

**National Gallery of Modern Art, New Delhi**

**Terms of reference for the post of Security Officer**

1.	Purpose of assignment	:	To provide Security / surveillance, general administrative and logistical support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none"><li>• To act as overall security and surveillance incharge of NGMA premises spread over 7.8 acre campus and its building and assets.</li> <li>• To identify protection goals, objectives and metrics consistent with the strategic security needs of the organisation.</li> <li>• To plan, develop and manage appropriate security policy, standards, guidelines and procedures to ensure foolproof maintenance of security.</li> <li>• To manage effective operation of access control system, video surveillance and ensure proper network protection.</li> <li>• To oversee and manage incident response planning as well as investigation of security breaches, disciplinary and legal matters associated with such breaches.</li> <li>• To ensure protection from fire and safety hazards.</li> <li>• To enforce rules and regulations related to security matters.</li></ul>

			<ul style="list-style-type: none"> <li>• To maintain excellent coordination and relationship with police and civic agencies.</li> <li>• Keeping vigil and ensuring only duly authorised materials are allowed in and out of the premises.</li> <li>• Preparation of duty rosters of security assistant, caretaker, security guards, etc.</li> <li>• To ensure security and documentation of all movements of art objects in and out of the Gallery.</li> <li>• To supervise and ensure adequate and proper Janitorial and Sanitary services are in place at the gallery and its surroundings.</li> <li>• Responsible for day to day opening and closing of gallery and maintaining securitised environment thereon.</li> <li>• To ensure security personnel are in proper uniform and perform assigned duties scrupulously.</li> <li>• Any other tasks assigned by the Assistant Director (Finance &amp; Administration) / Director depending on exigencies of work.</li> </ul>
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 Assistant Director (Finance & Administration) / Director (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of Competent Authority.

6.	Remuneration	:	Rs. 20,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	:	Degree of a recognised University with a recognised Diploma in Fire Fighting / Security and Housekeeping services.
8.	Experience	:	Retired Officers from Para Military Forces / Armed Force at the level of J.C.O. or above with atleast 8 years experience in house keeping and security of large units / organisation 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.