



No. F. A.52005/2014/NGMA

April 27 , 2015

### WALK-IN-INTERVIEW

Walk-in-Interview for the following contractual positions will be held in the National Gallery of Modern Art (NGMA), Jaipur House, India Gate, New Delhi, a subordinate office of the Ministry of Culture on the date and time mentioned against the posts.

The posts at Sl. No.01 & 02 are to be filled up on full time contractual basis initially for a period of six months and the posts at Sl. No.03 to 05 are to be filled up for a period of one year. The period of contractual engagement of all the posts is extendable at the discretion of the competent authority. The post mentioned at S.No. 05 is to be filled up against specific project, i.e., Jatan Museum Builder Software for documentation of art objects *The post of Assistant Director (Administration & Finance) is meant for retired government officials of CSS cadre only (Under Secretary and above)*. Interested candidates may come for interview along-with filled up application form, two passport size photographs and self-attested copies of testimonials. No travelling allowance will be paid for attending the interview.

S. No.	Name of the post	No. of Posts	Consolidated remuneration per month	Date & Time of interview
1.	Assistant Director (Administration & Finance )	01	Rs. 42,350/-	12 <sup>th</sup> May, 2015 10.30 a.m.
2.	Technical Assistant	01	Rs. 15,000/-	13 <sup>th</sup> May, 2015 10.30 a.m.
3.	Deputy Curator	01	Rs. 30,000/-	12 <sup>th</sup> May, 2015 02.30 p.m.
4.	Assistant Curator	01	Rs. 20,000/-	13 <sup>th</sup> May, 2015 02.30 p.m.
5.	Deputy Curator(Jatan)	01	Rs. 33,000/-	13 <sup>th</sup> May, 2015 03.30 p.m.

Maximum age limit is 70 years in case of candidates from S.No. 01 & 02 and 45 years in case of S.No. 03 to 05.

The services are purely on contractual basis for the aforesaid period. However, the services can be curtailed or terminated at any time if the performance is found unsatisfactory in any manner or for any other reason. Qualification, experience and age limit are relaxable at the discretion of the competent authority.

The details of essential qualifications, experience, duration of engagement and the job profile etc. are available on the Gallery's website [www.ngmaindia.gov.in](http://www.ngmaindia.gov.in) Eligible and interested candidates may visit the website.

**DIRECTOR  
NGMA**

## FORMAT OF APPLICATION

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.	Permanent Address	:	
6.	Present Mailing Address	:	
7.	Contact Telephone Nos. / E-Mail	:	Mobile: Landline: E-Mail:
8.	Whether retired Govt. Servant	:	
9.	If yes, indicate date of Retirement (Attach a copy of the P.P.O.)	:	
10.	Qualification	:	
	Academic	:	
	Professional	:	
	Knowledge of Computer Operators	:	
11.	Experience (in detail)	:	
12.	Indicate two references who can vouch your credentials	:	1.  2.
13.	Any other information relevant to your candidature	:	
14.	Details of Enclosures	:	

Place:

Date:

Signature of Candidate

The table below gives the qualifications, experience and monthly consolidated remuneration etc. of the posts on **contract basis**:-

<b>Sl. No</b>	<b>Name of post</b>	<b>No. of Posts</b>	<b>Qualifications and experience</b>	<b>Consolidated Monthly Remuneration</b>
01.	Assistant Director (Administration & Finance )	01	Retried Under Secretary and above of CSS cadre	Rs. 42,350/-
02.	Technical Assistant	01	<u>Essential</u> (i) Bachelor's degree in Fine Arts or History of Art or Museology or Art criticism from a recognized university; or (ii) Five years diploma in fine arts or commercial arts from a recognized university, and (iii) Atleast three years experience in museum related works of renovation galleries, installations of exhibitions, mounting, frames, storage, packing and transportation of valuable art works in a museum/art gallery/ comparable institution.	Rs. 15,000/-
03.	Deputy Curator	01	Essential : 1. Master's Degree in Fine Arts or Art History & Criticism or Museology or M.Sc. with chemistry as one of the subjects at graduation level from a recognised university.  2. Atleast three years' experience in restoration work in a Museum / Gallery of National / Regional importance under the control of Central Government / State Government / Union Territories.	Rs. 30,000/-
04	Assistant	01	<u>Essential</u>	Rs. 20,000/-

