

No. F. 110018/2014/NGMA
National Gallery of Modern Art
Government of India
Ministry of Culture

Jaipur House, New Delhi
August 17th 2015

Subject: Filling up of three posts of Public Relation Officer in National Gallery of Modern Art at New Delhi, Mumbai and Bengaluru under Ministry of Culture– regarding.

Applications are invited for appointment to the three posts of Public Relation Officer, a General Central Services Group 'B' Gazetted Non-Ministerial post in Pay Band 2: Rs. 9300 – 34800/- plus Grade Pay of Rs.4600/- by promotion (1 post) and by deputation (including short term contract) basis (2 posts) one each in National Gallery of Modern Art at New Delhi, Mumbai and Bengaluru, Sub-ordinate offices under Ministry of Culture. The candidate to be selected may be transferred and posted at any of the branches of NGMA at New Delhi, Mumbai and Bengaluru or at any other new branch to be opened in future in the exigency of work.

2. Job Description

The National Gallery of Modern Art, a premier museum of India under the Ministry of Culture with rich and exquisite collections of contemporary paintings, is seeking qualified candidates for the posts of Public Relation Officer at New Delhi, Mumbai and Bengaluru. The incumbents will be responsible for updating of Museum website as well as mailing list; interacting with visitors; updating and implementing museum visitor facilities; planning public relation programs; keeping liaison with media, cultural centres of embassies, other galleries etc. and advising the management on policy issues and communication strategies etc.

3. Eligibility

Officers under the Central Government or State Governments or Union Territories or Autonomous bodies or Statutory Organizations or Recognized Research Institution or Public Sector Undertakings or Universities or Semi-Governments:

- a) (i) holding analogous posts on regular basis in the parent cadre or Department: or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9300-34800/- plus grade pay of Rs. 4200/- or equivalent in the parent cadre or department; and
- b) Possessing the following educational qualifications and experience:-

Essential

- (i) Bachelor's Degree in Journalism or Mass Communication of a recognized university; and
- (ii) Two years experience in public relation, journalism or event management in a reputed media unit "such as AAJ Tak (Today TV), NDTV, Times of India etc" or event management organization under the Ministry of Information and Broadcasting.

Desirable

- (i) Master's Degree in Journalism or Mass Communication
or
- (ii) Certificate Course from a recognized institute or university in any foreign language as included in the schedule of foreign languages of the United Nations.

Note 1: Period of Deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 2: Maximum age limit for appointment on deputation (including short term contract) shall not exceed **fifty six years** as on the closing date for receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January-2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

Note 4: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. Application, in duplicate, in the prescribed proforma placed below (Annexure) and complete up-to-date ACR dossiers of the Officers (for the last five years) who can be spared in the event of their selection alongwith vigilance clearance, integrity certificate, cadre clearance, major/minor penalty statement for the last ten years should reach the undersigned through proper channel within a period of 45 days from the date of publication of the

advertisement in the Employment News. Applications received after the last date or otherwise found incomplete will not be considered and stand rejected.

(Prof. Rajeev Lochan)
Director
Tel. No. 23386111

Note: The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available on the website of National Gallery of Modern Art, New Delhi at www.ngmaindia.gov.in; National Gallery of Modern Art, and Ministry of Culture's website at www.indiaculture.nic.in.

Copy to:-

1. All Ministries/Department of Government of India for further circulation of the vacancy among all the Attached/ Subordinate Offices/Autonomous Bodies/ Public Sector Undertakings/Universities/ Recognized Research Institutions/Semi-Government/ Statutory Organization under their control.
2. Chief Secretaries of all States/Union Territories.
3. Director, Employment News, West Block, R.K. Puram, New Delhi-110066.
4. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 with the request to telecast the vacancy in their Bulletins/News on Employment.
5. Director General, Akashwani (AIR), Akashwani Bhawan, Sansad Marg, New Delhi for dissemination in their Bulletins/ News on Employment.
6. The Director General (Resettlement Division), Ministry of Defence, West Block – IV, Wing-I, R.K. Puram New Delhi for wide publicity among eligible officers.
7. All attached/Subordinate Offices under the Ministry of Culture.
8. National Gallery of Modern Art, Mumbai – for uploading on the website.
9. National Gallery of Modern Art, Bengaluru – for uploading on the website.
10. Registrar of all universities.
11. Smt. Prerna Sharma, NIC, Ministry of Culture, New Delhi – for putting on Ministry of Culture's website.

BIO-DATA PROFORMA

1. Name of the applicant (In Block Letters) :
2. Date of Birth (In Christian era) :
3. Postal Address (with telephone No. & email address) :
4. Educational Qualifications :

Sl. No.	Essential	Desirable

5. Whether belongs to SC/ST
6. Present post & Scale of pay (including last drawn)
7. Details of Employment in chronological order.
Enclose a separate sheet duly authenticated by your signature , if the space below is insufficient.

Office/Institution/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment, i.e. ad-hoc or temporary or permanent
9. In case the present employment is held on deputation please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on Deputation/contract
 - (c) Name of the parent office/organization to which you belong
10. Additional details about present Employment.
Please state whether working under
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government undertakings
 - (e) Universities

11. Are you in revised scale of pay? If yes, give the date from which revision took place and also indicate the pre-revised scale
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
13. Location for which application is being made (NGMA, New Delhi or NGMA Mumbai or NGMA, Bengaluru)
14. Remarks, if any

Signature of the Candidate

Address.....
.....

Date

Forwarding Note by the Employer

It is certified that:

- (i) Information given in the above proforma is correct as per the service records of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier (duly attested each page by an Officer not below the rank of Under Secretary to the Government of India) for the last five years of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory on behalf of the employer)