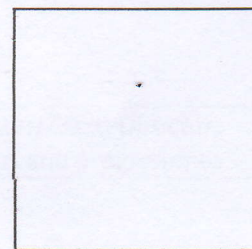


FORMAT OF APPLICATION



1.	Post Applied for	:	
2.	Name of the Candidate (Sh./Mrs./Kum./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 No.	:	Mobile: Landline: E-mail:
9.	Whether Retired Govt.Servant	:	
10.	If yes, indicate date of Retirement (Attach a Copy of the P.P.O.	:	
11.	Qualifications	:	
	Academic	:	
	Professional	:	
	Knowledge of Computer Operation	:	
12.	Experience (in detail)	:	
13.	Indicate two references who can vouch your credentials	:	1. 2.
14.	Any other information relevant to your Candidature	:	
15.	Details of Enclosures	:	1. 2. 3.

Place:

Date:

Signature of Candidate

NATIONAL GALLERY OF MODERN ART, MUMBAI

Terms of Reference for the Post of Stenographer

1.	Purpose of Assignment	To provide typing and stenographic assistance to the Director/Asstt. Director, NGMA, Mumbai in the proper implementation of its policies and programmes.
2.	Job Profile	Stenographic Assistance. Typing regular correspondence. Filing Fixing the appointments etc.
3.	Duty, Station and Timings	NGMA, Mumbai functions 5 days a week from 10.45 am ^{9.30 am} to 6.00 pm
4.	Supervisor	Will report to Keeper/Asstt. Director, NGMA, Mumbai.
5.	Estimated duration of Contract	One year or till regular appointment against the Post is made, whichever is earlier. The period of one year may be further curtailed at the discretion of the Competent Authority.
6.	Remuneration	Rs.20,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	S.S.C. or equivalent and must have speed of 80 W.P.M. in English Shorthand and 40 W.P.M. in English Typing on Computer.
8.	Experience	One year's relevant experience.
9.	Maximum Age Limit	Not more than 30 years.