including communication and follow-up with internal departments, government organisations, ministries, participating organisations, industry stakeholders, agencies, vendors and other external partners. 5. Preparation and processing of official documentation, including proposals, notes, briefs, correspondence, presentations, reports, comparative statements, minutes and other documents as required. 6. Procurement and tender-related activities, including assistance in preparation, processing and coordination of tender documents, proposals, scope of work, comparative statements and related documentation, in accordance with applicable procedures. 7. Financial coordination, including assisting in the processing

		and monitoring of financial proposals, bills, estimates, payments, expenditure statements and other financial documentation in coordination with the concerned departments. 8. Project monitoring and reporting, including tracking timelines, deliverables, milestones and activities; preparing periodic status reports and ensuring timely follow-up on pending actions. 9. Documentation and record management, including maintaining files, databases, correspondence, reports, stakeholder records, event-related documents and other relevant records in an organised and accessible manner. 10. Compliance and procedural coordination, including ensuring that activities and documentation are processed in accordance with applicable NFDC, government, financial, procurement and administrative procedures. 11. Coordination with the WAVES Secretariat of NFDC, providing administrative, operational, documentation and programme support for the effective implementation of WAVES-related activities. 12. Monitoring and follow-up of assignments, including coordinating with concerned stakeholders to ensure timely completion of tasks, deliverables and approvals. 13. Any other related work as may be assigned from time to time in connection with WAVES 2027, Create in India Challenge (CIC), Season 2, NFDC initiatives and other media and entertainment-related programmes and events.
Key Responsibilities	:	1. Assist in planning, executing, and monitoring government support the planning, execution and monitoring of WAVES 2027 and associated initiatives, including Create in India Challenge (CIC), Season 2. 2. Coordinate with internal departments, government bodies, stakeholders, agencies, vendors and industry partners for timely execution of activities. 3. Assist in media planning, communication, content development and publicity for WAVES, NFDC initiatives and related programmes. 4. Prepare and process proposals, notes, briefs, correspondence, presentations, reports and other official documents. 5. Support procurement and tender-related activities, including preparation and processing of required documentation. 6. Assist in financial coordination, including estimates, expenditure statements, bills, payment-related documentation and follow-ups. 7. Monitor project timelines, milestones, deliverables and

		pending actions, and prepare periodic status reports. 8. Support event and logistical arrangements, including venues, meetings, workshops, hospitality, transportation and other operational requirements. 9. Maintain project records, databases, files, reports and documentation, ensuring proper record management and compliance with applicable procedures. 10. Provide administrative and operational support to the WAVES Secretariat of NFDC and undertake any other related responsibilities assigned from time to time.
Age	:	Up to 35 years
Remuneration	:	Rs. 70,000/- per month all inclusive

General Conditions:

1. Interested candidates may fill up the application form on NFDC LinkedIn Portal on or before **30/10/2026 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 an outsourced agency selected by NFDC Ltd.