

National Gallery of Modern Art
Jaipur House, India Gate, New Delhi-110003

Applications are invited from eligible candidates in the prescribed proforma for filling up 1(one) post of **Caretaker** in the National Gallery of Modern Art, at New Delhi a subordinate office of Ministry of Culture, on direct recruitment basis in the pay scale of PB-1, Rs.5200-20,200+ Rs,2400/- (grade pay) and other allowances as applicable to Central Govt. employees. The total emoluments in the grade would be around 25,993/- including HRA. The last date of receipt of application is within 15 days from the date of the release of the advertisement. Applications received after the last date will not be considered.

2. Job Profile

The duties of the Caretaker is essentially security and surveillance related and he is deployed on night duties. He would be responsible for upkeep of records, make reports, enforce discipline among Security Guards and check and maintain standards of cleanness. Detailed job profile is available on the gallery's website www.ngmaindia.gov.in.

3. Qualification required

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|-----|-----------|---|
| (1) | Essential | (i) Matriculation or equivalent from a recognized institution/board
(ii) At least 1 year's experience of work connected with security administration in a museum or art gallery or Govt. Office. |
| (2) | Age limit | 18 to 25 years. Relaxable as per rules of Govt.of India. |

PROFORMA

Application for the post of Caretaker

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|----|--|----------------|
| 1. | Name in full(Block Letters) | paste attested |
| 2. | Father's name | photograph |
| 3. | Permanent address | |
| 4. | Address for correspondence | |
| 5. | Date of Birth | |
| 6. | Whether you belong to SC/ST/OBC/XSM | |
| 7. | Educational and other qualifications
(attach photocopies of certificates) | |
| 8. | Detail of experience | |
| 9. | Any other relevant details. | |

(Signature)

Place
Date

Job Profile of the post of Caretaker

1. Taking the charge of the Gallery at 5.00 p.m. every day before closing of the Museum, perform night duty and handover the charge next day at 10.00 a.m. to the Security Officer/Security Assistant or any other designated officer/officials
2. Deputing of chowkidars/security guards on duty during night.
3. Keeping a constant vigil of the Gallery after office hours.
4. Deputing and supervising Safai-Karamchari for the cleaning of the Galleries.
5. Getting the office & the gallery closed after working hours.
6. Avail weekly off as decided by the Director, NGMA, New Delhi
7. Perform duty on all gazetted holidays and avail compensatory leave in lieu of these.
8. Any other duty assigned by the Director, NGMA, New Delhi.