

No. M-13013/4/2018-US(FILMS)  
Government of India  
Ministry of Information & Broadcasting  
'A', Wing, Shastri Bhawan, New Delhi-110001

Dated: 1<sup>st</sup> May, 2024

**VACANCY CIRCULAR**

**Subject: Appointment to the posts of Managing Director and Director (Finance) in National Film Development Corporation (NFDC) Ltd., a Schedule 'B' CPSE through Search-cum-Selection Committee (ScSC) mode.**

Applications are invited for filling up the posts of Managing Director and Director (Finance) in National Film Development (NFDC) Ltd., a Schedule 'B' CPSE, from eligible candidates, for a period of five years from the date of joining or up to the date of superannuation or until further orders, whichever is the earliest.

2. Company profile, Job Description including the eligibility criteria, duration of the post and other details and the application proforma for appointment to the posts of Managing Director and Director (Finance) in NFDC can be downloaded from the Ministry of Information & Broadcasting's Website i.e. <https://www.mib.gov.in>.


3. The Cadre Controlling Authorities are requested to forward the duly filled in applications (as per the application proforma) along with copies of relevant documents as per the requirement indicated in the Job Description, of the eligible and willing officers to the following address within 28 days of advertisement of the posts in 'Employment News':

Joint Secretary (Films)  
Ministry of Information & Broadcasting  
Room No. 649-A, 'A' Wing  
Shastri Bhawan, New Delhi-110001  
Tel.: 011-23384996, 011-23071631

4. Incomplete applications or applications received after due date i.e. after 28 days of advertisement of the posts in 'Employment News' will be summarily rejected. For convenience, a scanned copy of the same may also be sent at e-mail: [jsfilms.inb@nic.in](mailto:jsfilms.inb@nic.in).

5. It is also requested that advance action may be taken to keep the ACRs for the last 10 years of those candidates ready along with their vigilance profile [(i) penalty imposed, if any, during the last 10 years, (ii) details of disciplinary action initiated/being initiated if any, etc.] to be furnished as and when selection meeting is scheduled.

6. In case the relevant details are not received within the stipulated period, it will be assumed that there are no eligible candidates to be sponsored for the posts.

  
(Surajit Indu)  
Under Secretary to the Govt. of India  
Tel: 011-2338 5221

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To

All Ministries/Departments of the Govt. of India/Chief Secretaries of States/UTs

Copy to:

1. Sr. PPS to Secretary, Ministry of Information & Broadcasting
2. Sr. PPS to Additional Secretary, Ministry of Information & Broadcasting
3. PPS to Joint Secretary (Films), Ministry of Information & Broadcasting
4. PPS to Secretary, PESB, Block No. 14, CGO Complex, Lodhi Road, New Delhi with a request to upload a copy of the communication on the website of PESB
5. Director (ACC), DoPT, O/o Establishment Officer, North Block, New Delhi with the request to upload a copy of the communication on the website of DoPT
6. Shri D. Ramakrishnan, GM (P&A), NFDC with a request to upload a copy of the communication on the website of NFDC
7. Director, NIC Cell, Ministry of Information & Broadcasting for uploading on the website of Ministry of I&B
8. Guard File



(Surajit Indu)

Under Secretary to the Govt. of India  
Tel: 011-2338 5221

## **JOB DESCRIPTION FOR THE POST OF MANAGING DIRECTOR, NFDC**

<b>NAME OF THE PSU</b>	<b>:</b>	<b>NATIONAL FILM DEVELOPMENT CORPORATION LTD.</b>
<b>NAME OF THE POST</b>	<b>:</b>	<b>MANAGING DIRECTOR</b>
<b>DATE OF VACANCY</b>	<b>:</b>	<b>24.04.2018</b>
<b>SCHEDULE OF THE CPSE</b>	<b>:</b>	<b>'B'</b>
<b>SCALE OF THE POST</b>	<b>:</b>	<b>Rs. 180000-320000 (w.e.f. 01.01.2017) [as per Schedule 'B' CPSE Criteria]</b>

### **I. COMPANY PROFILE:**

National Film Development Corporation Ltd. (NFDC) is a Public Sector Enterprise set up in 1975 under the Companies Act, 1956. The Company was registered during 1980 by the merger of erstwhile Indian Motion Picture Export Corporation (IMPEC) and Film Finance Corporation (FFC) and the company emerged as a Central Agency to promote Good Cinema in the country.

