



NATIONAL GALLERY OF MODERN ART
(Ministry of Culture)
Jaipur House, India Gate,
New Delhi-110003
Ph. No.:- 011-23382835/4640 Extn. No. 242/252

File No.A-11004/2012/NGMA

Date May 2014

Contractual Appointments

National Gallery of Modern Art, New Delhi, a subordinate office of the Ministry of Culture, invites applications from eligible candidates including retired Government Officials for filling up the following posts on full time contractual basis initially for a period of one year or till regular appointments against these posts are made, whichever is earlier. The said period of one year may be further curtailed at the discretion of the competent authority. Existing incumbents of the posts mentioned below fulfilling eligibility conditions, may also apply.

S. No.	Name of the post	No. of Posts	Consolidated remuneration per month
1.	Sr. Photographer	1	22,000/-
2.	Guide Lecturer	2	20,000/- (each)

The details of essential qualifications, experience and the job profile etc. are available on the Gallery's website www.ngmaindia.gov.in 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, Jaipur House, India Gate, New Delhi-110003 clearly indicating the post applied for on the envelope within 15 days of the publication of this advertisement. Applications received incomplete or after due date, will not be entertained. Only shortlisted candidates will be intimated and called for interview.

DIRECTOR (NGMA)

Recent
photograph

FORMAT OF APPLICATION

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. / E-Mail	:	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.	Qualification	:	
	Academic	:	
	Professional	:	
	Knowledge of Computer Operators	:	
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, New Delhi**Terms of reference for the post of Senior Photographer**

1.	Purpose of assignment	:	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none"> • To attend to all photographic needs for digitisation and documentation of entire collection of NGMA. • Taking mandatory photographs of art works sent for restoration / conservation. • Photographic documentation of art works identified for special exhibitions. • Photographic coverage of NGMA functions. • To attend to photographic requirements for production of in-house Publications, requirements of research scholars / Art students / Art Publishers on payment at stipulated rates. • Preparation of photographic albums.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director (NGMA).
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. 22,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	Bachelor degree in Fine Arts with photography as a subject OR Graduate with Diploma in digital photography with atleast 3 years of proven experience in the field OR professional photographer with 10 years proven experience in Digital photography.

			Excellent Computer skills and familiarity with Photoshop & other photography related software is a pre-requisite for all candidates.
8.	Maximum Age Limit	:	45 years, relaxable at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Guide Lecturer

1.	Purpose of assignment	:	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job profile	:	<ul style="list-style-type: none">• To undertake conducted tours of visitors round the Gallery and the Sculpture Garden.• Arranging of art film shows.• Organizing of Lectures, seminars and talks.• To provide Gallery guidance to the visitors.• To coordinate with schools for the visit of students' group.• To coordinate and manage the activities of Art Sketch Club.• To organize summer and Winter Art Work Shop for Students of different age groups.• To assist Curator/ Dy. Curator during mounting of exhibitions in the Gallery.• Any other task assigned by the Director (NGMA depending on exigencies of work.
3.	Duty, Station & Timings	:	New Delhi, NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Curator (Programmes)
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 & Experience	:	<p>Bachelor's Degree in Fine Arts OR Museology or History of Art from a recognized University. 3 years' experience in Teaching, Planning & organizing educational activities and Exhibitions in a Museum / Gallery.</p> <p>Those possessing Master's Degree in Fine Arts OR Museology or History of Art from a recognized University and having good knowledge of MS Word, MS Access, Windows, MS-Office, internet, etc. will have an added advantage.</p>
8.	Maximum Age Limit	:	45 years, relaxable at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.

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Jaipur House, New Delhi – 110003.

This relates to advertisement for filling up various posts on contract basis against regular sanctioned posts, viz., Senior Photographer and Guide Lecturer. It may be recalled in this regard that these posts along with other posts were advertised last year during July-August 2013. We were able to select Sh. Sunil Kumar Sinha for the post of Sr. Photographer who after working for some months resigned in the beginning of this year. We offered the said post to the next candidate in the panel namely Sh. Gautam Dey who however did not respond within the prescribed time. Thereafter, when the offer of appointment to another candidate in panel was submitted the Director ordered for fresh advertisement of the post. As regards the post of Guide Lecturer it may be recalled that no candidate was found suitable during the interview and thus this post has been vacant since then.

We may therefore go in for advertisement in national dailies and on NGMA website for filling up the said posts. The Number of vacancies to be so filled up are as under:-

<u>Name of post</u>	<u>Number of Vacancies</u>
Sr. Photographer	1
Guide Lecturer	2

Accordingly, drafts of advertisement, Terms of Reference for the said posts containing inter-alia eligibility conditions and format of application are placed below for approval before the advertisement is sent for publishing on the earliest date available in the national dailies.

Submitted