

**WALK-IN-INTERVIEW**

Walk-in-Interview for the following positions will be held in the National Gallery of Modern Art(NGMA), New Delhi, a subordinate office of the Ministry of Culture on the date mentioned against each posts.

All these posts are to be filled up initially for a period of one year extendable by another period at the discretion of Competent Authority, NGMA. The maximum age limit is 62 years. Interested candidates may come for interview along with filled up application form and attested copies of testimonials. No travelling allowance will be paid for attending the interview.

<b>S. No.</b>	<b>Name of the post</b>	<b>No. of Posts</b>	<b>Consolidated remuneration per month</b>	<b>Date &amp; Time of interview</b>
1.	Assistant Director (Administration & Finance)	01	Rs.40,000/-	20-07-2017 11.00 a.m.
2.	Jr.Hindi Translator	01	Rs. 20,000/-	20-07-2017 02.30 p.m.
3.	Deputy Curator	02	Rs. 30,000/- Each person	20-07-2017 3.30 p.m.
4.	Deputy Curator(Restoration)	01	Rs. 30,000/-	21-07-2017 11 .00 a.m.
5.	Assistant Curator(Restoration)	02	Rs. 20,000/- Each person	21-07-2017 02.30 p.m.
6.	Technical Assistant	01	Rs. 15,000/-	21-07-2017 04.00 p.m.

Persons engaged for the purpose will have to achieve the targets as fixed by the department. The services are purely on contractual basis for the aforesaid period. However, the services can be curtailed/terminated at any time without assigning any reason whatsoever. The details of essential qualifications, experience and the job profile etc. are available on the Gallery's website [www.ngmaindia.gov.in](http://www.ngmaindia.gov.in) Eligible and interested candidates may visit the website.

s/d

**DIRECTOR GENERAL**

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 & Age	Consolidated Monthly Remuneration
01.	Assistant Director (Administration & Finance) [only for Central Government employees]	01	Retired Deputy Secretary and above of CSS cadre.	Rs. 40,000/-
02.	Dy. Curator (Restoration)	01	<u>Essential :</u>  1. Master in conservation from a recognized university. 2. 5 years' experience in restoration work in a large Museum/Gallery/ Organization/ Educational Institution.	Rs. 30,000/-
03	Deputy Curator	01	<u>Essential :</u>  1. Master's degree in Fine Arts or Art History & Criticism or Museology from a recognized university. 2. 5 years' experience in organising exhibition of national/ international repute in a large Museum/Gallery/ Organization/ Educational Institution.	Rs. 30,000/-
04	Assistant Curator (Restoration)	02	<u>Essential :</u>  1 Master in conservation from a recognized university. 2 3 years' experience in restoration work in a large Museum/Gallery/ Organization/ Educational Institution. (ii) Computer Knowledge	Rs. 20,000/-

05.	Jr.Hindi Translator	01	<p><u>Essential</u></p> <p>1. Master's Degree in Hindi with English as a subject at the Degree level, or in English with Hindi as an elective subject at the Degree level, and in any subject with Hindi and English as elective subject at the Degree level.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in any subject with Hindi Medium as English as an elective subject at the Degree subject.</p> <p style="text-align: center;">Computer Knowledge</p>	Rs.20,000/-
06	Technical Assistant	02	<p>1. Bachelor's degree in Fine Arts or Art History &amp; Criticism or Art History or Museology from a recognized university with some experience in the field.</p>	Rs.15,000/-

**Job Description: -**

**Assistant Director (Administration & Finance)**

To plan, organise and carryout the internal financial functions of NGMA; To provide sound financial advice to the Director (NGMA); Be responsible for all financial statements, budgeting and allocation of funds to lower formations / branches; To plan and launch computerisation of all accounting and administrative functions; To implement, oversee and ensure appropriate security, surveillance and vigilance system in NGMA; To monitor effective management of Plan expenditure and recommend corrective measures to Director (NGMA) for management decision-making; Be responsible for timely submission of reports/returns under the prescribed Management Information System; To ensure efficient, cost effective administrative services such as Internal / external Communication systems, Procurement of stores and materials etc; To participate in the overall formulation of goals and plans of the organisation; To plan, coordinate and implement effective HRD Management system viz; Recruitment & Promotion, Amendment to & formulation of Recruitment Rules, Training, Performance assessment, initiate actions for continuous performance improvement of existing staff etc. and advise Director (NGMA) on all administrative and establishment matters; To attend to Parliamentary matters, Hindi Salhakar Samiti and Progressive use of Hindi; Coordination with the Ministry, NGMA Branches and Civic agencies like NDMC, CPWD etc. and interact with local police, when necessary, on security matters; Any other task assigned by Director (NGMA) in the interest of the organisation.

### **Deputy Curator**

The Deputy Curator will render technical and professional support in areas such as research and coordination, planning and implementation of the exhibition programmes and organising outreach and ancillary programs like Workshops; seminars; lecturers; apart from other educational programs and all other activities incidental to day to day management of the Museum; any other task assigned by Director (NGMA) in the interest of the organisation.

### **Deputy Curator(Restoration)**

To conduct survey of the art objects in the collection of this Gallery; To undertake preventive and curative care of the Reserve Collections; To prepare report on the condition of the damaged paintings and submission to the Director and get guidance for their restoration; To undertake Restoration work of damaged art works; To prepare condition Reports of Art Works of incoming and outgoing exhibitions; Maintenance of required humidity and temperature of Air Conditioned area of the Gallery where Oil paintings are on display; To render assistance in the preparation of Colours, Chemicals etc. required for the restoration of paintings; To take classes on the Conservation of Paintings and impart practical training to the students in the restoration laboratory; any other task assigned by Director General(NGMA) in the interest of the organization.

### **Assistant Curator (Restoration)**

To undertake Restoration work of damaged art works; To prepare condition Reports of Art Works of incoming and outgoing exhibitions; Maintenance of required humidity and temperature of Air Conditioned area of the Gallery where Oil paintings are on display; To render assistance in the preparation of Colours, Chemicals etc. required for the restoration of paintings; any other task assigned by Director General (NGMA) in the interest of the organization.

### **Jr.Hindi Translator**

To assist the Administrative Officer in day to day Hindi translation work i.e. translation of letters, minutes and agendas of the meetings, etc. Translation of catalogues, monographs, hand books, brochures, captions, and other publications of the Gallery. Translation of invitation cards. Hindi translation of proformas etc. Notification of programmes of film shows, lectures, seminars and other educational programmes of the Gallery. Any other task assigned by the Director (NGMA) depending on exigencies of work.

### **Technical Assistant**

To render assistant to Curator and Dy. Curators in all matters related to their areas of work. To handle documentation work. To assist in digitization of art collection. To supervise the activities of workshop. Assisting in mounting and display of exhibition of art works. To maintain the accession register of the NGMA collection. To conduct educational programs. To supervise packing of outgoing exhibitions and its documentation work.

**Duration of Employment**

The duration of the contractual employment will be initially for a limited period of 01 year, may be curtailed or extended at the discretion of the Director General, NGMA.

**Duty, Station & Timings**

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

**Age Limit**

The maximum age limit is 62 years.

( S.P.Datta )  
Head of Office

National Gallery of Modern Art

Placed below is a proposal for walk-in-interview for the following positions will be held in the National Gallery of Modern Art(NGMA), New Delhi, a subordinate office of the Ministry of Culture on the date mentioned against each posts.

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Submitted for further necessary action please.