The Cabinet in its meeting held on 23.12.2020 had decided to merge four Film Media Units namely Films Division (FD), National Film Archive of India (NFAI), Directorate of Film Festivals (DFF) and Children's Film Society, India (CFSI) with NFDC by expanding the Memorandum of Articles of Association (MoAA) of NFDC, which will then carry out all the activities hitherto performed by them. The process of merger has been completed on 31.12.2022. The primary mandate before NFDC is to plan, promote and organize an integrated and efficient development of the film industry in accordance with the national economic policy and objectives laid down by the Central Government from time to time. The objects of the company, therefore, embody the spirit of service to the film industry and undertakes to foster excellence in cinema and to develop the state-of-the-art infrastructure as well as equity products in the audio-visual and related fields. NFDC is a Schedule 'B' Miniratna-II/CPSE in Financial Services Sector under the administrative control of Ministry of Information & Broadcasting.

Its Registered and Corporate Offices are at Mumbai, Maharashtra. The authorized share capital and paid-up capital of the Company is Rs.45.40 crore and Rs.45.39 crore, respectively as on March 31, 2023. The shareholding of Government of India in the Company is 100%.

### **II. JOB DESCRIPTION AND RESPONSIBILITIES:**

The Managing Director is the Chief Executive of the Company and accountable to its Board of Directors and Government/Shareholders. He/she is responsible for the efficient functioning of the company and for achieving its corporative and performance parameters.

III. **ELIGIBILITY:**

1.

<b>Age of superannuation 60 years</b>			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45 years (as on 1 <sup>st</sup> April, 2023)	The Applicant should have 2 years' residual service on the date of vacancy w.r.t. the date of superannuation	45 years (as on 1 <sup>st</sup> April, 2023)	The Applicant should have 3 years' residual service on the date of vacancy w.r.t. the date of superannuation

2. **EMPLOYMENT STATUS:**

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity - and not in a contractual/ad-hoc capacity - in one of the followings:

(a) Central Government Group 'A' Officers including, the Armed Forces of the Union and All India Services.

Or

(b) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE).

Or

(c) Working at a senior level or at a minimal level of one level below the board level in a Company in Entertainment Sector excluding News and Print Media Companies of annual turnover more than Rs.250 crore

*(the average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits).*

3. **Work experience & qualification in case of 2 (c) for private sector:**

The applicant should possess cumulative experience/exposure for at least 5 years during the last 10 years in Entertainment Sector excluding News and Print Media Companies. Having Masters or Equivalent/Post Graduate Diploma.

#### 4. **PAY SCALE:**

##### (a) **Eligible Scale of Pay**

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20500-26500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01/01/2017
- (vi) Rs. 18400-22400 (CDA) Pre-Revised
- (vii) Rs. 37400-67000 + GP 10000 (CDA)
- (viii) Rs. 144200-218200 (Level 14) (CDA)

- (b) (i) Group 'A' officers of the Central Government including All India Services (AIS) should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale **of pay on substantive basis on the date of application.**

(ii) **Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force on the date of application.

(c) **Applicants from Private Sector** should be working at a senior level at a minimum level of one level below Board level in a Company in Entertainment Sector excluding News and Print Media Companies on the date of application.

#### 5. **CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS**

Officers of Central Government and All India Services will also be eligible for exemption from the rule of immediate absorption.

#### IV. **DURATION OF APPOINTMENT:**

The appointment shall be for a period of five years from the date of joining or up to the date of superannuation or until further orders, whichever is earlier.

#### V. **SUBMISSION OF APPLICATIONS:**

- (a) The applicants should submit their applications through proper channel and through Cadre Controlling Authority.
- (b) CMDs/MDs/Functional Directors in CPSEs: through the concerned Administrative Ministry;
- (c) Below Board level in CPSEs: through the concerned CPSE;
- (d) Private Sector: directly to the Ministry of Information & Broadcasting.

