

NATIONAL GALLERY OF MODERN ART

Ministry of Culture
Government of India
Sir Cowasji Jehangir Public Hall
Mahatma Gandhi Road
Mumbai-400 032

Tel. Nos: 022-22881969 / 70 Telefax: 022-22852457

Date of Advertisement- DNA, Maharashtra Times , Navbharat Times - 9th July 2014

Last Date- 31st July 2014

Contractual Appointments

National Gallery of Modern Art, Mumbai, a subordinate office of the Ministry of Culture, Govt. of India invites applications from eligible candidates for filling-up the following Posts 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 be further curtailed at the discretion of the competent authority.

S. No.	Name of the Post	No. of Posts	Consolidated remuneration per month
1.	Deputy Curator (Programmes)	1	₹30,000/-
2.	Receptionist / Ticketing Assistant	1	₹12,000/-

The details of essential qualifications, experience and the job profile etc. are available on the Gallery's website: "http://ngmaindia.gov.in/ngma_mumbai_vacancies.asp" 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, Sir Cowasji Jehangir Public Hall, Mahatma Gandhi Road, Mumbai-400 032 clearly indicating the Post applied for on the envelope within 15 days of the publication of this advertisement. Applications received incomplete or after due date, will not be entertained. Only shortlisted candidates will be intimated and called for interview.

DIRECTOR
NGMA, MUMBAI

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FORMAT OF APPLICATION

1.	Post Applied for	:	
2.	Name of the Candidate (Sh./ Mrs./ Kum./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 Tel. Nos. / Email	:	Mobile : Landline: E-mail :
9.	Whether Retired Govt. Servant	:	
10.	If yes, indicate date of Retirement (Attach a copy of the P.P.O.)	:	
11.	Qualifications	:	
	Academic	:	
	Professional	:	
	Knowledge of Computer Operation	:	
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.

Place :

Date :

Signature of Candidate

NATIONAL GALLERY OF MODERN ART, MUMBAI

Terms of reference for the Post of Deputy Curator (Programmes)

1.	Purpose of Assignment	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programmes.
2.	Job Profile	<ul style="list-style-type: none">• Responsible for formulation of all education programmes and policies in consultation with Director.• To deliver lectures on art appreciation to Art Students and general public.• To organize Seminars, Workshops on Art, Art appreciation and Art history etc.• To plan, develop and implement National and International Conferences on relevant issues on Art and Culture and organize events such as 'Meet the Artists' and Book reading and release events etc.• To upgrade, organize and manage existing Summer training camps and weekly Art Sketch Club classes for school students and children of various age groups.• To plan, develop and establish NGMA as a strong academic center for short terms research programmes in specialized subjects such as contemporary art practices, Art History, Conservation and Restoration etc. and modular training capsules in the field drawing, painting and sculpting open to both students and general public.• To plan and organize film shows at the auditorium every day.• To interact with school authorities to arrange visits of student groups to the gallery.• To supervise the augmentation and management of Art Reference Library.• To conduct and arrange guided tours to the gallery.• To update and maintain NGMA website.• To render and assist research scholars and art students of specialized services of photocopying, photographs and slides etc. at specified cost.• To draw up annual calendar of events, develop and disseminate art awareness raising materials to visitors and general public.• Any other task assigned by the Director, NGMA, Mumbai depending on exigencies of work.
3.	Duty, Station and Timing	NGMA, Mumbai functions 6 days a week from 11.00 a.m. to 6.00 p.m.
4.	Supervisor	Will report to Director / Keeper, NGMA, Mumbai.
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	₹30,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification and Experience	M.A. in Fine Arts / History of Art / Museology with at least 3 years experience in reputed projects. Those done research work / published works would be given preference. Excellent writing and computer skills is a pre-requisite.
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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Terms of reference for the Post of Receptionist / Ticketing Assistant

1.	Purpose of Assignment	For issuing Entry Tickets to the visitors and attending the visitors.
2.	Job Profile	<ul style="list-style-type: none">• Issuing tickets.• Attending visitors.• Keeping record of ticket sales.• Depositing ticket sales money to the Cashier.• Maintaining the records.• Any other tasks assigned by the Director, NGMA, Mumbai depending on exigencies of work.
3.	Duty, Station and Timings	NGMA, Mumbai functions 6 days a week from 11.00 a.m. to 6.00 p.m.
4.	Supervisor	Will report to the Keeper, NGMA, Mumbai.
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	₹12,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	S.S.C or equivalent and must have speed in English typing 35 w.p.m. on Computer.
8.	Experience	One year's relevant experience.
9.	Maximum Age Limit	Not more than 30 years.