

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Assistant Director (Finance & Administration)

1.	Purpose of assignment	:	To provide financial advice / administrative support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none">• To plan, organise and carryout the internal financial functions of NGMA.• To provide sound financial advice to the Director (NGMA).• Be responsible for all financial statements, budgeting and allocation of funds to lower formations / branches.• To plan and launch computerisation of all accounting and administrative functions.• To implement, oversee and ensure appropriate security, surveillance and vigilance system in NGMA.• To monitor effective management of Plan expenditure and recommend corrective measures to Director (NGMA) for management decision-making.• Be responsible for timely submission of reports/returns under the prescribed Management Information System.• To ensure efficient, cost effective administrative services

			<p>such as Internal / external Communication systems, Procurement of stores and materials etc.</p> <ul style="list-style-type: none"> • To participate in the overall formulation of goals and plans of the organisation. • To plan, coordinate and implement effective HRD Management system viz. Recruitment & Promotion, Amendment to & formulation of Recruitment Rules, Training, Performance assessment, initiate actions for continuous performance improvement of existing staff etc. and advice Director (NGMA) on all administrative and establishment matters. • To attend to Parliamentary matters, Hindi Salhakar Samiti and Progressive use of Hindi. • Coordination with the Ministry, NGMA Branches and Civic agencies like NDMC, CPWD etc. and interact with local police, when necessary, on security matters. • Any other task assigned by Director (NGMA) in the interest of the organisation.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 35,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.

7.	Qualification	:	Degree in Science/ Commerce/Arts from a recognised University and PG Diploma in Personnel Management. Those possessing a Degree in Law will have an added advantage.
8.	Experience	:	Retired Central Government Officers of the level of Under Secretary & above with 10 years experience in Administration & Finance with excellent writing and computer skills.
9.	Maximum Age Limit	:	62 years, relaxable at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.