## **VI. UNDERTAKING BY THE APPLICANT**

The applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

- a. The appointment is on immediate absorption basis. However, exemption will also be provided from the rule of immediate absorption, if required by Applicant.
- b. If a candidate conveys his/her unwillingness to join after interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- c. Further, if a candidate conveys his/her unwillingness to join after issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

## **VII. APPLICATIONS**

Fill up the Application Form against this Job Description on the website of Ministry of Information & Broadcasting – <http://mib.gov.in/>, take a print-out and send it offline, as specified in para V.

Last date of receipt of complete applications is 28 days from the date of advertisement of the post in Employment News. No application shall be entertained under any circumstances after the stipulated period. Incomplete applications and applications received after the stipulated period shall be rejected. Ministry of Information & Broadcasting reserves the right to shortlist applicants for interview.

Applications are to be addressed to:

Joint Secretary (Films), Ministry of Information & Broadcasting  
Room No. 649-A, 'A' Wing, Shastri Bhawan, New Delhi – 110001

**ALL CORRESPONDENCE WITH THE MINISTRY OF INFORMATION & BROADCASTING SHOULD BE ADDRESSED TO JOINT SECRETARY (FILMS), MINISTRY OF INFORMATION & BROADCASTING.**

## **JOB DESCRIPTION FOR THE POST OF DIRECTOR (FINANCE), NFDC**

<b>NAME OF THE PSU</b>	<b>:</b>	<b>NATIONAL FILM DEVELOPMENT CORPORATION LTD.</b>
<b>NAME OF THE POST</b>	<b>:</b>	<b>DIRECTOR (FINANCE)</b>
<b>DATE OF VACANCY</b>	<b>:</b>	<b>01.08.2019</b>
<b>SCHEDULE OF THE CPSE</b>	<b>:</b>	<b>'B'</b>
<b>SCALE OF THE POST</b>	<b>:</b>	<b>Rs. 160000-290000 (IDA) (w.e.f. 01.01.2017) [as per Schedule 'B' CPSE Criteria]</b>

### **I. COMPANY PROFILE:**

National Film Development Corporation Ltd. (NFDC) is a Public Sector Enterprise set up in 1975 under the Companies Act, 1956. The Company was registered during 1980 by the merger of erstwhile Indian Motion Picture Export Corporation (IMPEC) and Film Finance Corporation (FFC) and the company emerged as a Central Agency to promote Good Cinema in the country.

The Cabinet in its meeting held on 23.12.2020 had decided to merge four Film Media Units namely Films Division (FD), National Film Archive of India (NFAI), Directorate of Film Festivals (DFF) and Children's Film Society, India (CFSI) with NFDC by expanding the Memorandum of Articles of Association (MoAA) of NFDC. The process of merger has completed on 31.12.2022. NFDC now carries out all the activities of the merged Film Media Units. The primary mandate before NFDC is to plan, promote and organize an integrated and efficient development of the film industry in accordance with the national economic policy and objectives laid down by the Central Government from time to time. The objects of the company, therefore, embody the spirit of service to the film industry and undertake to foster excellence in cinema and to develop the state-of-the-art infrastructure as well as equity products in the audio-visual and related fields. NFDC is a Schedule 'B' Miniratna-II/CPSE in Financial Services Sector under the administrative control of Ministry of Information & Broadcasting.

Its Registered and Corporate Offices are at Mumbai, Maharashtra. The authorized share capital and paid-up capital of the Company is Rs.45.40 crore and Rs.45.39 crore, respectively, as on March 31, 2023. The shareholding of Government of India in the Company is 100%.

### **II. JOB DESCRIPTION AND RESPONSIBILITIES:**

Director (Finance) is a member of Board of Directors and reports to Managing Director. He/she is the overall in-charge of Finance and Accounts of the Organization and is responsible for evolving and formulating policies relating to Finance and Accounts as well as implementation thereof.

### III. ELIGIBILITY:

#### 1. AGE:

<b>Age of superannuation 60 years</b>			
<b>Internal</b>		<b>Others</b>	
<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
40 years (as on 1 <sup>st</sup> April, 2023)	The Applicant should have 2 years' residual service on the date of vacancy w.r.t. the date of superannuation	40 years (as on 1 <sup>st</sup> April, 2023)	The Applicant should have 3 years' residual service on the date of vacancy w.r.t. the date of superannuation

#### 2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity - and not in a contractual/ad-hoc capacity - in one of the followings:-

- Central Public Sector Enterprise (CPSE) [including a full-time Functional Director in the Board of a CPSE];
- Central Government including the Armed Forces of the Union and All India Services;
- State Public Sector Enterprise (SPSE) where the annual turnover is Rs. 250 crore\* or more;
- Private Sector Company where the annual turnover is Rs. 250 crore\* or more.

