

A-110018/2014/NGMA(Vol.II)
Government of India
National Gallery of Modern Art

Jaipur House,
New Delhi- 110 003.
July 17, 2018.

Subject:- Proposal for filling up of 03 (three) posts of **Public Relation Officer**, Group 'B' Gazetted (Non-Ministerial) in National Gallery of Modern Art (NGMA) at New Delhi, Mumbai and Bengaluru on deputation basis.

Applications are invited for appointment to the 03 posts of Public Relation Officer in the Pay Level 7, Pay Matrix Rs.44,900 - 1,42,400 in the National Gallery of Modern Art (NGMA), New Delhi, Mumbai and Bengaluru under Ministry of Culture **on deputation basis** (including short term contract) basis. 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 with a rich and exquisite collections of contemporary paintings, under the Ministry of Culture is seeking qualified candidates for the post 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 Organisations or Recognised Research Institutions 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.9300-34,800/- with Grade Pay of Rs.4200/- or equivalent (Revised Pay Level 6, Pay Matrix Rs.35,400 - 1,12,400) 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 recognised 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 organisation under the Ministry of Information and Broadcasting.

Desirable

i) Master's Degree in Journalism or Mass Communication

or

ii) Certificate Course from a recognised 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 organisation or department of the Central Government shall ordinarily not to exceed three years.

Note 2: The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications).

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officers prior to the 1st January, 2016 /the date from which the revised pay structure based on the 7th Central Pay Commission 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 on Pay Scale and where this benefit will extend only for the post for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

4. Application, in duplicate, in the prescribed proforma placed below (Annexure- I) and complete up-to-date ACR dossiers of the officers (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 60 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.

(S.P. Datta)
Restorer & Head of Office
Tele: 011-23386208

Note: The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available on the website of the Ministry at www.indiaculture.gov.in.

Copy to:-

1. All Ministries/Departments of Govt. of India for further circulation of the vacancy among all the Attached/Subordinate Offices/Autonomous Bodies/public Sector Undertakings/ Universities/ Recognised Research Institutions/Semi-Government /Statutory Organisations under their control.
2. Chief Secretaries of all States/Union Territories.
3. Administrative Officer, NGMA, Jaipur House, New Delhi, for displaying it on the notice board of the Gallery and for uploading it on the NGMA's website.
4. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi- 110 001, 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/Autonomous Organisations under the Ministry of Culture.
8. Registrars of all Universities.
9. Director, Employment News, West Block, R.K. Puram, New Delhi- 110 066.

BIO-DATA PROFORMA

1. Name of the applicant (in Block Letters) :
2. Date of Birth (In Christian era) :
3. Postal Address (with telephone No. and 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 is insufficient.

Office/Institution/Organisation	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/organisation to which you belong.
10. Additional details about present Employment. Please state whether working under
a) Central Government
b) State Government
c) Autonomous Organisations
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 the 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 Dossiers (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 authorised
signatory on behalf of the employer)