

No. 1/IVP/IFFI-2024

Dated 30th October, 2024

Dear Sir/Madam,

Greetings from National Film Development Corporation, Ministry of Information & Broadcasting, Government of India.

National Film Development Corporation of India is the central agency established to encourage the good cinema movement in the country. The primary goal of the NFDC is to plan, promote and organize an integrated and efficient development of the Indian film industry and foster excellence in cinema. Over the years NFDC has provided a wide range of services essential to the growth of Indian cinema. The NFDC (and its predecessor the Film Finance Corporation) has so far funded / produced over 300 films. These films, in various Indian languages, have been widely acclaimed and have won many national and international awards.

We take immense pleasure in announcing the 55th edition of the International Film Festival of India (IFFI' 2024) which will be held during 20th to 28th October, 2024 in Goa. It is being organized by the Ministry of Information & Broadcasting, Government of India and National Film Development Corporation in a prolific manner.

2. It is our pleasure to enlist your active participation in making it a grand success. We are looking forward to render an invitation to you to place a few of your enthusiastic students at the disposal of the ensuing IFFI to extend their service as volunteers from 15th November to 30th November, 2024 which shall cover the period of nearly half a month. Following are the basic functions anticipated from the volunteers:

- Protocol Duty with VIPs/VVIPs/Dignitaries and Celebrities;
- Ushering and Audience Management ;
- Programming/Scheduling/Cataloguing;
- Media Management;
- Print Publicity and Publications ;
- Social Media Management;
- Coordination with Festival Jury/Participants/Guests ;
- Print Material Distribution & feedback ;
- In-Theatre support and service supervision ;
- Venue Management ;
- Card Distribution (Opening/Closing/Dinner & Other Cards, if any.) ;
- Delegate Card/Festival Kit/Publications;
- To guide the visitors ;
- To assist in general requirements etc.
- Baggage Management ;

3. We shall be pleased to extend following, not as remuneration but as minimal support to the participating volunteers from your institutions:

- 2 T-shirts for each Students ;
- Free delegate pass from IFFI-2024 ;
- Internship/Experience Certificate issued by NFDC, Govt. of India ;
- Meal as per shift duties;
- Rs. 250/- for local transport/journey for 15 days.

4. Due to financial constraints and administrative implication, we are constrained to delimit any further possibilities. However, the student participating as Volunteers shall get extensive exposure to film fraternity-both national and international, opportunity to upgrade their communication and management skills apart from on-hand experience of work. Presently, we are looking forward to engage more than 100 Volunteers for this purpose. We are approaching various platforms and layers to meet our requirements. Yours being one of the premier institutions, we felt it prudent to approach you at the initial stage.

5. In view of the above, we shall highly appreciate if you could kindly, look into the matter and depute/nominate truly enthusiastic students to participate as volunteers in the acclaimed IFFI' 2024. For any further query, you may have a word with **Shri Shardul Naik**, Executive & Coordinator or **Shri Sandesh B. Shinde** AAO, Unit Head. Unit's Email ID shardull@nfdcindia.com and Mobile Number of **Shri Shardul Naik** is **9619989916**.

6. We shall be grateful if you could nominate a suitable number of your students for the above program and render your hands for the grand celebration of IFFI' 2024. The nominations may kindly be sent by 7th November, 2024 via above E-mail. The students may be advised to fill up the enclosed form and submit PDF version of the form after your authentication, onto the above E-mail ID. The selection of candidates is subject to suitability and assessment by the Competent Authority. After selection, the candidates will be notified directly.

Looking forward for a positive and quick response, we are, with regards,

Yours Sincerely,

(Mahesh Yadav)

Dy. General Manager
&
Unit Head, IVP Unit

Encl : As above.

National Film Development Corporation Ltd. Ministry of Information and Broadcasting , Government of India, FD Complex , 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026		Affix a Passport size recent colour photograph.)
(Application Form for selection as an Intern/Volunteer for the 55th IFFI' 2024 organized during 20-28th November, 2024.) Venue – Goa		
1	Name of the Applicant (In CAPITAL letters.)	
2	Name of the College /Institution	
3	Contact No. of the College / Institution	
4	Address of the College / Institution	
5	E-mail ID of the College / Institution	
6	Standard in which studying	
7	Date of birth	
8	Gender	
9	Residential address	
10	Mobile No.	
11	E-mail ID	
12	Parent/Guardian's E-mail ID	

The information/details furnished by me is/are correct to the best of my knowledge and belief and I do understand that my application could be summarily rejected if any/all information is found to be incorrect/misleading/false and also that my selection is distinct from any employment. Selection is subject to assessment of suitability by the Competent Authority/ IFFI authorities. Services can be terminated at any point of time at the discretion of the competent Authority without assigning any reason.

Signature of Applicant

Certificate

(For the applicant directly applying for assignment for Intern/Volunteer.)

This is to certify that the above applicant is a bonafide student of this college/Institution as per the records available with College/Institution.

Signature of Principal/Registrar of College /Institution
with stamp/seal of College/Institution

(Not applicable for the students nominated by Colleges/Institutions directly.)