# 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

- To act as overall security and surveillance incharge of NGMA (M) premises and its building and assets.
  - To identify protection goals, objectives and metrics consistent with the strategic security needs of the organization
  - 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, intrusion alarm system, CCTV 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 co-ordination and relationship with police and civic agencies.
  - Keeping vigil and ensuring only duly authorized materials are allowed in and out of the premises.
  - Preparation of duty roster 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 housekeeping and sanitary services are in place at the gallery and its surroundings.
  - Responsible for day to day opening and closing of gallery and maintaining securitized environment thereon.
  - To ensure security personnel are in proper uniform and perform assigned duties scrupulously.
  - Any other task assigned by the Director, NGMA depending on exigencies of work.

## 3. Duty, station and timing

NGMA Mumbai, Functions 6 days a week from 11.am to 6.00 pm **WEEKLY OFF ON MONDAY.**

## 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)