



राष्ट्रीय आधुनिक
कला संग्रहालय
NATIONAL GALLERY
OF MODERN ART

**NATIONAL GALLERY OF MODERN ART
(Ministry of Culture)**

Contractual Appointments

National Gallery of Modern Art, New Delhi, a subordinate office of the Ministry of Culture, Government of India, invites applications from eligible retired Government Officials for filling up the following posts on full time contractual basis initially for a period of one year, which may be curtailed or extended at the discretion of the Competent Authority.

S. No.	Name of the post	No. of Posts	Consolidated remuneration per month
1.	Consultant (Administration)	1	As per Department of Expenditure OM F.No.3-25/2020-E.IIIA dated 9 th December, 2020. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.
3.	Private Secretary	1	-do-

The details of essential qualifications, experience and the job profile are available on the Gallery's website www.ngmaindia.gov.in. Eligible candidates may apply in the prescribed proforma along with attested copies of certificates of essential qualification and experience to the Head of Office, National Gallery of Modern Art, Jaipur House, Shershah Suri Marg, Near India Gate, New Delhi – 110003 clearly indicating the post applied for on the envelope by 31-12-2021. Applications received incomplete or after due date will not be entertained. Only shortlisted candidates will be intimated and called for interview.

Head of Office (NGMA)

F No.11005/2020/NGMA
Government of India
National Gallery of Modern Art
Jaipur House, New Delhi-110003

November ,2021

Advertisement for Consultant (Administration) & Private Secretary

Applications in the prescribed format **through e mail (in pdf format) from personal email ID at ngma.delhi@gmail.com** (as per **Annexure**) are invited from willing and eligible retired Central Government officers from the posts of Assistant Section Officer/Section Officer or equivalent and Private Secretary for consideration for engagement as Consultant(Administration), and Private Secretary to Director General in the National Gallery of Modern Art, Jaipur House, New Delhi on short-term contract basis; as per details given below:-

i.	Name of Post and Number of vacancy	:	Consultant (Administration) 1 No. Private Secretary 1 No.
ii.	Period of Consultancy	:	The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements, appraisal of the performance and medical fitness of the individual.
iii.	Job assigned	:	<p><u>Consultant(Administration)</u></p> <ul style="list-style-type: none"> • Must be proficient in restructuring of an organization such as creation of posts and preparing of Recruitment Rules/amendment of Recruitment Rules etc. Handling of all matters pertaining to General administration dealing with service matters, good knowledge of CCS/CCA Rules, framing of charge sheet, and Good command over Noting/Drafting. Flair in Writing, Communication skill etc. • Any other work assigned by the Competent Authority. <p><u>Private Secretary/PPS</u></p> <ul style="list-style-type: none"> • Answering telephone calls, maintaining diaries, arranging appointments, taking messages, typing/word processing, filing, organising meetings, using a variety of software packages, booking transport and accommodation, managing databases, implementing and maintaining procedures/administrative systems, liaising with staff, suppliers and clients, preparing letters, presentations and reports. <p>Any other assignment(s), as deemed necessary from time to time.</p>

iv.	Job Location	:	National Gallery of Modern Art Jaipur House, India Gate, New Delhi-110003
v.	Eligibility Criteria	:	For Consultant (Administration) Retired officers of Central Government in the level of Assistant Section Officer/Section Officer/Under Secretary or equivalent. He should have at least 10 years' experience in dealing with restructuring of an organization such as creation of posts and preparing of Recruitment Rules/amendment of Recruitment Rules etc. Handling of all matters pertaining to General administration dealing with service matters, good knowledge of CCS/CCA Rules, framing of charge sheet, and Good command over Noting/Drafting. Flair in Writing, Communication skill etc. For Private Secretary /PPS, Candidate must be retired from Central Government from the post of Private Secretary/PPS. Candidates should not be more than 65 years as on last date of receipt of application.
vi.	Remuneration	:	As per Department of Expenditure OM F.No.3-25/2020-E.IIIA dated 9 th December, 2020. A fixed monthly amount shall admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.
vii.	Allowance	:	Shall not be entitled to any allowance such as DA, residential accommodation, CGHS, Medical reimbursement etc.
viii	Travelling Allowance	:	The travelling allowance on tour, if any, shall be as per the entitlement of the officer/official before retirement.
ix.	Drawl of Pension	:	The retired Govt. servant engaged as Consultant and Private Secretary shall continue to draw pension and Dearness Relies on pension during the period of his engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.
x.	Leave	:	The Consultant (Administration) and Private Secretary shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro- rata basis, and the candidate will not draw any remuneration in case of his absence beyond 8 days in a calendar year. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
xi.	Working Hours	:	The Consultant (Administration) and Private Secretary shall be required to observe the normal office timing and may also be called upon to attend on Saturday/ Sunday or any other holiday or to work from home in case of exigencies of work. They shall mark their attendance mandatorily (subject to orders issued in this regard by Ministry of Culture from time to time) failing which it may result in deduction of remuneration.

xii.	Termination of Agreement	:	The Department may terminate the contract to which these terms apply if: The Candidate is unable to address the assigned work. Quality of the assigned work is not to the satisfaction of the Officer/Department. The Candidate is found lacking in honesty and integrity. The Government may also terminate the contract at any time without giving any notice and also without assigning any reason.
xiii.	Terms of Contract	:	The engagement will be strictly contractual and will not confer any right for regular appointment in the Ministry/ organization including any allowance such as DA, transport facility, residential accommodation, etc.
xiv.	How to Apply	:	Interested applicants may submit applications online as Proforma at Annexure at the following e-mail address:- jyoti.ngma@gov.in The last date for receipt of application is 31-12-2021.
xv.	Selection Procedure	:	A Selection Committee will scrutinize the applications and short list the candidates based on merits. The short-listed candidates will be called for Interview or be interviewed through Video Conferencing as decided by NGMA. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained. This organization may cancel advertisement and decide not to proceed in the matter for engagement of Consultants and Private Secretary, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

Encl : As above

(Dr.Jyoti Tokas)
Head of Office
Tel : 011-23386208
Email: jyoti.ngma@gov.in

Recent passport size photograph [with cross sign. by the applicant]

PROFORMA

Post Applied For :

1.	Name	:	
2.	Mother's/ Father's/ Husband's Name	:	
3.	Date of Birth	:	
4.	Address for Correspondence	:	
5.	Permanent Address	:	
6.	Contact Details: - Mobile/Tel. - E-mail ID	: :	
7.	Educational/ Qualification(s)	:	
8.	Date of retirement from Central Government	:	
9.	Name of the post at the time of retirement	:	
10.	Name of the Ministry/Department posted at the time of retirement	:	
11.	Total years of experience in the post applied for	:	
12.	Do you hold the eligibility criteria for the post applied?	:	
13.	Have you read information (terms and conditions etc.) mentioned in the vacancy-advertisement for the post carefully?	:	
14.	Are you agree with the conditions mentioned in the vacancy-advertisement for the post?	:	

16. Details of Experience in the relevant field:

Department/ Ministry	Post/ remuneration or Pay band/ level matrix, As applicable	Nature of Relevant Duties performed	Period (From.....To)	Remarks

17. Knowledge in Computer (including typing) and working through e-office/VC

18. (i) Additional Information, if any [In support of suitability for the Post] and (ii) List of enclosed documents in support of furnished information.

Date:

Place:

(Signature of Applicant)
Name of Applicant

