

National Gallery of Modern Art, Bengaluru
Manikyavelu Mansion, #49, Palace Road, Bangalore-560 052
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(A subordinate office of Ministry of Culture)

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Date: 3rd May 2014

NOTIFICATION

The National Gallery of Modern Art, Bengaluru, a subordinate office under the Ministry of Culture, Government of India, invites applications from eligible candidates for filling up the post of Security Officer purely on contractual basis for one year which may be extended for some more period or till regular appointments are made, whichever is earlier. The eligibility criteria and other conditions of appointments are as under:-

Essential Qualification: Should be an ex-army/Navy/Air Force of the rank not less than 'Subedar' or equivalent with a minimum of 3 years' experience in supervising the Security & Surveillance of a large organization and should have 'Education Certificate Degree' or equivalent of the respective service organization.

Desirable: The candidate should be computer literate and should be capable of handling software's like MS Word & Excel.

Maximum age limit: 58 years.

Monthly remuneration: Rs.20000 per month.

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, #49, Manikyavelu Mansion, Palace Road, Bangalore – 52 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.

This notification with the format of application and details of job profile is available on the NGMA Bengaluru website http://ngmaindia.gov.in/ngma_bangaluru.asp

Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification.

Only shortlisted candidates found suitable will be intimated and called for interview. No TA/DA will be paid for attending the interview. The date and time of interview will be intimated to eligible candidates through e-mail/post.

Sd/-
DIRECTOR
National Gallery of Modern Art, Bengaluru

FORMAT			Recent Photograph
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. / Email	:	Mobile : Landline : E-Mail :
9.	Date of retirement	:	
10.	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.

DUTIES AND RESPONSIBILITIES OF SECURITY OFFICER

The Security Officer will be responsible for supervising and monitoring the overall security and surveillance of the National Gallery of Modern Art complex at 49, Palace Road, Bangalore – 560 052 comprising of land and buildings spread over 3.51 acres area. His duties include:-

1. Officer/ Director in the prescribed format.
2. Ensuring that all security related systems such as access controlled doors, electric gadgets etc. are functioning properly at all times.
3. Checking of all gate-in and gate-out registers of security guards, house-keeping personnel, CPWD personnel and others and putting up monthly reports to the Administrative Officer and the Director. Maintaining strict surveillance for the safety and security of the NGMA complex.
4. Monitoring the presence and providing of vigilant service by all the security guards, gallery attendants and other police personnel in the complex including daily checking of attendance registers for all the eight hourly shifts.
5. Close monitoring of CCTV footage and submitting reports thereof on every WEDNESDAY to the OSD/Administrative
6. Conducting surprise checks under the directions of the OSD/Administrative Officer/Director and putting up reports thereof forthwith.
7. Ensuring disciplined behaviour by security guards and other engaged personnel and educating them on mannerly behaviour with all, particularly with the visitors.
8. Ensuring that the galleries are opened and closed by the Care-Taker in his presence and/or the OSD, NGMA Bengaluru.
9. Ensuring that the galleries are not opened at any time unauthorizedly and beyond the fixed timings.
10. Ensuring that no material or object is moved out without gate-out pass and moved in without gate-in pass.
11. Reporting immediately any matter or untoward incident relating to the security of the complex.
12. Issuing approved list of do's and don'ts for the gallery security guards/attendants and enforcing it.
13. Doing the liaison/coordination for all firefighting drills as and when undertaken in the complex.
14. Training the security staff as well as gallery attendants to quickly react to emergency situations.
15. Arranging special security support during special events like exhibitions and VIP visits as well as during performances in the auditorium and outside spaces beyond normal closing hours as per the directions of the OSD/Administrative Officer and Director.
16. Ensuring that the vehicles are parked at the parking slots and in an orderly manner.
17. Any other work as may be entrusted by the OSD/Administrative Officer and Director.