

DELHI TOURISM AND TRANSPORTATION DEVELOPMENT CORPORATION LTD (DTTDC)

(A Government of Delhi Undertaking)

18-A, DDA SCO Complex, Defence Colony, New Delhi – 110 024

www.delhitourism.gov.in

Invites application for the following posts on contractual basis for the First 'The Delhi International Film Festival'. Age limit not exceeding 45years as on 01-03-2023.

FILM PROGRAMMER - 1 Post for 5 months

Educational Qualification	:	Post Graduate/Graduate degree in Journalism/Media & Entertainment/ Mass Communication/Film Study/Computer Science from a recognized Institute/University.
Experience	:	Experience in International film festivals/National Film Festival, dealing with International Sales Agents, knowledge of film programming, scheduling of Film Festival & should have the ability to manage all specific sections of International Film Festival. Good command in spoken and written English. Computer Skill in new interactive media & knowledge of MS office (Word, Power Point & Excel etc.)
Desirable	:	Five years work experience related to International Film Festival/Film Programming/Virtual Platform.
Remuneration	:	Consolidated pay of Rs.1,00,000/- per month all inclusive

FESTIVAL PROGRAMMER – 1 Post for 5 months

Educational Qualification	:	Post Graduate/Graduate degree in Journalism/Media & Entertainment/ Mass Communication/Film Study/Computer Science from a recognized Institute/University.
Experience	:	Experience in International film festivals/National Film Festival, dealing with International Sales Agents, knowledge of film programming, scheduling of Film Festival & should have the ability to manage all specific sections of International Film Festival. Good command in spoken and written English. Computer Skill in new interactive media & knowledge of MS office (Word, Power Point & Excel etc.)
Desirable	:	Five years work experience related to International Film Festival/Film Programming/Virtual Platform. Ability in conceptualizing and organizing workshops / seminars/ conferences/ masterclasses / panel discussions etc. related to films.
Remuneration	:	Consolidated pay of Rs.1,00,000/- per month all inclusive

ASSISTANT FILM PROGRAMMER - 2 Posts for 5 months

Educational Qualification	:	Post Graduate/Graduate degree in Journalism/Media & Entertainment/ Mass Communication/Film Study/Computer Science from a recognized Institute/University.
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Experience	:	Experience in management of travel, issuances of Visa from authorities of the respective countries and handling National/ International guests. Thorough knowledge of cinema. The candidate should have the ability to manage all specific sections of International Film Festival. Good command in spoken and written English. Computer Skill in new interactive media & knowledge of MS office (Word, Power Point & Excel etc.)
Desirable	:	Two years work experience related to International Film Festival/Film Programming/Virtual Platform.
Remuneration	:	Consolidated pay of Rs. 70,000/- per month all inclusive

ASSISTANT FESTIVAL PROGRAMMER - 2 Posts for 5 months

Educational Qualification	:	Post Graduate/Graduate degree in Journalism/Media & Entertainment/ Mass Communication/Film Study/Computer Science/ Arts/ Commerce from a recognized Institute/University.
Experience	:	Experience in management of travel, issuances of Visa from authorities of the respective countries and handling National/ International guests. Thorough knowledge of cinema. The candidate should have the ability to manage specific sections of International Film Festival. Good command in spoken and written English. Computer Skill in new interactive media & knowledge of MS office (Word, Power Point & Excel etc.)
Desirable	:	Two years work experience related to International Film Festival/Film Programming/Virtual Platform. Experience of inviting, coordinating with speaker, distinguished guests of national / international stature.
Remuneration	:	Consolidated pay of Rs. 70,000/- per month all inclusive

FILM COORDINATOR – 1 Post for 5 months

Educational Qualification	:	Graduate degree preferably in Journalism/Media & Entertainment/ Mass Communication/Film Study from a recognized Institute/ University.
Experience	:	Experience of process of film selection and handling of various preview committees (jury) of the festivals and guests of National and International stature. Experience in assessment/ Management of technical requirement for conducting Masterclasses/Workshop/Interactive sessions / panel discussions etc. , travels and logistics arrangements, Event Management etc. Thorough knowledge of Cinema. Good command in spoken and written English.
Desirable	:	Six months work experience related to Film Festival/Film Programming/ Event Management/or any other allied related work/or Graduate in any discipline with minimum two years of experience in administrative work, office management and coordination work.
Remuneration	:	Consolidated pay of Rs. 50,000/- per month all inclusive

