

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.	Permanent Address	:	
6.	Present Mailing Address	:	
7.	Contact Telephone Nos. / E- Mail	:	Mobile: Landline: E-Mail:
8.	Whether retired Govt. Servant (in case of Security Officer)	:	
9.	If yes, indicate date of Retirement (Attach a copy of the P.P.O.)		
10.	Qualification	:	
	Academic	:	
	Professional	:	
	Knowledge of Computer operation	:	
11.	Experience (in detail)	:	

12.	Indicate two references who can vouch your credentials	:	1. 2.
13.	Any other information relevant to your candidature	:	
14.	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**

**Curator**

1.	Purpose of assignment	:	To provide technical and administrative support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none"><li>• To plan, develop and establish NGMA as a strong academic centre for short terms research programs in specialised subjects such as contemporary art practices, Art History, Conservation &amp; Restoration etc. and modular training capsules in the field drawing, painting and sculpting open to both students and general public.</li><li>• Responsible for formulation of all education programs and policies in consultations with the Director.</li><li>• To deliver lecturers on art appreciation to Art students and general public.</li><li>• To organise seminars, workshops on art, art appreciation and art history etc.</li><li>• To plan, develop and establish NGMA as a strong academic centre for short terms research programs in specialised subjects such as contemporary art practices, Art History, Conservation &amp; Restoration etc. and modular training capsules in the field drawing, painting and sculpting open to both students and general public.</li><li>• To plan and organise film shows at the auditorium every day.  To interact with school authorities to arrange visits of student groups to the gallery.</li><li>• To respond to requests from Art lovers and Research Scholars etc. for photographs of Art works as per the</li></ul>

			<p>policies laid down on the subject.</p> <ul style="list-style-type: none"> <li>• To supervise the augmentation and management of Art Reference Library.</li> <li>• To conduct and arrange guided tours to the gallery.</li> <li>• To update and maintain NGMA website.</li> <li>• To render and assist research scholars and art students of specialised services of photocopying, photographs and slides etc. at specified cost.</li> <li>• To draw up annual calendar of events, develop and disseminate art awareness raising materials to visitors and general public.</li> <li>• To develop and implement strong media publicity modules and dissemination of information relating to special activities, events and exhibitions conducted by NGMA.</li> <li>• Any other task assigned by the Director (NGMA) subject to exigencies of work.</li> </ul>
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	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 42,350/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualifications and Experience	:	<p><b>Essential :-</b> M.A. in Fine Arts / History of Arts &amp; Criticism / Museology with at least 5 years curatorial experience in a large museum/gallery.</p> <p><b>Desirable :-</b> Master's Degree in Business Administration (MBA)/ Master's Degree in Public Administration from a recognized university. Administrative experience in establishment and accounts matter in a large museum/gallery.</p>
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 Moern Art, New Delhi**  
**Terms of reference for the post of**  
**Deputy Curator**

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"> <li>• Responsible for formulation of all education programs and policies in consultations with the Director.</li> <li>• To deliver lecturers on art appreciation to Art students and general public.</li> <li>• To organise seminars, workshops on art, art appreciation and art history etc.</li> <li>• To plan, develop and implement National and International Conferences on relevant issues on Art &amp; Culture and organise events such as 'Meet the Artists and Book reading and release' events etc.</li> <li>• To upgrade organise and manage existing summer training camps and weekly Art Sketch Club classes for school students and children of various age groups.</li> <li>• To plan, develop and establish NGMA as a strong academic centre for short terms research programs in specialised subjects such as contemporary art practices, Art History, Conservation &amp; Restoration etc. and modular training capsules in the field drawing, painting and sculpting open to both students and general public.</li> <li>• To plan and organise film shows at the</li> </ul>

			<p>auditorium every day.</p> <ul style="list-style-type: none"> <li>• To interact with school authorities to arrange visits of student groups to the gallery.</li> <li>• To supervise the augmentation and management of Art Reference Library.</li> <li>• To conduct and arrange guided tours to the gallery.</li> <li>• To update and maintain NGMA website.</li> <li>• To render and assist research scholars and art students of specialised services of photocopying, photographs and slides etc. at specified cost.</li> <li>• To draw up annual calendar of events, develop and disseminate art awareness raising materials to visitors and general public.</li> <li>• Any other task assigned by the Director depending on exigencies of work.</li> </ul>
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	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 36,300/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	<p><b>Essential :-</b></p> <p>M.A. in Fine Arts / History of Arts &amp; Criticism / Museology with at least 3 years experience in organizing exhibitions or production and publication of books &amp; Journals on Indian Art or teaching Museology or History of Art or Fine Arts in a large Museum/Gallery/Organization/Educational Institution.</p> <p><b>Desirable :-</b></p> <p>Degree/Diploma/Certificate in any Foreign Language other than English from a</p>

			recognized university/ Institution. Research experience supported by published works in the field of Art & Culture.
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**  
**Security Officer**

