

No. A-41002/2017/NGMA
Government of India
Ministry of Culture
National Gallery of Modern Art
Jaipur House, New Delhi-110003

Sub: **Filling up of 01 (one) post of Administrative Officer in National Gallery of Modern Art at New Delhi under Ministry of Culture on deputation basis(including short term contract) basis.**

Applications are invited for appointment to the 01 post of Administrative Officer, General Central Service, Group "B"(Gazetted), Non-Ministerial) in Pay Band 2: Rs. 9300 – 34800/- + Grade Pay of Rs.4,600/- on deputation including short term contract) basis in National Gallery of Modern Art at New Delhi, a subordinate office under the Ministry of Culture.

2. Job Description

The National Gallery of Modern Art, a premier museum of India with a rich and exquisite collections of contemporary paintings, under the Ministry of Culture is seeking qualified candidates for the posts of Administrative Officer at New Delhi. The incumbents will be responsible for framing of recruitment rules in consultation with Director; recruitment of staff; formulation of Budget, revised budget; maintenance of communal roster; checking of attendance register; scrutinizing of all files submitted by the Office, Accounts section, purchase section, administrative section, stores, cashier and technical section etc.; looking after the vigilance cases of the Gallery; weeding out of all records; examination of representation of staff members; making arrangements of refreshments, tents, chairs etc. for the inaugural functions of exhibitions; arranging meetings of Selection Committee and Departmental Promotion Committee; attending court cases; writing confidential reports of the staff and communication of adverse entries; looking of complaints of the public such as Public grievances on the portal, RTI etc. and acting as Drawing & Disbursing officer in the National Gallery of Modern Art.

3. Eligibility

Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi-Government or Statutory or Autonomous organisations:-

- a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9300-34800/- with grade pay of Rs. 4200/- or equivalent in the parent cadre /department; and
- b) Possessing the following educational qualifications and experience:-

- c) (i) Degree from a recognized University
- (ii) 2 years experience in Establishment, accounts, administration and vigilance matters.

Note 1: Period of Deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Government shall ordinarily not exceed 3 years.

Note 2 : Maximum age limit for appointment on deputation (ISTC) shall not exceed **fifty six years** as on the closing date for 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 the 1st January-2006/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 upgradation.

4. Application, 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 by an officer not below the rank of Under Secretary to the Govt. of India) who can be spared in the event of their selection alongwith vigilance clearance, integrity certificate, cadre clearance, major/minor penalty statement for the last ten years should reach the undersigned through proper channel within a period of 60 days from the date of 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.

Director
Tel. No. 23384560
National Gallery of Modern Art,
Jaipur House, New Delhi-110003

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

BIO-DATA/ CURRICULUM VITAE PROFORMA

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 : Degree from a recognised University	A) Qualification
B) Experience : 2 years experience in Establishment, accounts, administration and vigilance matters.	B) Experience

Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) Highlighting experience required for the post applied for

* Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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 parentoffice/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>	
<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>	
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>	
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which there vision took place and also indicate the pre-revised scale</p>	

14.Total emoluments per month now drawn		
Basis Pay in the Pay Band	Grade Pay	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
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		

<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (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.

Date-----
candidate)

(Signature of the

Name of the Candidate _____

Address-----

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 is 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