

NATIONAL GALLERY OF MODERN ART
(Ministry of Culture)
Jaipur House, India Gate,
New Delhi-110003
Ph. No.:- 011-23382835/4640 Extn. No. 242/252

Contractual Appointments

National Gallery of Modern Art, New Delhi, 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. Existing incumbents of the posts mentioned below fulfilling eligibility conditions, may also apply.

S. No.	Name of the post	No. of Posts	Consolidated remuneration per month
1.	Assistant Director (Administration & Finance)	1	38,500/-
2.	Curator (Design & Display)	1	38,500/-
3.	Curator (Programmes)	1	38,500/-
4.	Deputy Curator(Publication)	1	33,000/-
5.	Deputy Curator(Exhibition)	1	33,000/-
6.	Deputy Curator(Programmes)	1	33,000/-
7.	Security Officer	1	22,000/-
8.	Sr. Photographer	1	22,000/-
9.	Guide Lecturer	2	20,000/- (each)

The details of essential qualifications, experience and the job profile etc. are available on the Gallery's website www.ngmaindia.gov.in 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, Jaipur House, India Gate, New Delhi-110003 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)

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 Operators	:	
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, New Delhi

Terms of reference for the post of Assistant Director (Administration & Finance)

1.	Purpose of assignment	:	To provide financial advice / administrative support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none">• 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.

			<ul style="list-style-type: none"> • 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 advice 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.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director (NGMA).
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. 38,500/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	:	Degree in Science/ Commerce/Arts from a recognised University. Those possessing a Degree in Law and/or PG Diploma in Personnel Management, will have an added advantage.
8.	Experience	:	Retired Central Government Officers of the level of Under Secretary & above with 10 years experience in Administration & Finance with excellent writing and computer skills.

9.	Maximum Age Limit	:	62 years, relaxable at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.
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National Gallery of Modern Art, New Delhi

Terms of reference for the post of Curator (Design and Display)

1.	Purpose of assignment	:	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none">• Responsible for implementation of all specialised aspect of design and display of art objects for all exhibitions of NGMA.• Concept design, detailing and development of a comprehensive design plan for each exhibitions.• To draw up specifications and designing of specialised promotional display systems for exhibitions.• Identification and space designing, preparation of comprehensive drawings for display of art works.• Finalisation of detailed space designs, drawings, specification sheets, location plans etc., for each exhibition.• Identification of area, display design and specifications of primary architectural design elements for development of a Sculpture Garden at outdoor areas of the Museum.• Development of appropriate designs for display aids, such as pedestals, panels etc.• Conceptualising, development and implementation of appropriate lighting system in the exhibition area.• Evolution and adaptation of

			<p>appropriate colour specifications for the exhibition area.</p> <ul style="list-style-type: none"> • Finalisation of positioning and design approach with Director (NGMA). • To assist Director (NGMA) in mounting and display of Art works. • Any other tasks assigned by Director (NGMA) depending on exigencies of work.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director (NGMA).
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. 38,500/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	Atleast a Degree in Architecture or Design from a Recognised University / Institution with proven record of experience in Designing & display of major exhibitions. Excellent writing and computer skills are a must.
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, New Delhi

Terms of reference for the post of Curator (Programmes)

1.	Purpose of assignment	:	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none"> • Responsible for formulation of all education programs and policies in consultations with the Director. • To deliver lectures on art appreciation to Art students and general public. • To organise seminars, workshops on art, art appreciation and art history etc. • To plan, develop and implement National and International Conferences on relevant issues on Art & Culture and organise events such as 'Meet the Artists and Book reading and release' events etc. • To upgrade organise 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 centre for short terms research programs in specialised subjects such as contemporary art practices, Art History, Conservation & Restoration etc. and modular training capsules in the field drawing, painting and sculpting open to both students and general public. • To plan and organise film shows at the auditorium every day. • To interact with school authorities to arrange visits of student groups to the gallery.

			<ul style="list-style-type: none"> • 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 specialised 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. • To develop and implement strong media publicity modules and dissemination of information relating to special activities, events and exhibitions conducted by NGMA. • Any other task assigned by the Director depending upon exigencies of work.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director (NGMA).
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. 38,500/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	M.A. in Fine Arts / History of Art / Museology with atleast 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.

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Deputy Curator (Publication)

1.	Purpose of assignment	:	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none">• Developing and implementing an appropriate plan of action to establish a strong in-house publication unit.• To identify topics, art works, writers and preparation of concept papers for various publications.• To write manuscripts for various publications.• To prepare designs and layouts for publication of catalogues, posters, pamphlets, colour reproductions, handbooks, monographs etc.• Compilation of academic data for publication.• To identify appropriate printers for printing of publications.• To evolve and stipulate appropriate specifications for production of publications.• To evolve a suitable system for costing & pricing, marketing and disseminations.• To manage and supervise the activities of NGMA Sale counters.• To evolve an action plan to enhance the revenue generation activities through specialised quality publications.