*(\*The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits.)*

#### 3. QUALIFICATION:

- The applicant should be a Chartered Accountant or Cost Accountant or a full-time MBA/PGDM with specialization in Finance, with good academic record from a recognized University/Institution. Preference will be given to Chartered Accountant.
- Officers of Organized Group 'A' Accounts Services (i.e. Indian Audit and Accounts Service, Indian Defence Accounts Service, Indian Railway Accounts Service, Indian Civil Accounts Service, Indian P&T Accounts & Finance Service and Indian Cost Accounts Service) working at the appropriate level are exempted from these educational qualifications.
- Further, applicants from the Central Government/Armed Forces of the Union/All India Services will be exempted from the educational qualifications as per (a) above provided the applicants have 'the relevant experience' as mentioned in Para 4 (iii) below.



d. In respect of applicants from Organized Group 'A' Accounts Services/Central Government/Armed Forces of the Union/All India Services, Chartered Accountant/Cost Accountant/MBA/PGDM will be a desirable educational qualification.

#### 4. EXPERIENCE:-

(i) The applicant should have at least five years of cumulative experience during the last ten years in the area of Corporate Financial Management/Corporate Accounts in an organization of repute.

(ii) Applicants from Organized Group 'A' Accounts Services should have at least five years of cumulative experience during the last ten years in the area of Corporate Financial Management/Corporate Accounts.

(iii) The relevant experience in respect of applicants from Central Government/Armed Forces of the Union/All India Services would include at least seven years of cumulative experience during the last ten years in the area of Corporate Management/Corporate Accounts.

#### 5. PAY SCALE:-

##### a. Eligible Scale of Pay

- (i) Rs. 6250-7474 (IDA) Pre 01/01/1992
- (ii) Rs. 8520-10300 (IDA) Post 01.01.1992
- (iii) Rs. 18500-23900 (IDA) Post 01.01.1997
- (iv) Rs. 43200-66000 (IDA) Post 01.01.2007
- (v) Rs. 100000-260000 (IDA) Post 01.01.2017
- (vi) Rs. 14300-18300 (CDA) Pre-Revised
- (vii) Rs. 37400-67000 + GP Rs.8700 (CDA)
- (viii) Rs. 123160-215900 (Level 13) (CDA)

The minimum length of service required in the eligible scale will be one year for internal candidates and two years for others as on the date of advertisement.

b. (i) Group 'A' officers of the Central Government including All India Services (AIS) should be holding a post of the level of Director in Government of India or carrying equivalent scale **of pay on substantive basis on the date of application.**

(ii) Applicants from the Armed Forces of the Union should be holding a post of the level of Brigadier in the Army or equivalent Rank in Navy/Air Force on the date of application.

c. Applicants from State Public Sector Enterprises/Private Sector should be working at Board level or at least at a post of the level immediately below the Board level or in the eligible scale of pay on the date of application.

## **6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS**

Officers of Central Government and All India Services will also be eligible for exemption from the rule of immediate absorption.

### **IV. DURATION OF APPOINTMENT:**

The appointment shall be for a period of five years from the date of joining or up to the date of superannuation or until further orders, whichever is the earlier.

### **V. SUBMISSION OF APPLICATIONS:**

The applicants should submit their applications online only as per the format. The applicants should submit their applications through proper channel as follows:-

- (a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;
- (b) CMDs/MDs/Functional Directors in CPSEs: through the concerned Administrative Ministry;
- (c) Below Board level in CPSEs: through the concerned CPSE;
- (d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government.
- (e) Below Board level in SPSE: through the concerned SPSE.
- (f) Private Sector: directly to the Ministry of Information & Broadcasting.

### **VI. UNDERTAKING BY THE APPLICANT**

An Applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an Applicant does not give such undertaking, the application would be rejected.