FESTIVAL COORDINATOR – 1 Post for 5 months

Educational Qualification	:	Graduate degree preferably in Journalism/Media & Entertainment/ Mass Communication/Film Study/ Certificate course in Multimedia from a recognized Institute/ University.
Experience	:	Experience of process of film selection and handling of various preview committee (jury) of the festivals and guests of National and International stature. Experience in assessment/ Management of technical requirement for conducting Masterclasses/Workshop/Interactive sessions/ panel discussions etc. , travels and logistics arrangements,

Event Management etc. Thorough knowledge of Cinema. Good command in spoken and written English.

Desirable : Six months work experience related to Film Festival/Film Programming/ Event Management/or any other allied related work/or Graduate in any discipline with minimum two years of experience in administrative work, office management and coordination work.

Remuneration : Consolidated pay of Rs. 50,000/- per month all inclusive

General Conditions:

1. The application is to be made in the prescribed application form which is attached along 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 certificates in support of qualification (c) Proof of complete experience along with pay scales for each position held (d) Caste certificate in format prescribed by the Government of India (if applicable) (e) Disability certificate issued by Competent Authority (if applicable) and (f) Pay-in-slip (if applicable).
2. DTTDC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Applicants in their own interest are advised to forward their application through proper channel well in time before the last date to avoid possible delay in postal transit. Applications received after due date will be summarily rejected.
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 DTTDC.
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 our official website www.delhitourism.gov.in hence prospective applicants are advised to visit DTTDC 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 Delhi.

8. The management reserves the right in relaxing age/qualification of deserving candidate 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. Management reserves the right to terminate the contract / engagement of manpower at any time during the course of contract without any prior notice and / or without intimating any reasons whatsoever.**

Interested candidates may send their application on or before 31-03-2023 to the
Chief Manager (Personnel), Delhi Tourism and Transportation Development Corporation Ltd.,
18-A, DDA SCO Complex, Defence Colony, New Delhi – 110 024
www.delhitourism.gov.in.
E-Mail ID: personneldivision123@gmail.com

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APPLICATION FOR THE POST OF - _____

Annexure-I

A. PERSONAL DETAILS:

1.	Applicant's Name (Mr./Mrs./Ms.)		Affix your latest Passport size Photograph duly Self-attested across
2.	Father's / Husband's Name		
3.	Date of Birth		
	Age as on 01.03.2023		
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Name of present Organization		
7.	Place of present posting		
8.	Present Designation		
9.	Present Pay (CTC)	Monthly:	Yearly:
	Holding present pay w.e.f		
10.	Present Address		
	Permanent Address		
11.	Contact No. (with STD code)	Phone:	Mobile:
12.	E-mail ID		
13.	Aadhar No.		

B. EDUCATION DETAILS (In chronological order):

S.N.	Qualification	Name of Board / University/ Institute	Year of passing	Division / Grade / Percentage

(Attach separate sheet, if required)

C. EXPERIENCE DETAILS (In chronological order):

S.N	Period		Designation	Organization	Place of Posting	Responsibilities in brief
	From	To				

(Attach separate sheet, if required)

Total work experience : _____ Years

D. OTHER DETAILS:

1.	Whether any punishment awarded in last 10 years.	Yes / No
	If yes, please furnish details	
2.	Whether any disciplinary action / inquiry is contemplated against the applicant	Yes / No.
	If yes, please furnish details	
3.	Time required for joining, if selected	

E. REFERENCE OF TWO OFFICERS UNDER WHOM WORKING / WORKED PREVIOUSLY

S.N.	Name	Designation & Organization	Mobile No. & Email
1.			
2.			

F. CONFIRMATION: I do hereby confirm that I am fulfilling the following criteria:-

S.N.	Criteria	Fulfilling Yes / No.	Remarks (if any)
1.	Age as on 01.03.2023		
2.	Qualification		
3.	Fulfilling total Experience criteria		
4.	Supporting documents attached		
5.	Seeking any relaxation		

I hereby declare that the particulars furnished above by me are true. I undertake that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

Date:

(Signature of the candidate)

Place:

Name: _____

Designation: _____