			<ul style="list-style-type: none"> To manage, supervise and undertake periodic verification of the inventory of Publications and to implement a computerised inventory management system for the publication store. Any other task assigned by the Director (NGMA) depending on exigencies of work.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director (NGMA).
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. 33,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	M.A. in Fine Arts / History of Art / Museology and Diploma in Printing Technology with 2 years experience in the profession. Those who have research work published work to their credit will be given preference. Excellent writing and computer skills is a must.
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, New Delhi

Terms of reference for the post of Deputy Curator (Exhibitions)

1.	Purpose of assignment	:	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none">• Responsible for planning and execution of exhibitions of NGMA within the country and abroad.• To conceptualise and implement thematic exhibitions from the collection of NGMA.• Display of works of art in the permanent galleries and periodic rotation of art works from the reserve collections of NGMA.• To deal with all matters related to organisation of exhibitions abroad and within the country under the cultural exchange programs Festival of India programs executed between Govt. Of India and Foreign Countries.• Liaison work with different embassies, custom authorities, logistic agents etc. for sending / receiving exhibitions.• All work related to drafting and vetting of Agreements, Memorandum of Understanding (MOU) etc. with various related agencies for conduct of special / retrospective exhibition.• All work related to loaning of works of NGMA and receiving works of loan from private and public institutions for organising exhibitions.• Compiling, standardised packing and forwarding of art works for exhibitions in India and abroad.• To oversee the activities

			<p>workshop, framing and mounting, erection of pedestals etc. for display of works.</p> <ul style="list-style-type: none"> • To evaluate, estimate and procure material required for carpentry workshop. • To check and remedy display of works in the permanent galleries on a daily basis and to ensure the Gallery is presentable. • To maintain duty rosters and supervise the performance of Gallery Attendants. • Any other tasks assigned by the Director depending on exigencies of work.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director (NGMA).
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. 33,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	M.A. in Fine Arts / History of Art / Museology with atleast 3 years proven experience in undertaking major exhibition 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.

National Gallery of Modern Art, New Delhi

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

9.	Purpose of assignment	:	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programs.
10.	Job Profile	:	<ul style="list-style-type: none">• Responsible for formulation of all education programs and policies in consultations with the Director.• To deliver lectures on art appreciation to Art students and general public.• To organise seminars, workshops on art, art appreciation and art history etc.• To plan, develop and implement National and International Conferences on relevant issues on Art & Culture and organise events such as 'Meet the Artists and Book reading and release' events etc.• To upgrade organise 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 centre for short terms research programs in specialised subjects such as contemporary art practices, Art History, Conservation & Restoration etc. and modular training capsules in the field drawing, painting and sculpting open to both students and general public.• To plan and organise film shows at the auditorium every day.• To interact with school authorities to arrange visits of student groups to the gallery.

			<ul style="list-style-type: none"> • 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 specialised 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 depending on exigencies of work.
11.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
12.	Supervisor	:	Will report to Director (NGMA).
13.	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.
14.	Remuneration	:	Rs. 33,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
15.	Qualification & Experience	:	M.A. in Fine Arts / History of Art / Museology with atleast 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.
16.	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, New Delhi

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 programs.
2.	Job Profile	:	<ul style="list-style-type: none">• 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, video 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

			<p>premises.</p> <ul style="list-style-type: none"> • Preparation of duty roasters 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 Janitorial 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 Administrative Officer depending on exigencies of work.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Administrative Officer.
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	:	Degree of a recognised University with a recognised Diploma in Fire Fighting / Security and Housekeeping services.
8.	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.

9.	Maximum Age Limit	:	62 years, relaxable at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.
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National Gallery of Modern Art, New Delhi

Terms of reference for the post of Senior Photographer

1.	Purpose of assignment	:	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none">• To attend to all photographic needs for digitisation and documentation of entire collection of NGMA.• Taking mandatory photographs of art works sent for restoration / conservation.• Photographic documentation of art works identified for special exhibitions.• Photographic coverage of NGMA functions.• To attend to photographic requirements for production of in-house Publications, requirements of research scholars / Art students / Art Publishers on payment at stipulated rates.• Preparation of photographic albums.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director (NGMA).
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 & Experience	:	Bachelor degree in Fine Arts with photography as a subject OR Graduate with Diploma in digital photography

			with at least 3 years of proven experience in the field OR professional photographer with 10 years proven experience in Digital photography. Excellent Computer skills and familiarity with Photoshop & other photography related software is a pre-requisite for all candidates.
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, New Delhi

Terms of reference for the post of Guide Lecturer

1.	Purpose of assignment	:	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job profile	:	<ul style="list-style-type: none">• To undertake conducted tours of visitors round the Gallery and the Sculpture Garden.• Arranging of art film shows.• Organizing of Lectures, seminars and talks.• To provide Gallery guidance to the visitors.• To coordinate with schools for the visit of students' group.• To coordinate and manage the activities of Art Sketch Club.• To organize summer and Winter Art Work Shop for Students of different age groups.• To assist Curator/ Dy. Curator during mounting of exhibitions in the Gallery.• Any other task assigned by the Director (NGMA depending on exigencies of work.
3.	Duty, Station & Timings	:	New Delhi, NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Curator (Programmes)
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 Experience	:	<p>Bachelor's Degree in Ancient History & Culture OR Fine Arts OR Museology from a recognized University. 3 years' experience in Teaching, Planning & organizing educational activities and Exhibitions in a Museum / Gallery.</p> <p>Those possessing Master's Degree in Ancient History & Culture OR Fine Arts OR Museology from a recognized University will have an added advantage.</p>
8.	Maximum Age Limit	:	45 years, relaxable at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.