

No. NGMA/BLR/CS/176/Vol. III/2016-17/ 4931

Dated: 03rd June, 2016

NOTIFICATION

The National Gallery of Modern Art, Bengaluru, a subordinate office under the Ministry of Culture, Government of India, invites applications from eligible candidates for filling up the following posts on full time contractual basis for a period of six months which may be extended for another six months or till regular appointments are made, whichever is earlier. The eligibility criteria and other conditions of appointments are as under:-

A. Assistant Curator

Qualification & experience: M.A. in Fine Arts/Art History from a recognized University with one year's experience in curatorial projects or experience in writing scholarly papers. The candidate must be computer literate and should be good in use of applications/software's like MS Word, Excel and PPT and Coral Draw.

Remuneration: Rs. 21,000/- per month.

B. Assistant Library and Information Officer

Qualification and experience: Bachelor's degree in Library Science or Library and Information Science from a recognized University. Should have worked as Librarian/Asstt. Librarian for at least two years in well-recognized organization(s) /institute(s). Should also be well conversant with use of computers in MS word, excel and internet.

Remuneration: Rs. 21,000/- per month.

C. Technician and Projectionist cum Photographer

Qualification and Experience: Should be higher secondary pass. Four years' experience in the operation of audio video equipment with a reputed organization. He should also be well versant with use of computers in MS word, excel and internet and coral draw. Should be conversant in running programs and film shows at auditorium.

Remuneration: Rs. 15,000/- per month.

D. Caretaker

Qualification & experience: SSLC pass with a minimum of 3 years' experience as Caretaker/Assistant Caretaker in a large or medium sized organization. The candidate should be sincere, honest and hard- working and ready to perform his duties during evening/night hours with the stay facilities as available in the NGMA complex.

Remuneration: Rs. 14,000/- per month.

Eligible candidates may apply in the prescribed format along with attested copies of certificates of essential qualification and experience to the Director, National Gallery of Modern Art, #49, Manikyavelu Mansion, Palace Road, Bangalore – 52 clearly indicating the post applied for on the envelope within 21 days of the publication of this advertisement. Applications received incomplete or after due date, will not be entertained. The remuneration indicated above is subject to deduction of tax at source as per rules.

The details of essential qualifications, experience, the remuneration payable and the job profile are available on the NGMA Bengaluru website http://ngmaindia.gov.in/ngma_bangaluru.asp. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification. Only shortlisted candidates found suitable will be intimated and called for interview. No TA/DA will be paid for attending the interview. The date and time of interview will be intimated to eligible candidates through e-mail/post.

FORMAT			Recent Photograph
1.	Post Applied for	:	
2.	Name of the Candidate (Sh./Mrs./Km./Dr.)	:	
3.	Father's Name / Husband's Name	:	
4.	Date of Birth	:	
5.	Whether belongs to SC/ST/OBC/Ex-Serviceman	:	
6.	Permanent Address	:	
7.	Present Mailing Address	:	
8.	Contact Telephone Nos. / Email	:	Mobile : Landline : E-Mail :
09.	Qualification	:	
	Academic	:	
	Professional	:	
	Knowledge of Computer Operation	:	
10.	Experience (in detail)	:	
11.	Indicate two references who can vouch your credentials	:	1. 2.
12.	Any other information relevant to your candidature	:	
13.	Details of Enclosures	:	1. 2. 3.

Duties and responsibilities of Asst. Curators

Areas which he/she will be in-charge of

- Permanent collection art works condition and information
 - Gallery walks for schools and public
 - Temporary collection art works
1. Walk through and inspect the galleries every morning and evening.
 2. Provide written information on the individual artists and their works in the form of gallery catalogues.
 3. Arrange gallery talks by themselves and by outside speakers.
 4. Rearrange displays periodically after discussion with the Director and add wall texts.
 5. Maintaining accession records of the collected art objects.
 6. To keep a constant watch on the conditions of the art objects on display or stored in the reserve collection of the galleries and report immediately any signs of damage or deterioration to the Administrative Officer and the Director.
 7. Check security of the art objects in the galleries of NGMA and make immediate report of any untoward incident.
 8. Take school tours
 9. Conduct workshops for art teachers
 10. Write and design the quarterly e-newsletter
 11. Creative activities like treasure hunt cards for required age groups
 12. Visit exhibitions in the city and submit reports
 13. Train gallery attendants about art and how to take care of art works and supervise their work.
 14. Examine art works regularly.
 15. Keep a record of the temperature and humidity readings.
 16. Coordinate with guest curators.
 17. Open field- planning, assist in selection
 18. In Focus (inside curation) – Conception and matter.
 19. Brochure – matter
 20. Special guided tours every month
 21. Other project like Teachers' Foundation and landscape architecture
 22. Any other work entrusted by the Director.

