

NATIONAL FILM DEVELOPMENT CORPORATION LIMITED
(A Government of India Enterprise)

Invites applications for the post of DEPUTY MANAGER (FINANCE & ACCOUNTS) in Regional Office, New Delhi, on Contract basis.

Educational Qualification	Chartered Accountant with 2 years experiences or CA/ICWA(Inter) with 6 years experiences
Experience	Maintenance of Accounts and audit thereof, finalization of Accounts, Taxation, Working capital management, liasoning with Authorities etc.,
Age:	35 to 45 years
Consolidated Package per month	Rs. 70,000/- to Rs. 80,000/- (Range Negotiable)

1. The application is to be made in the prescribed application form which is attached with this advertisement. The application in the prescribed proforma (attached) along with photograph and self-attested copies of the documents viz. (a) Matriculation/secondary Certificate as proof of date of birth (b) Complete set of mark sheets/degree certificate in support of qualification (c) Proof of complete experience along with pay scales for each position held
2. Selected candidates will be required to serve in any part of India as per the discretion/requirement of NFDC.
3. 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 only.
4. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website www.nfdcindia.com hence prospective applicants are advised to visit NFDC website regularly for above purpose.
5. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
6. 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.
7. The management reserves the right in relaxing age/qualification of deserving candidate for the above post.

Interested candidates may send their resume within 10 days from the date of advertisement, super scribing the envelope the post applied for, to Head-Personnel & Administration, National Film Development Corporation Limited, (A Government of India Enterprise), 6th Floor, Discovery of India Building, Nehru Centre, Dr. Annie Besant Road, Worli, Mumbai – 400 018

NATIONAL FILM DEVELOPMENT CORPORATION LIMITED

(A Government of India Enterprise)

6th Floor, Discovery of India Building, Nehru Centre, Dr. Annie Besant Road,
Worli, Mumbai-400 018.

APPLICATION FORM

1. Post applied for :
(In block letters)

2. Name of applicant : Mr./Mrs./Miss.....
(In block letters)

3. Father's/ Husband's Name :

4. Marital Status :

5. Address for Communication:
in block letters with pin code

Permanent Address:
in block letters with pin code

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6. (a) Telephone No. :
(with STD Code)

(b) Mobile No. :

(c) E-mail Address :

7. Date of Birth :
(and age as on 30.09.2019)

8. Nationality :

9. Category (SC/ST/OBC/PH/UR):

(Please attach attested photocopy of certificate of the Competent Authority in prescribed proforma)

10. Educational Qualification starting with Secondary Education:
(Please attach attested photocopies of certificates/mark sheets)

Examination/ Degree	University/ Board	Year of Passing	% of marks/ Division	Subject taken

Please affix a
recent
passport
size
photograph

Cont...P...2/-

11. Experience (please start with the latest) :

Name of employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work (Please attach separate sheet if required)
		From	To		

12. Training Programme attended:

13. Have you ever been discharged / dismissed:
Reprimanded / suspended from any position?
If yes, state reason:

14. Have you ever been convicted under the Law, :
If yes, details:

15. Reference with address : 1.
And Contact No. 2.

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed/distorted any material information, my candidature /appointment shall be summarily terminated without any notice.

Place:

Signature of the Candidate

Date:

Name.....

**Through Proper Channel
(To be filled by Department Concerned)**

It is certified that the particulars furnished above by the candidate have been scrutinized and found to be correct as per official records and no disciplinary or vigilance action is pending or being contemplated against the candidate.

(Signature & Designation of Competent Authority)
Tel. No.

Seal