



राष्ट्रीय आधुनिक कला संग्रहालय
(संस्कृति मंत्रालय)
जयपुर हाउस, इण्डिया गेट
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National Gallery of Modern Art
(Ministry of Culture)
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राष्ट्रीय आधुनिक
कला संग्रहालय
NATIONAL GALLERY
OF MODERN ART

No. F. A-52003/2013/NGMA

Dated- 23/05/2014

WALK-IN-INTERVIEW

Walk-in-Interview for the following position will be held in the National Gallery of Modern Art, New Delhi, a subordinate office of the Ministry of Culture on the date mentioned against the post.

The post is to be filled up on full time contractual basis initially for a period of one year extendable at the discretion of Director, NGMA. Interested candidates may come for interview alongwith filled up application form and attested copies of testimonials. Retired Government officials may also appear at the interview. No travelling allowance will be paid for attending the interview.

S. No.	Name of the post	No. of Posts	Consolidated remuneration per month	Date & Time of interview
1.	Security Officer	01	Rs. 22,000/-	03 rd June, 2014 (Tuesday) 11.30 a.m.

The services are purely on contractual basis for the aforesaid period. However the services can be terminated at any time if the performance is found unsatisfactory in any manner.

The details of essential qualifications, experience, duration of engagement and the job profile etc. are available on the Gallery's website www.ngmaindia.gov.in Eligible and interested candidates may visit the website.

DIRECTOR

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

Sl. No.	Name of post	No. of Posts	Qualifications & Experience	Consolidated Monthly Remuneration
01.	Security Officer	01	<p><u>Essential</u></p> <p>Degree of a recognised University with a recognised Diploma in Fire Fighting / Security and Housekeeping services.</p> <p>Experience: Retired Officers from Para Military Forces / Armed Force at the level of J.C.O. or above with atleast 8 years experience in housekeeping and security of large units / organisation with excellent writing and computer skills.</p>	Rs. 22,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.

Job Description: - To provide Security / surveillance, general administrative and logistical support to Director, NGMA in the proper implementation of its policies and programs.

- To act as overall security and surveillance incharge of NGMA premises spread over 7.8 acre campus and its building and assets.
- To identify protection goals, objectives and metrics consistent with the strategic security needs of the organisation.
- To plan, develop and manage appropriate security policy, standards, guidelines and procedures to ensure foolproof maintenance of security.
- To manage effective operation of access control system, intrusion alarm system, CCTV surveillance and ensure proper network protection.
- To oversee and manage incident response planning as well as investigation of security breaches, disciplinary and legal matters associated with such breaches.
- To ensure protection from fire and safety hazards.

- To enforce rules and regulations related to security matters.
- To maintain excellent coordination and relationship with police and civic agencies.
- Keeping vigil and ensuring only duly authorised materials are allowed in and out of the premises.
- Preparation of duty roster of security assistant, caretaker, security guards, etc.
- To ensure security and documentation of all movements of art objects in and out of the Gallery.
- To supervise and ensure adequate and proper housekeeping and Sanitary services are in place at the gallery and its surroundings.
- Responsible for day to day opening and closing of gallery and maintaining securitised environment thereon.
- To ensure security personnel are in proper uniform and perform assigned duties scrupulously.

Any other tasks assigned by the Director, NGMA depending on exigencies of work.

Duty, Station & Timings

New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm

Duration of Employment

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.

Age Limit 62 years.

(S.K.Misra)
Administrative Officer

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.	Whether belongs to SC/ST/OBC/Ex-Serviceman	:	
6.	Permanent Address	:	
7.	Present Mailing Address	:	
8.	Contact Telephone Nos. / E- Mail	:	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.	Qualification	:	
	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