

No. NGMA/BLR/C.Posts/176/2016-17/4813

Dated: 26<sup>th</sup> March, 2016

**Notification**

The National Gallery of Modern Art, Bangalore, a subordinate office of the Ministry of Culture, Government of India, invites applications for filling up of each the following post 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 otherwise also be curtailed at the discretion of the competent authority.

1. **Administrative Officer cum Manager Finance.**

The candidate should have a Bachelor's Degree from a recognized University, with a minimum of 5 years' experience of having dealt with all matters relating to administrative, establishment and finance function in Central Govt. Department.

Candidates who are a Retired Central Government Officer of the level of Under Secretary to GOI, Grade Pay: Rs. 6600/- and above and not more than 62 years of age on the last date of receipt of applications are eligible to apply.

2. **Accounts Officer.**

Should have a Bachelor's Degree from a recognized University, with a minimum of 5 years' experience of having dealt with all matters relating to Accounts/Budget/Audit/administrative/ establishment and finance function in Central Govt. Department.

Candidates who are a Retired Central Government Officer of the level of Sr. Audit/Accounts Officer to GOI, with a Grade Pay: Rs. 5400/- and above and not more than 62 years of age on the last date of receipt of applications are eligible to apply.

3. **Personal Secretary to Director.**

Should have a Degree in Science / Commerce / Arts from a recognized University. He should also have a shorthand speed of 120 words per minute and typing speed of 12000 KDPH in Central Govt. Organization.

Candidates who are a Retired Central Government servant/Central Autonomous body, who has worked as such in the grade pay of Rs. 4600 and above, and has 5 years' experience as Personal Secretary to the Head of a Central Government Department/ Central Autonomous body, and have sufficient knowledge of computers and use of internet and not more than 62 years of age on the last date of receipt of applications are eligible to apply.

The details of essential qualifications, experience and the job profile etc. are available on the NGMA Bengaluru website [http://ngmaindia.gov.in/ngma\\_bangaluru.asp](http://ngmaindia.gov.in/ngma_bangaluru.asp). Eligible candidates should send their applications in the prescribed format to the Director, National Gallery of Modern Art, # 49, Manikyavelu Mansion, Palace Road, Bangalore - 560052 clearly indicating the post applied for on the envelope within 20 days of the publication of this advertisement. Applications received incomplete or after due date, will not be entertained. Only shortlisted candidates will be called for interview. Canvassing in any form will be a disqualification.

Sd/-

Dr. Sathyabhama Badhreenath  
**DIRECTOR, NGMA Bengaluru**

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**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 No./ E-Mail	:	Mobile :  Landline :  E-Mail :
9.	Designation of the post last held or retired with name/address of the office where working.	:	
10.	In case of retired persons indicate date of Retirement (Attach a copy of the P.P.O.)	:	
11.	Qualification	:	
	Academic	:	
	Professional	:	
	Knowledge of Computer Operation	:	

12.	Experience ( in detail)	:	
13.	Indicate two references who can vouch your credentials with their contact details.	:	1.  2.
14.	Any other information relevant to your candidature	:	
15.	Details of Enclosures	:	
Place :   Date: <div style="text-align: right;">Signature of Candidate</div>			

**National Gallery of Modern Art, Bengaluru**

**Terms of reference for the post of Administrative Officer cum Manager Finance**

1.	Purpose of assignment	:	The role of the Administrative Officer cum Manager Finance is to act as a middle level management officer for all matters of administration, security house-keeping, managing outsourcing services, supervision and control of officers and staff of NGMA Bengaluru including overall supervision & control on all matters of finance and accounting. He will also assist the Director in performing various functions of the NGMA Bengaluru on matters of organizing the art events, holding exhibitions, public programmes, managing the physical infrastructure and other related amenities.
2.	Job Profile	:	<ul style="list-style-type: none"><li>• To plan, organize and manage the internal administrative and financial functions of the NGMA.</li><li>• To implement, oversee and ensure appropriate security, surveillance and vigilance system in NGMA.</li><li>• To provide sound financial advice to the Director NGMA.</li><li>• Ensure timely submission of reports/returns as required and as may be prescribed.</li><li>• To participate in the overall formulation of goals and plans of the organization.</li><li>• To plan, coordinate and manage Recruitment, Promotions and give advice to the Director NGMA on all administrative and establishment matters.</li><li>• Any other task assigned by Director (NGMA) in the interest of the organization.</li></ul>
3.	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 9:45 am to 5.15 p.m
4.	Supervisor	:	Has to report to Director NGMA Bengaluru.
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 otherwise also be curtailed at the discretion of the competent authority.