	Curator		<p>(i) Bachelor's degree in Fine Arts or History of Art, or Museology or Art criticism from a recognized university.</p> <p><u>Desirable</u></p> <p>(i) Some experience in reputed Art Galleries or Art Museum related activities of organizing exhibition, display techniques, mounting of art works etc.</p> <p>(ii) Computer Knowledge (MS Office)</p>	
05.	Deputy Curator(Jatan)	01	<p><u>Essential:</u></p> <p>(i) Master's degree in Fine Arts or Art History &amp; Criticism or Museology from a recognized university.</p> <p>(ii) At least 3 years experience in organizing exhibitions or production and publication of books &amp; Journals on Indian Art or teaching Museology or History of Art or Fine Arts in a large Museum/Gallery/Organization/ Educational Institution</p> <p><u>Desirable :</u></p> <p>(i) Degree / Diploma/certificate in any Foreign Language other than English of a Recognized University / Institution.</p> <p>(ii) Research experience supported by published works in the field of Art &amp; Culture.</p>	Rs. 33,000/-

## **Job Description**

### **Assistant Director (Administration & Finance )**

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 such as Internal / external Communication systems, Procurement of stores and materials etc; 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 advise 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.

### **Deputy Curator**

To conduct survey of the art objects in the collection of this Gallery; To undertake preventive and curative care of the Reserve Collections; To prepare report on the condition of the damaged paintings and submission to the Director and get guidance for their restoration; To undertake Restoration work of damaged art works; To prepare condition Reports of Art Works of incoming and outgoing exhibitions; Maintenance of required humidity and temperature of Air Conditioned area of the Gallery where Oil paintings are on display; To render assistance in the preparation of Colours, Chemicals etc. required for the restoration of paintings; To take classes on the Conservation of Paintings and impart practical training to the students in the restoration laboratory; any other task assigned by Director (NGMA) in the interest of the organisation.

### **Assistant Curator**

The Assistant Curator will render technical and professional support in areas such as research and coordination, planning and implementation of the exhibition programmes and organising outreach and ancillary programs like Workshops ; seminars; lectures; apart from other educational programs and all other activities incidental to day to day management of the Museum; any other task assigned by Director (NGMA) in the interest of the organisation.

## **Technical Assistant**

To handle documentation work and digitization of exhibitions and art collection including photographs, Assisting in mounting and display of exhibition of art works; To conduct educational programs; To coordinate packing of outgoing exhibitions and its documentation work; supervise and examine unpacking of consignments of art works received from foreign countries etc. and its related documentation; Coordination with Airport authority, Customs authority and logistic agents related to incoming / outgoing exhibitions; To chalk out the Annual programs of exhibitions; To look after the functional gallery area to ensure proper display and safety of art works on day to day basis; Any other task assigned by Director (NGMA) in the interest of the organisation.

## **Deputy Curator(Jatan)**

To be attached to the group handling the Jatan Museum Builder Project for documentation of art objects of the National Gallery of Modern Art, New Delhi. To undertake formulation and implementation of all educational and exhibition related programs and policies. Any other task assigned by the Director depending on exigencies of work.

## **Duty, Station & Timings**

New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm.

## **Duration of Employment**

All the posts are to be filled up on full time contractual basis. The posts of Assistant Director (Admin & finance) and Technical Assistant will be filled up initially for a period of six months and the posts of Dy. Curator, Assistant Curator and Deputy Curator(Jatan) initially for a period of one year. The period is extendable at the discretion of the competent authority. However, the services can be curtailed or terminated at any time if the performance is found unsatisfactory in any manner or for any other reason.

## **Age Limit**

70 years in case of Assistant Director (Admin & finance) and Technical Assistant and 45 years in case of Deputy Curator, Assistant Curator and Deputy Curator(Jatan).

The selection committee may relax maximum age limit and educational qualification and experience in the case of candidates who have proven record of excellence in their respective areas of specialisation.

(S.K. Misra)  
Administrative Officer