#### **1. For candidates from Central Government/Armed Forces of the Union/All India Services**

- (a) If a candidate conveys his/her unwillingness to join after interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if a candidate conveys his/her unwillingness to join after issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

**2. For candidates from CPSE**

(a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

(b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

**3. For candidates from SPSE/Private Sector**

(a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if a candidate conveys his/her unwillingness to join after issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment, for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

**VII. APPLICATIONS**

Fill up the Application Form against this Job Description on the website of Ministry of Information & Broadcasting – <http://mib.gov.in/>, take a print-out and send it offline, as specified in para V.

Last date of receipt of complete applications is 28 days from the date of advertisement of the post in Employment News. No application shall be entertained under any circumstances after the stipulated period. Incomplete applications and applications received after the stipulated period shall be rejected. Ministry of Information & Broadcasting reserves the right to shortlist applicants for interview.

Applications are to be addressed to:-

Joint Secretary (Films), Ministry of Information & Broadcasting  
Room No. 649-A, 'A' Wing, Shastri Bhawan, New Delhi – 110001

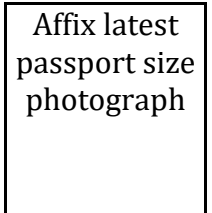
**ALL CORRESPONDENCE WITH THE MINISTRY OF INFORMATION & BROADCASTING SHOULD BE ADDRESSED TO JOINT SECRETARY (FILMS), MINISTRY OF INFORMATION & BROADCASTING.**

**APPLICATION PROFORMA FORM FOR CANDIDATES FROM CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION) AND ALL INDIA SERVICES/CENTRAL PUBLIC SECTOR ENTERPRISES (CPSEs)/PRIVATE SECTOR**

**FOR THE POST OF MANAGING DIRECTOR IN NFDC**

(Must be sent through Proper Channel, except candidates from the Private Sector)

Please refer to the Job Description for the post at Ministry of Information & Broadcasting website ([www.mib.gov.in](http://www.mib.gov.in))



1. Name of the post applied for \_\_\_\_\_
2.
  - (a) Applicant's Name (as per official records Mr. /Mrs. /Ms.) \_\_\_\_\_
  - (b) Father's Name \_\_\_\_\_
  - (c) Category as per Employment Status: Officer of Central Government/All India Services/Armed Forces of the Union/Central Public Sector Enterprise/Private Sector (Please tick as applicable)
  - If Central Govt. Service/All India Service, then name of Service & Batch \_\_\_\_\_
  - (d) Present designation of the Applicant (in full) \_\_\_\_\_
  - (e) Employee ID \_\_\_\_\_
  - (f) Name of the present company/Organization \_\_\_\_\_
  - (g) Office Address: \_\_\_\_\_
  - (h) Address for communication: \_\_\_\_\_
3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-Mail ID \_\_\_\_\_
4. Date of Birth (DD/MM/YY) \_\_\_\_\_ Age as on 1<sup>st</sup> April, 2023 (years/months/days) \_\_\_\_\_

5. (i) Educational/Professional Qualifications:

Sl. No	Qualification*	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self-declaration whether meets the eligibility qualification requirement		
			From	To	Part Time	Full Time	Correspondence	Degree	Diploma	Other (Specify)	Mandatory	Desirable	Other

\*Should be exactly as per Degree/Certificate issued by the University.

(ii) Positions held during the last ten years in descending order (most recent assignment first). From the date of uploading the Vacancy Circular on the Ministry of Information & Broadcasting website.

Sl. No.	Complete Designation & Place of Posting*	Name of the Organization	Pay Scale**	Period		Self-declaration whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
				From	To	Yes	No	
1	2	3	4	5				7

\*Should be exactly as per specific Office Order issued by the CPSE/Ministry/employer.

\*\*Private Sector-CTC/remuneration/emoluments drawn.

Note: Please attach a write-up (Part A: Achievements during the career so far and Part B: Vision for the post applied for), not exceeding 2000 characters, in support of your candidature, for reference at the time of the interview. The full form of all abbreviations used must be given in the prescribed limit of characters.

(iii) APAR/ Appraisal Grading of the Applicant.

