

No.13/01/2019-FFD  
Directorate of Film Festivals  
(Ministry of Information and Broadcasting)  
Siri Fort Auditorium Complex, August Krant Marg,  
New Delhi-110049

Dated: 30.09.2019

**Sub:** Engagement of Festival Coordinator Assistants for 50<sup>th</sup> IFFI 2019 on contract basis.

Directorate of Film Festivals (DFF), invites applications for engaging two Festival Coordinator Assistants on short term contract basis in connection with the organization of International Film Festival of India (IFFI) to be held from 20-28 November 2019 at Goa and other activities of DFF.

The details viz. essential qualification, scope of work, etc can be downloaded from DFF's website [www.dff.gov.in](http://www.dff.gov.in)

Interested candidates may send their CVs to [vacancyatdff@gmail.com](mailto:vacancyatdff@gmail.com) or by post to the given address.

Last date of submission of application is 07.10.2019 upto 5.00 pm. The shortlisted candidates will be called for interview shortly.

Deputy Director (Admn)  
Directorate of Film Festivals  
Ph: 26499386

**Directorate of Film Festivals  
(Ministry of Information and Broadcasting)**

**Sub: Hiring Festival Coordinator Assistants for 50<sup>th</sup> IFFI 2019 on contract basis.**

Directorate of Film Festivals, Ministry of Information & Broadcasting, Govt. of India, invites applications from individuals to function on short term contract basis in the areas of film festival Programmes and overall assistance in connection with organization of International Film Festival of India (IFFI) which is scheduled between 20-28 November 2019 at Goa and Other activities of DFF. The period of agreement will be depending upon the requirement.

**Essential Requirements**

1.

**Festival Coordinator Assistants (Number of posts– 02)**

1. Graduate/ Post Graduate degree in Journalism/ Media & Entertainment/ Mass Communication/ Film Study from a recognized institute/ university.
2. Good command in spoken and written English.
3. Computer skills in new interactive media & knowledge of MS office (word, power point & excel etc.,)
4. 6 months work experience related to Film Festival/Film Programming/ Event Management.
5. Thorough knowledge of cinema.
6. Pleasing personality and team player.
7. Candidate should have experience of process of film selection and handling of various jury of the festival and guests of National and International stature.

**Note:**

1. All the selected candidate should be based in Delhi on their own cost.
2. Willing to Travel to Goa for the work 50<sup>th</sup> IFFI 2019 wherein the transportation and accommodation shall be provided by DFF.
3. Contract will be for a period depending upon the requirement purely on temporary contract and shall not have any lien on the said post.
4. Remuneration will be based on experience.
5. Candidates willing to join immediately on selection shall be preferred.

6. Competent authority reserves the right to terminate the contract at any point of time.
7. Interested candidates may send their CVs to [vacancyatdff@gmail.com](mailto:vacancyatdff@gmail.com) in the prescribed proforma attached.

## **Application Form**

**(Please provide Complete and Accurate Information)**

<b>*Application for Department/Section:</b>	PASSPORT SIZE PHOTOGRAPH
<b>*Post applied for:</b>	
<b>IMPORTANT:</b> Application liable to be rejected if above fields are not filled	
<b>A - Personal Details</b>	
Full Name (First, Middle, Last):	
Former Name(s) / Maiden Name (if applicable):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (dd/mm/yy):	Father's Name:
Residential Address:	Residence Number: Mobile Number : <b>PLEASE NOTE:</b> Kindly provide active mobile number as details of the interview schedule shall be sent <b>ONLY</b> via SMS.

Do you have prior events experience?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Total no. of events:			
Name of event:			
Department:			
Designation:			
Description of Work:			

**IMPORTANT:** Kindly mention all the events experience as per specifications mentioned above

**B- Educational Qualifications**

<b>Graduation</b>	
College Name:	
College Address:	
University Name:	
Name of Course:	
Year of passing (month / year):	
Percentage/Class/Grade Secured:	

<b>Post Graduation</b>	
College Name:	
College Address:	
University Name:	
Name of Course:	
Year of passing: (month / year)	
Percentage/Class/Grade Secured:	

<b>Professional Qualification/Certifications</b>	
Institute Name:	
Institute Address	
Qualification/Certification attained:	
Date of Completion (Month/year)	

<b><u>C- Employment History</u></b>	
<b>Details of Current or Last Employer</b>	
Company Name:	Department:

	Designation:
Address:	Telephone:
Employment Period: (date, month, year)	
From	To

Details of Previous Employers	
Company Name:	Department:
	Designation:
Address:	Telephone:
Employment Period: (date, month, year)	
From	To

**IMPORTANT:** Kindly mention all the employment details as per specifications mentioned above

I, \_\_\_\_\_, hereby declare that all of the above information provided by me is accurate and true to the best of my knowledge. I agree to be disqualified if any of the above information is proven / found to be false

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*PLEASE NOTE:**

- 1) The Application Form is to be submitted in hard copy to the office of the Directorate of Film Festivals, Siri Fort Auditorium, August Krant Marg, New Delhi-110049 latest by 7<sup>th</sup> October, 2019, 5:00 pm.
- 2) Kindly provide active Mobile Number as details of the interview schedule shall be sent only via SMS. **DFF** will not be liable in anyway if Mobile Number provided is incorrect.

- 3) NO TA/DA shall be provided for attending the Interview.
- 4) The selections for the posts will be at the sole discretion of the Interview Panel.
- 5) The Appointments shall be purely on contract basis and as per the event requirement.

Following are the List of documents that should be carried during interview:

1. Education documents –Diploma /Degree, Post Graduation certificates
2. Professional Certificates (If any)
3. Previous Employment Documents – Offer Letter / Experience Letter.
4. Photo ID proof (Adhaar Card/Drivers License)