



राष्ट्रीय आधुनिक कला संग्रहालय  
(संस्कृति मंत्रालय)  
जयपुर हाउस, इण्डिया गेट  
नई दिल्ली -110003  
फोन 011-23386111  
टेलीफैक्स 011-23384560  
ngma.delhi@gmail.com

National Gallery of Modern Art  
(Ministry of Culture)  
Jaipur House, India Gate  
New Delhi-110003  
Ph 011-23386111  
Telefax 011-23384560  
www.ngmaindia.gov.in



राष्ट्रीय आधुनिक  
कला संग्रहालय  
NATIONAL GALLERY  
OF MODERN ART

### Contractual Appointment

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, which may be curtailed or extended at the discretion of the Competent Authority.

S. No.	Name of the post	No. of Posts	Consolidated remuneration per month
1.	Security Officer	1	22,000/-
2.	Curators (Programmes/ Design & Display)	2	38,500/- each
3.	Deputy Curator	1	33,000/-
4.	Senior Photographer	1	22,000/-

The details of essential qualifications, experience and the job profile area available on the Gallery's website [www.ngmaindia.gov.in](http://www.ngmaindia.gov.in) Eligible candidates may apply in the prescribed proforma alongwith 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 be not be entertained. Only shortlisted candidates will intimated and called for interview.

**DIRECTOR (NGMA)**

**PROFORMA**

1.	Post Applied for	:	
2.	Name of Candidate	:	
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.	:	Mobile : Landline :
9.	Whether retired Govt. Servant	:	Yes / No
10.	If Yes, Indicate date of Retirement (Attach a copy of the P.P.O.)	:	
11.	Qualification Academic	:	
	Professional	:	
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 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"><li>• To act as overall security and surveillance incharge of NGMA premises spread over 7.8 acre campus and its building and assets.</li><li>• To identify protection goals, objectives and metrics consistent with the strategic security needs of the organisation.</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, disciplinary and legal matters associated with such breaches.</li><li>• To ensure protection from fire and safety hazards.</li><li>• To enforce rules and regulations related to security matters.</li></ul>

			<ul style="list-style-type: none"> <li>• To maintain excellent coordination and relationship with police and civic agencies.</li> <li>• Keeping vigil and ensuring only duly authorised materials are allowed in and out of the premises.</li> <li>• Preparation of duty roasters 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 securitised 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 Assistant Director (Finance &amp; Administration) / Director depending on exigencies of work.</li> </ul>
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 Assistant Director (Finance & Administration) / Director (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of 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 house keeping 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.

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Curator (Programs)

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"><li>• Responsible for formulation of all education programs and policies in consultations with the Director.</li><li>• To deliver lecturers on art appreciation to Art students and general public.</li><li>• To organise seminars, workshops on art, art appreciation and art history etc.</li><li>• To plan, develop and implement National and International Conferences on relevant issues on Art &amp; Culture and organise events such as 'Meet the Artists and Book reading and release' events etc.</li><li>• To upgrade organise and manage existing summer training camps and weekly Art Sketch Club classes for school students and children of various age groups.</li><li>• 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 &amp; Restoration etc. and modular training capsules in the field drawing, painting and sculpting open to both students and general public.</li><li>• To plan and organise film shows at the auditorium every day.</li></ul>

			<ul style="list-style-type: none"> <li>• To interact with school authorities to arrange visits of student groups to the gallery.</li> <li>• To supervise the augmentation and management of Art Reference Library.</li> <li>• To conduct and arrange guided tours to the gallery.</li> <li>• To update and maintain NGMA website.</li> <li>• To render and assist research scholars and art students of specialised services of photocopying, photographs and slides etc. at specified cost.</li> <li>• To draw up annual calendar of events, develop and disseminate art awareness raising materials to visitors and general public.</li> <li>• Any other task assigned by the Director depending on exigencies of work.</li> </ul>
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	:	12 months, can be curtailed or extended at the discretion of 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 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"><li>• Responsible for implementation of all specialised aspect of design and display of art objects for all exhibitions of NGMA.</li><li>• Concept design, detailing and development of a comprehensive design plan for each exhibitions.</li><li>• To draw up specifications and designing of specialised promotional display systems for exhibitions.</li><li>• Identification and space designing, preparation of comprehensive drawings for display of art works.</li><li>• Finalisation of detailed space designs, drawings, specification sheets, location plans etc., for each exhibition.</li><li>• Identification of area, display design and specifications of primary architectural design elements for development of a Sculpture Garden at outdoor areas of the Museum.</li><li>• Development of appropriate designs for display aids, such as pedestals, panels etc.</li></ul>



National Gallery of Modern Art, New Delhi

Terms of reference for the post of Deputy Curator

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"><li>• Developing and implementing an appropriate plan of action to establish a strong in-house publication unit.</li><li>• To identify topics, art works, writers and preparation of concept papers for various publications.</li><li>• To write manuscripts for various publications.</li><li>• To prepare designs and layouts for publication of catalogues, posters, pamphlets, colour reproductions, handbooks, monographs etc.</li><li>• Compilation of academic data for publication.</li><li>• To identify appropriate printers for printing of publications.</li><li>• To evolve and stipulate appropriate specifications for production of publications.</li><li>• To evolve a suitable system for costing &amp; pricing, marketing and disseminations.</li><li>• To manage and supervise the activities of NGMA Sale counters.</li></ul>

			<ul style="list-style-type: none"> <li>• To evolve an action plan to enhance the revenue generation activities through specialised quality publications.</li> <li>• To manage, supervise and undertake periodic verification of the inventory of Publications and to implement a computerised inventory management system for the publication store.</li> <li>• Any other task assigned by the Director (NGMA) depending on exigencies of work.</li> </ul>
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	:	12 months, can be curtailed or extended at the discretion of 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 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"><li>• To attend to all photographic needs for digitisation and documentation of entire collection of NGMA.</li><li>• Taking mandatory photographs of art works sent for restoration / conservation.</li><li>• Photographic documentation of art works identified for special exhibitions.</li><li>• Photographic coverage of NGMA functions.</li><li>• To attend to photographic requirements for production of in-house Publications, requirements of research scholars / Art students / Art Publishers on payment at stipulated rates.</li><li>• Preparation of photographic albums.</li></ul>
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 Senior Curator (Collection) / Director (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of 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 atleast 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.