Year	APAR/Appraisal Grading

APAR Gradings of minimum latest five years are required. In case APAR for a particular year above is not available, APAR Gradings for immediate preceding year may be mentioned with reasons.

6. (a) Do you hold lien in any organization other than where currently working?

Yes	No
-----	----

If yes: (i) Name of the organization in which the lien is held: \_\_\_\_\_  
(ii) Date from which the lien is held: \_\_\_\_\_

(b) Are you on deputation?

Yes	No
-----	----

If yes: (i) Name of parent organization:  
(ii) Date from which on deputation:

7. (a) Whether any penalty/punishment was awarded to the Applicant during the last 10 years.

Yes	No
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If yes, the details thereof;

i) Civil /Criminal    ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the Applicant as far as his/her knowledge goes

Yes	No
-----	----

If yes, the details thereof;

i) Civil / Criminal ii) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge and belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the Advertisement for this post.

(Name and Signature of the Applicant)

**ONLY FOR PRIVATE SECTOR APPLICANT**

8. Year-wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2020-21, 2021-22 and 2022-23 for a post advertised in the calendar year 2023).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crore)*

\*Please enclose relevant audited statement or supporting documents for Annual Turnover. If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the Ministry of Information & Broadcasting website may be used.

(i) Please provide URL of company website and CIN (Corporate Identity Number) of company

- (a) URL (Company Website Address)
- (b) CIN (Corporate Identity Number)

(ii) I certify that I am working at senior level or at a minimal level of one level below the Board level position

Yes	No
-----	----

(iii) Whether the Company in which I am working is listed on the Stock Exchange.

Yes	No
-----	----

Stock Exchange\_\_\_\_\_

Proof of listing may be accessed over(please provide URL)\_\_\_\_\_

(iv) Self-certified copies for proof of age (Matriculation Certificate) and educational qualifications (enclosed)

(v) Please give details of 2 references

- a. Name:  
Designation:  
Mobile:  
Email ID:  
Address:

b. Name:

Designation:  
Mobile:  
Email ID:  
Address:

**Declaration**

I, \_\_\_\_\_, Son/Daughter of \_\_\_\_\_ hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant Sections of the Indian Companies Act, 2013.

(Name and Signature of the Applicant)



**UNDERTAKINGS (as applicable)**

**For candidates from Central Government/Armed Forces of the Union/All India Services**

Officers of Central Government and All India Services will be eligible for exemption from the rule of immediate absorption. However, I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the Applicant)

Date:

**For candidates from CPSE**

I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the Applicant)

Date:

**For candidates from Private Sector**

I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the Applicant)

Date:

**Verification**

(To be filled in by the designated officer for Central Government/CPSEs/All India Services)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature and Designation of the  
Competent Authority  
with Telephone No. & e-mail address

**Write-Up:**

**A: Achievements during the career so far (2000 characters):**

**B Vision for the post applied for (2000 characters):**

**APPLICATION PROFORMA FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSEs)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSEs)/PRIVATE SECTOR**

**FOR THE POST OF DIRECTOR (FINANCE), NFDC**

(Must be sent through Proper Channel, except candidates from the Private Sector)

Please refer to the Job Description for the post at Ministry of Information & Broadcasting website ([www.mib.gov.in](http://www.mib.gov.in))

Affix latest  
passport size  
photograph

1. Name of the post applied for \_\_\_\_\_
2. (a) Applicant's Name (as per official records Mr./Mrs./Ms.) \_\_\_\_\_  
(b) Father's Name \_\_\_\_\_  
(c) Category as per Employment Status: Officer of a CPSE/Central Government/ Armed Forces of the Union/ All India Services/SPSE/Private Sector (Please tick as applicable)  
If Central Govt. Service/ All India Service, then name of Service & Batch  
\_\_\_\_\_  
(d) Present designation of the Applicant (in full) \_\_\_\_\_  
(e) Employee ID \_\_\_\_\_  
(f) Name of the present company/Organization \_\_\_\_\_  
(g) Office Address: \_\_\_\_\_  
(h) Address for communication: \_\_\_\_\_
3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-Mail ID \_\_\_\_\_

4. Date of Birth (DD/MM/YY) \_\_\_\_\_ Age as on 1<sup>st</sup> April, 2023.

5. (i) Educational/Professional Qualifications:

Sl. No	Qualification*	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self-declaration whether meets the eligibility qualification requirement			
			From	To	Part Time	Full Time	Correspondence	Degree	Diploma	Other (Specify)	Mandatory	Desirable	Other	

\*Should be exactly as per Degree/Certificate issued by the University.

