

NATIONAL GALLERY OF MODERN ART, MUMBAI  
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 (M) in the proper implementation of its policies and programmes.
2.	Job Profile	<ul style="list-style-type: none"> <li>- To act as overall security and surveillance incharge of NGMA (M) premises and its building and assets.</li> <li>-To identify protection goals, objectives and metrics consistent with the strategic security needs of the organization</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, intrusion alarm system, CCTV 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> <li>-To maintain excellent co-ordination and relationship with police and civic agencies.</li> <li>-Keeping vigil and ensuring only duly authorized materials are allowed in and out of the premises.</li> <li>- Preparation of duty roster 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 housekeeping 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 securitized environment thereon.</li> <li>-To ensure security personnel are in proper uniform and perform assigned duties scrupulously.</li> </ul> <p>Any other task assigned by the Director, NGMA depending on exigencies of work.</p>
3.	Duty, station and timing	NGMA Mumbai, Functions 6 days a week from 11.am to 6.00 pm <b>WEEKLY OFF ON MONDAY.</b>
4.	Estimated duration of contract	6 months or till the regular appointment against the post is made whichever is earlier.
5.	Remuneration	Rs. 22,000/- p.m. all inclusive, subject to deduction of tax at source as per rules.
6.	Qualification	Degree of a recognized University with a recognized Diploma in Fire Fighting, Security and House Keeping services.
7.	Experience	Retired Officers form Para Military Forces / Armed Force at the level of JCO or above with at least 8 years experience in security & housing keeping of large units / organizations knowledge of Computer essential.
8.	Supervisor	Shall report to Keeper NGMA (M)