6.	Remuneration	:	Monthly consolidated remuneration of Rs.30,000/- subject to condition that pension drawn plus dearness relief and remuneration payable shall not exceed the quantum of last pay drawn. Income tax or any other tax will be deducted at source as per Govt. instructions.
7.	Essential Qualification	:	A Bachelor's Degree from a recognized University. Minimum 5 years' experience of having dealt with all matters relating to administrative establishment and finance function. Desirable: Master of Commerce or Master of Arts (Economics) or MBA or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant.
8.	Experience	:	Retired Central Government Officers of the level of Under Secretary to GOI (Grade Pay: Rs. 6600/-) and above. The officer should be sufficiently experienced in dealing with matters of Administration & Finance with adequate computer skills.
9.	Age	:	Candidates should not be more than 62 years of age on the last date of receipt of applications.

Sd/-

Dr. Sathyabhama Badhreenath  
**DIRECTOR, NGMA Bengaluru**

**National Gallery of Modern Art, Bengaluru**

**Terms of reference for the post of Accounts Officer**

1.	Purpose of assignment	:	The role of the Accounts Officer for all matters of Accounts, finance, Budget, Administration, security house-keeping, managing outsourcing services, including overall supervision & control on all matters of finance and accounting. He will also assist the Director in performing various functions of the NGMA Bengaluru on matters of organizing the art events, holding exhibitions, public programmes, managing the physical infrastructure and other related amenities.
2.	Job Profile	:	<ul style="list-style-type: none"><li>• To plan, organize and manage the internal accounting and financial functions of the NGMA.</li><li>• Ensure timely submission of reports/returns as required and as may be prescribed.</li><li>• To participate in the overall formulation of goals and plans of the organization.</li><li>• To plan, coordinate and manage and give advice to the AO (MF)/Director NGMA on all administrative and establishment matters.</li><li>• Any other task assigned by Director (NGMA) in the interest of the organization.</li></ul>
3.	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 9:45 am to 5.15 p.m
4.	Supervisor	:	Has to report to Director NGMA Bengaluru.
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 otherwise also be curtailed at the discretion of the competent authority.
6.	Remuneration	:	Monthly consolidated remuneration of Rs.25,000/- subject to condition that pension drawn plus dearness relief and remuneration payable shall not exceed the quantum of last pay drawn. Income tax or any other tax will be deducted at source as per Govt. instructions.
7.	Essential Qualification	:	A Bachelor's Degree from a recognized University. Minimum 5 years' experience of having dealt with all matters relating to Accounts/Audit/administrative establishment/Budget and finance function. Desirable: Master of Commerce or Master of Arts (Economics) or MBA or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant.

8.	Experience	:	Retired Central Government Officers of the level of Sr. Audit/Accounts Officer to GOI (Grade Pay: Rs. 5400/-) and above. The officer should be sufficiently experienced in dealing with matters of Accounts/Budget/Audit/administrative/establishment and finance function in Central Govt. Department with adequate computer skills.
9.	Age	:	Candidates should not be more than 62 years of age on the last date of receipt of applications.

Sd/-

Dr. Sathyabhama Badhreenath  
**DIRECTOR, NGMA Bengaluru**

**National Gallery of Modern Art, Bengaluru**

**Terms of reference for the post of Personal Secretary to Director**

1.	Purpose of assignment	:	The duties and responsibilities of the Personal Secretary to the Director, NGMA Bengaluru shall be to perform all his secretarial work as may be entrusted by the Director.
2.	Job Profile	:	<p>The jobs shall include:-</p> <ol style="list-style-type: none"><li>1. Daily downloading of e-mails from the official e-mail addresses and putting them up to the Director.</li><li>2. Browse web-site blogs/newspaper items relating to NGMA, Bengaluru and relating to arts and bring interesting news/ features to the notice of the Director.</li><li>3. Put up dak received through postal dak or e-mails or coverages/complaints in the newspapers to the Director/ Administrative Officer.</li><li>4. Issue of e-invites and attending to the Dak as may be entrusted by the Director.</li><li>5. Any other work as may be entrusted by the Director/Administrative Officer.</li></ol>
3.	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 9:45 am to 5.15 p.m
4.	Supervisor	:	Has to report to Administrative Officer/Director NGMA Bengaluru.
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	:	Monthly consolidated remuneration of Rs.20,000/- subject to condition that pension drawn plus dearness relief and remuneration payable shall not exceed the quantum of last pay drawn. Income tax or any other tax will be deducted at source as per Govt. instructions.
7.	Essential Qualification	:	Degree in Science / Commerce / Arts from a recognized University. He should also have a shorthand speed of 120 words per minute and typing speed of 12000 KDPH.

8.	Experience	:	Should have 5 years' experience as Personal Secretary to the Head of a Government Department/Central Autonomous body and should have sufficient knowledge of computers and use of internet. A Retired Central Government Department/Central Autonomous body servant who has worked as such in the grade pay of Rs. 4600/- is eligible to apply.
9.	Age	:	Candidates should not be more than 62 years of age on the last date of receipt of applications.

Sd/-

Dr. Sathyabhama Badhreenath  
**DIRECTOR, NGMA Bengaluru**