(ii) Positions held during the last ten years in descending order (most recent assignment first). From the date of uploading the Vacancy Circular on the Ministry of Information & Broadcasting website.

Sl. No	Complete Designation & Place of Posting*	Name of the Organization	Pay scale**	Period		Self-declaration whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
				From	To	Yes	No	
1	2	3	4	5	6	7		

\*Should be exactly as per specific Office Order issued by the CPSE/Ministry/SPSE/ employer.

\*\*Private Sector-CTC/remuneration/emoluments drawn.

Note - Please attach a write-up (Part A: Achievements during the career so far and Part B: Vision for the post applied for), not exceeding 2000 characters, in support of your candidature, for reference at the time of the interview. The full form of all abbreviations used must be given in the prescribed limit of characters.

(iii) APAR/ Appraisal Grading of the Applicant.

Year	APAR/ Appraisal Grading

APAR Gradings of minimum latest five years are required. In case APAR for a particular year above is not available, APAR Gradings for immediate preceding year may be mentioned with reasons.

6\*. (a) Do you hold lien in any organization other than where currently working?

Yes	No
-----	----

If yes: (i) Name of the organization in which the lien is held  
(ii) Date from which the lien is held

(b) Are you on deputation?

Yes	No
-----	----

If yes: (i) Name of parent organization:  
(ii) Date from which on deputation:

\*Not to be filled by Private Sector Applicant.

7. (a) Whether any penalty/punishment was awarded to the Applicant during the last 10 years.

Yes	No
-----	----

If yes, the details thereof;

i) Civil/Criminal      ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the Applicant as far as his/her knowledge goes

Yes	No
-----	----

If yes, the details thereof;

i) Civil / Criminal      ii) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge and belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the Advertisement for this post.

(Name and Signature of the Applicant)

**ONLY FOR PRIVATE SECTOR APPLICANT**

8. Year-wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2020-21, 2021-22 and 2022-23 for a post advertised in the calendar year 2023).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crore)*

\*Please enclose relevant audited statement or supporting documents for Annual Turnover. If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the Ministry of Information & Broadcasting website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address)

(b) CIN (Corporate Identity Number)

(ii) I certify that I am

(a) Working at Board level position

Yes	No
-----	----

If yes, please provide your DIN (Director Identification Number)

(b) Holding a post at the level immediately below the Board.

Yes	No
-----	----

(iii) Whether the Company in which I am working is listed on the Stock Exchange.

Yes	No
-----	----

Stock Exchange\_\_\_\_\_

Proof of listing may be accessed over (please provide URL)\_\_\_\_\_

(iv) Self-certified copies for proof of age (Matriculation Certificate) and educational qualifications (enclosed)

(v) Please give details of 2 references

a. Name:  
Designation:  
Mobile:  
Email ID:  
Address:

b. Name:  
Designation:  
Mobile:  
Email ID:  
Address:

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge and belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the Advertisement for this post.

(Name and Signature of the Applicant)

**Declaration**

I, \_\_\_\_\_, Son/Daughter of \_\_\_\_\_ hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant Sections of the Indian Companies Act, 2013.

(Name and Signature of the Applicant)



**UNDERTAKINGS (as applicable)**

**For candidates from Central Government/Armed Forces of the Union/All India Services/SPSE**

Officers of Central Government including Armed Forces of the Union and All India Services will be eligible for exemption from the rule of immediate absorption. However, I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the Applicant)

Date:

**For candidates from CPSE**

I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the Applicant)

Date:

**For candidates from Private Sector**

I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the Applicant)

Date:

**Verification**

(To be filled in by the designated officer for Central Government/All India Services/Armed Forces of the Union)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature and Designation of the  
Competent Authority  
with Telephone No. & e-mail address

**Write-Up:**

**A: Achievements during the career so far (2000 characters):**

**B Vision for the post applied for (2000 characters):**