

# **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

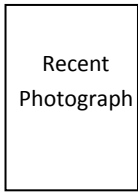
## **Contractual Appointments**

National Gallery of Modern Art, Mumbai, a subordinate office of the Ministry of Culture, Govt. of India invites applications from eligible candidates 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.            | Junior Stenographer     | 1                   | Rs 20,000/-                                |

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<br>(Sh./ Mrs./ Kum./Dr.)                          | : |                                   |
| 3.  | Father's Name /<br>Husband's Name                                       | : |                                   |
| 4.  | Date of Birth   | : |                                   |
| 5.  | Whether belongs to<br>SC / ST / OBC / Ex-<br>Serviceman                 | : |                                   |
| 6.  | Permanent Address   | : |                                   |
| 7.  | Present Mailing Address   | : |                                   |
| 8.  | Contact Tel. Nos. / Email   | : | Mobile :<br>Landline:<br>E-mail : |
| 9.  | Whether Retired Govt.<br>Servant  | : |                                   |
| 10. | If yes, indicate date of<br>Retirement (Attach a<br>copy of the P.P.O.) | : |                                   |
| 11. | Qualifications  | : |                                   |
|     | Academic  | : |                                   |
|     | Professional  | : |                                   |
|     | Knowledge of Computer<br>Operation                                      | : |                                   |
| 12. | Experience (in detail)  | : |                                   |
| 13. | Indicate two references<br>who can vouch your<br>credentials            | : | 1.<br>2.                          |
| 14. | Any other information<br>relevant to your<br>candidature                | : |                                   |
| 15. | Details of Enclosures   | : | 1.<br>2.<br>3.                    |

**Place :**

**Date :**

**Signature of Candidate**

**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 coordinate with schools for the visit of students groups</li><li>• To coordinate and manage the activities of Art Sketch Club</li><li>• To organize Summer and Winter Art Workshops for students of different age groups</li><li>• To assist Dy. Curator /Keeper during mounting of exhibitions in the Gallery</li><li>• Any other tasks assigned by the Director, NGMA, Mumbai depending on exigencies of work</li></ul> |
| 3. | Duty, Station and Timing       | NGMA, Mumbai functions 6 days a week from 11.00 a.m. to 6.00 p.m.  |
| 4. | Supervisor                     | Will report to 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. 15,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.   |
| 7. | Qualification and Experience   | Bachelor's Degree in Ancient History & Culture OR Fine Arts OR Museology from a recognised University. 3 years experience in Teaching, Planning and organizing Educational activities and Exhibitions in a 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 Junior Stenographer

|    |                                |  |
|----|--------------------------------|--|
| 1. | Purpose of Assignment          | To provide typing and stenographic assistance to the Director, NGMA , Mumbai, in the proper implementation of its policies and programmes  |
| 2. | Job Profile                    | <ul style="list-style-type: none"><li>• Stenographic Assistance</li><li>• Typing regular correspondence</li><li>• Filing</li><li>• Fixing the appointments etc.</li></ul>          |
| 3. | Duty, Station and Timings      | NGMA, Mumbai functions 6 days a week from 11.00 a.m. to 6.00 p.m.  |
| 4. | Supervisor                     | Will report to the 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.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.  |