

No-A-10013 /2018/NGMA
Government of India
Ministry of Culture
National Gallery of Modern Art
Jaipur House, India Gate, New Delhi-110003

Dated: 25th March, 2019

Subject: Filling up of 01 (One) post of Security Officer in National Gallery of Modern Art (NGMA), Bengaluru in level-7, Pay Matrix of Rs. 44,900-1,42,400/- under Ministry of Culture by Composite Method [deputation (including short term contract)] plus promotion.

Applications are invited for appointment to the one post of Security Officer in level-7 Pay Matrix of Rs. 44,900/-1,42,400/- General Central Service Group 'B', Gazetted, Non-ministerial by Composite Method [deputation (including short term contract)] plus promotion in National Gallery of Modern Art (NGMA), Bengaluru under Ministry of Culture.

2. Eligibility: By Composite Method [deputation (including short term contract) plus promotion].

Officers of Central or State Police Organizations, Para Military Forces, Central Civil Defence Organisations, Armed Forces Personnel in the Rank of Naib Subedar in Indian Army or Junior Warrant Officer in Indian Air Force or Chief Petty Officer in Indian Navy:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs. 9300-34,800/- plus Grade Pay of 42,00 /- (pre-revised) - level-6 of Pay Matrix Rs. 35,400-1,12,400/- (revised) or equivalent in the parent cadre or Department; and

(b) Possessing the following essential educational qualification and experience, namely:-

Essential:-

- (i) Bachelor's Degree in any discipline of a recognized University;
- (ii) Diploma in security and fire fighting from a recognized institution: and
- (iii) Five years experience in security related functions in Central or State Police Organizations or Para Military Forces or Armed Forces or Central Civil Defence Organizations or a large private sector organization.

Desirable:-

Diploma or Certificate course in Security Management

Note1: Departmental Security Assistant in the Pay Band-1, Rs. 5200-20,200/- plus grade pay Rs. 2800/- (pre-revised) - Level-5 of Pay Matrix Rs. 29,200-92,300/-(revised) with at least eleven years regular service will also be considered alongwith outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note2: Period of deputation (including short 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 exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty six 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 officer prior to 1st January, 2006 or 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 up gradation.

Job Description

The incumbent will act as overall security and surveillance in-charge of NGMA premises; identify protection goals, objectives and metrics consistent with the strategic security needs of the organisaions; plan, develop and manage appropriate security policy, standards, guidelines and procedures to ensure foolproof maintenance of security; manage effective operation of access control system, video surveillance and ensure proper network protection; oversee and manage incident response planning as well as investigation of security breaches, disciplinary and legal matters associated with such breaches; ensure protection from fire and safety hazards; enforce rules and regulations related to security matters; maintain excellent coordination and relationship with police and civic agencies; keep vigil and ensure that only authorized materials are allowed in and out of the premise; prepare duty rosters of security assistant, caretaker, security guards, etc.; ensure security and documentation of all movements of art objects in and out of the gallery; supervise and ensure adequate and proper Janitorial and Sanitary services are in place at the gallery and its surroundings; responsible for day to day opening and closing of gallery and maintaining securitized environment thereon; ensure that security personnel are in proper uniform and perform assigned duties scrupulously and any other tasks assigned by Director/ Director General depending on exigencies of work.

3. Applications, in duplicate, in the prescribed proforma placed below (Annexure-I) and complete up-to-date ACR Dossiers of the officers (last five years duly attested on each page by an officer not below the rank of Under Secretary to the Govt. of India and above) who can be spared in the event of their selection along with the vigilance clearance; integrity certificates; cadre clearance; major/minor penalty statements for the last ten years should reach the undersigned through proper channel within the period of 60 (sixty) days from the date of the 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. Certification by the forwarding authority at the end of the proforma may invariably be done certifying the correctness of the information submitted by the applicant together with conveying the vigilance clearance, certification regarding integrity and certification regarding non-imposition of the penalty upon the officer during the last ten years.

4. The crucial date for determining the eligibility, experience, age etc. will be last date prescribed for the receipt of the applications. The last date for receipt of the applications will be counted after excluding the first date of publication of the vacancy/post in the Employment News.

5. The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available on the websites of the Ministry at www.indiaculture.gov.in and on NGMA New Delhi's website, www.ngmaindia.gov.in .

(Dr. Jyoti Tokas)
Curator & Head of Office

BIO-DATA/ CURRICULUM VITAE PROFORMA

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| 1.Name and Address (in Block Letters) | |
| 2.Date of Birth (in Christian era) | |
| 3.i) Date of entry into service | |
| ii) Date of retirement under Central/State Government Rules | |
| 4.Educational Qualifications | |
| 5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) | |
| Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular | Qualifications/ experience possessed by the officer |
| Essential | Essential |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |
| Desirable | Desirable |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |
| 5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate. | |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. | |
| 6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied. | |

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

| Office/Institution | Post held on regular basis | From | To | Level/Pay Scale of the post held on regular basis | Nature of Duties (in detail) Highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---------------------------------------------------|-------------------------------------------------------------------------------------------|
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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent | | | |
| 9. In case the present employment is held on deputation/contract basis, please state | | | |
| a) The date of initial appointment | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation |
| <p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p> | | | |
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | | | |
| <p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p> | | | |
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | | | |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------|
| 13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale | | |
| 14.Total emoluments per month now drawn | | |
| Basic Pay in the pay matrix | Level | Total Emoluments |
| | | |
| 15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be closed. | | |
| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief /other Allowances etc., (with break-up details) | Total Emoluments |
| 16.A Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient) | | |
| 16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient) | | |

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| <p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # (The option of 'STC' / 'Absorption'/'Re-employment 'are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or" Re-employment").</p> | |
| <p>18. Whether belongs to SC/ST</p> | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address-----

Date-----

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original are enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned-----

(Employer/ Cadre Controlling Authority with Seal