Duties and responsibilities of the Caretaker

The Caretaker, NGMA Bengaluru shall be in general charge and care taking of the whole National Gallery of Modern Art complex (Manikyavelu Mansion, 49, Palace Road, Bangalore – 560 052 comprising land and buildings spread over 3.51 acres area). **The Caretaker is a residential caretaker** in charge of the whole premises including office buildings, galleries and all other Government properties in the premises to ensure that everything in the premises is secure and safe against theft, loss, damage or deterioration. His duties and responsibilities shall include:-

1. Ensuring that the galleries are opened and closed by him in the presence of the Security Officer and /or OSD, /Asstt. Curator NGMA Bengaluru or any authorized person.
2. Reporting immediately any matter or defect(s) requiring repairs or attention or any matter relating to the smooth functioning of the NGMA.
3. Supervising and ensuring proper cleanliness of the complex viz all floor areas, terraces, toilets, lawns and other open spaces.
4. Supervising proper maintenance of garden including lawns, water storage tanks, mirror pool etc.
5. Monitoring the presence and vigilant duty by all the security guards and presence of all police personnel put on duty in the complex including checking of attendance registers during night shifts.
6. Ensuring that all office clocks are functional indicating correct time.
7. Attending to queries of housekeeping persons, security guards relating to payment of wages or any other queries relating to their welfare.
8. Working in full coordination with Security Officer for any arrangements for firefighting in the complex.
9. Personal charge of the rooms of Principal Officers of the Office including the keys thereof.
10. Monitoring the maintenance of duty registers of security guards in coordination with the Security Officer.
11. Supervising the opening/closing of windows, doors and locking arrangements of rooms, lavatories etc., putting off of lights and fans, AC's before and after office hours.
12. Such other items of work as may be entrusted to him from time to time.

National Gallery of Modern Art, Bengaluru

**Terms of reference for the Consultant against the post of
Assistant Library and Information Officer**

1.	Purpose of assignment	:	The Assistant Library and Information Officer shall be responsible for managing the Art Reference Library and carry on the functions of the Information Officer at NGMA Bengaluru.
2.	Job Profile	:	<p>The duties and responsibilities of the Assistant Library and Information Officer shall be to:-</p> <ol style="list-style-type: none">a) Maintain the inventory of all the books, magazines, journals, catalogues etc.b) Process the purchase of new books, magazines, journals, catalogues etc.c) Arrange holding of Library Committee meetings as and when due.d) Maintain the inventory of film CDs/other CDs/DVDs.e) Maintain all other records as are relevant to the running of the Library.f) Initiate library activities like presentation of artist's works, book reading, discussions on art related subjects etc.g) Perform all the duties for the smooth running of the Art Reference Library as may be entrusted.h) Answering to general enquiries and replying to letters and telephone enquiries of public relating to NGMA Bengaluru.i) Providing face to face and telephone information on events, current exhibitions, Collections and other facilities at the NGMA.j) Document all newspaper cuttings relating to the activities of NGMA and other relevant information on art & culture.k) Keep the NGMA website, facebook etc updated.l) Organize press meets & prepare press kits for events/exhibitions.m) Prepare relevant reports of NGMA and put up to the concerned official.n) Attend to any other work as may be entrusted by the Director NGMA Bengaluru.
3.	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 9:45 am to 5.15 p.m

4.	Supervisor	:	Has to report to OSD/Administrative Officer/Director NGMA Bengaluru.
5.	Estimated duration of contract	:	Six months or till regular appointment against the post is made, whichever is earlier. The period of six months may be extended or curtailed at the discretion of the competent authority.
6.	Remuneration	:	Rs.21,000/- per month, all inclusive subject to deduction of tax at source as per rules.
7.	Essential Qualification	:	Bachelor's degree in Library Science or Library and Information Science from a recognized University.
8.	Experience	:	Should have worked as Librarian/Asstt. Librarian for at least two years in well-recognized organization(s) /institute(s). Should also be well versant with use of computers in MS word, excel and internet.
9.	Age	:	Maximum age limit: 45 years as on the date of issue of this notification calling for applications.

National Gallery of Modern Art, Bengaluru

Terms of reference for the post of Technician and Projectionist cum Photographer

1.	Purpose of assignment	:	The duties and responsibilities of the Technician and Projectionist cum Photographer shall be to perform all the work relating to the post as may be entrusted to him by the Director.
2.	Job Profile	:	<p>The duties and responsibilities of the Technician and Projectionist cum Photographer shall be to :-</p> <ol style="list-style-type: none">1. Running various programmes in the auditorium like film shows, art programmes etc.2. Closely monitoring that the NGMA Auditorium is always kept in full functional mode including ensuring that all the equipments for running the auditorium viz light and sound systems, LCD projector and other equipments are functional.3. Attending to work relating to holding of public events and exhibitions and other gallery related works for providing audio video facilities.4. To attend to work relating to printing of various material, invitation cards etc. for various programmes.
3.	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 9:45 am to 5.15 p.m or as may be fixed according to the events at the Auditorium or in the NGMA campus.
4.	Supervisor	:	Has to report to OSD/Administrative Officer/Director NGMA Bengaluru.
5.	Estimated duration of contract	:	Six months or till regular appointment against the post is made, whichever is earlier. The period of six months may be extended or curtailed at the discretion of the competent authority.
6.	Remuneration	:	Rs. 15,000/- per month, all inclusive subject to deduction of tax at source as per rules.
7.	Essential Qualification	:	Should be Higher secondary pass
8.	Experience	:	Four years' experience in the operation of audio video equipment with a reputed organization. He should also be well versant with use of computers in MS word, excel and internet.
9.	Age	:	Maximum age limit: 40 years as on the date of issue of this notification

Sd/-
DIRECTOR,NGMA Bengaluru