1.	Purpose of assignment	:	To provide Security / surveillance, general administrative and logistical support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none"> <li>• To act as overall security and surveillance incharge of NGMA premises</li> <li>• To identify protection goals, objectives and metrics consistent with the strategic security needs of the organisation.</li> <li>• To plan, develop and manage appropriate security policy, standards, guidelines and procedures to ensure fool proof maintenance of security.</li> <li>• To manage effective operation of access control system, video surveillance and ensure proper network protection.</li> <li>• To oversee and manage incident response planning as well as investigation of security breaches, disciplinary and legal matters associated with such breaches.</li> <li>• To ensure protection from fire and safety hazards.</li> <li>• To enforce rules and regulations related to security matters.</li> <li>• To maintain excellent coordination and relationship with police and civic agencies.</li> <li>• Keeping vigil and ensuring only duly authorised materials are allowed in and out of the premises.</li> <li>• Preparation of duty rosters of security assistant, caretaker, security guards, etc.</li> </ul>

			<ul style="list-style-type: none"> <li>• To ensure security and documentation of all movements of art objects in and out of the Gallery.</li> <li>• To supervise and ensure adequate and proper Janitorial and Sanitary services are in place at the gallery and its surroundings.</li> <li>• Responsible for day to day opening and closing of gallery and maintaining securitised environment thereon.</li> <li>• To ensure security personnel are in proper uniform and perform assigned duties scrupulously.</li> <li>• Any other tasks assigned by Director depending on exigencies of work.</li> </ul>
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	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 24,200/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	:	Bachelor's Degree in any discipline of a recognised University with a recognised Diploma in Fire Fighting / Security and Housekeeping services.
8.	Experience	:	Retired Officers from Para Military Forces / Armed Force at the level of J.C.O. or above with at least 5 years experience in house keeping and security of large units / organisation with excellent writing and computer skills.
9.	Maximum Age Limit	:	62 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**  
**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"> <li>• To attend to all photographic needs for digitisation and documentation of entire collection of NGMA.</li> <li>• Taking mandatory photographs of art works sent for restoration / conservation.</li> <li>• Photographic documentation of art works identified for special exhibitions.</li> <li>• Photographic coverage of NGMA functions.</li> <li>• To attend to photographic requirements for production of in-house Publications, requirements of research scholars / Art students / Art Publishers on payment at stipulated rates.</li> <li>• Preparation of photographic albums.</li> </ul>
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	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 24,200/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	<p><b><u>Essential</u></b>  Passed Senior Secondary(10+2)School Examination from a recognized board. Diploma in photography from a recognized university, and 2 years' experience of photography of works of arts including digital documentation.</p> <p><b><u>Desirable</u></b>  A Degree of Bachelor of Fine Arts with Photography as one of the subjects from a recognized university.</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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**National Gallery of Modern Art, New Delhi**  
**Terms of reference for the post of**  
**Deputy Curator(Jatan Project)**

The table below gives the qualifications, experience and monthly consolidated remuneration etc. of the said posts on **contract basis**:-

Sl. No.	Name of post	No. of Posts	Qualifications & Experience	Consolidated Monthly Remuneration
01.	Deputy Curator	01	<p><b><u>Essential:</u></b></p> <p>(i) Master's degree in Fine Arts or Art History &amp; Criticism or Museology from a recognized university.</p> <p>(ii) At least 3 years experience in organizing exhibitions or production and publication of books &amp; Journals on Indian Art or teaching Museology or History of Art or Fine Arts in a large Museum/Gallery/ Organization/ Educational Institution</p> <p><b><u>Desirable :</u></b></p> <p>(i) Degree / Diploma/certificate in any Foreign Language other than English of a Recognized University / Institution.</p> <p>(ii) Research experience supported by published works in the field of Art &amp; Culture.</p>	Rs. 33,000/- each person

**Job Description**

**For Deputy Curator**

To be attached to the group handling the Jatan Museum Builder Project for documentation of art objects of the National Gallery of Modern Art, New Delhi. To undertake formulation and implementation of all educational and exhibition related programs and policies. Any other task assigned by the Director depending on exigencies of work.

## **Duration of Employment**

The duration of the contractual employment will be initially for a limited period of 01 year, extendable at the discretion of the Director, NGMA.

## **Age Limit**

The maximum age limit is 45 years

The selection committee may relax maximum age limit in the case of candidates who have proven record of excellence in their respective areas of specialisation.