



राष्ट्रीय आधुनिक  
कला संग्रहालय  
NATIONAL GALLERY  
OF MODERN ART

**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**

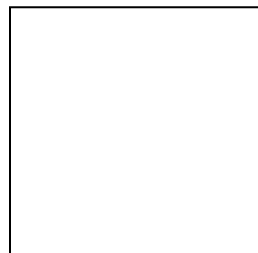
### **Contractual Appointments**

National Gallery of Modern Art, Mumbai, a subordinate office of the Ministry of Culture, invites applications from eligible candidates including retired Government Officials 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.

<b>S.No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Consolidated remuneration per month</b>
1.	Technical Assistant	2	Rs.15,000/-
2.	Stenographer	1	Rs.20,000/-
3.	Security Officer	1	Rs.22,000/-
	<b>Total</b>	<b>4</b>	

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](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**



**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 Telephone No.	:	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 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 programmes.
2.	Job Profile	<ul style="list-style-type: none"><li>• To act as overall security and surveillance incharge of NGMA, Mumbai premises.</li><li>• To identify protection goals, objectives and metrics consistent with the strategic security needs of the organization.</li><li>• To plan, develop and manage appropriate security policy, standards, guidelines and procedures to ensure foolproof 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.</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 authorized materials and allowed in and out of the premises.</li><li>• Preparation of duty rosters of security assistant, caretaker, security guards etc.</li><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 securitized environment thereon.</li><li>• To ensure security personnel are in proper uniform and perform assigned duties scrupulously.</li><li>• Any other tasks assigned by the Director / Head of Office, NGMA, Mumbai depending on exigencies of work.</li></ul>
3.	Duty Station and Timing	NGMA, Mumbai functions 6 days a week from 10.45am to 6.15pm
4.	Supervisor	Will report to Director/Asstt. 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	Rs.22,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification and Experience	Degree of recognized University with a recognized Diploma in Fire Fighting / Security and Housekeeping services. Retired Officers from Railway Protection Force, Paramilitary Forces / Armed Force at the level of J.C.O. or above with at least 8 years experience in housekeeping and security of large units / organization with excellent writing and computer skills.
8.	Maximum Age Limit	62 years, relaxable at the discretion of the Selection Committee in the case of exceptionally qualified and experienced candidates.

## NATIONAL GALLERY OF MODERN ART, MUMBAI

### Terms of Reference for the Post of Technical Assistant

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"><li>• To undertake conducted tours of visitors round the Gallery and the Sculpture Garden.</li><li>• Arranging of Art Film shows.</li><li>• Organizing of lectures, seminars and talks.</li><li>• To provide Gallery guidance to the visitors.</li><li>• To co-ordinate with schools for the visit of student groups.</li><li>• To co-ordinate and manage the activities of Art Sketch Club.</li><li>• To organize Summer and Winter Art Workshop for students of different age groups.</li><li>• To assist Dy. Curator/Keeper during mounting of exhibitions in the Gallery.</li><li>• Any other task assigned by the Director, NGMA, Mumbai depending on exigencies of work.</li></ul>
3.	Duty, Station and Timings	NGMA, Mumbai functions 6 days a week from 10.45 am to 6.15 pm
4.	Supervisor	Will report to Keeper/Dy. Curator 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	Rs.15,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	Bachelor's Degree in Ancient History & Culture OR Fine Art OR Museology from a recognized University. 3 years experience in Teaching, Planning and organizing educational activities and Exhibitions in Museum/Gallery.  Those possessing Master's Degree in Ancient History and Culture OR Fine Arts OR Museology from a recognized University will have an added advantage.
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, MUMBAI**

**Terms of Reference for the Post of Stenographer**

1.	Purpose of Assignment	To provide typing and stenographic assistance to the Director/Asstt. Director, NGMA, Mumbai in the proper implementation of its policies and programmes.
2.	Job Profile	Stenographic Assistance. Typing regular correspondence. Filing Fixing the appointments etc.
3.	Duty, Station and Timings	NGMA, Mumbai functions 6 days a week from 10.45 am to 6.15 pm
4.	Supervisor	Will report to Keeper/Asstt. Director, 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	Rs.20,000/- 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 of 80 W.P.M. in English Shorthand and 40 W.P.M. in English Typing on Computer.
8.	Experience	One year's relevant experience.
9.	Maximum Age Limit	Not more than 30 years.