

NATIONAL GALLERY OF MODERN ART, MUMBAI

Terms of reference for the post of Assistant Library & Information Officer

1.	Purpose of Assignment	- To provide necessary assistance to the Director, Deputy Curators in the proper implementation of policies and programmes.
2.	Job Profile	<ul style="list-style-type: none"> - Cataloguing , preservation & restoration of Books/ Documents/ Films, -Documentation of all records related to library. - Supervision over cataloguers, Junior members of staff in all work relating to Library. -Data entry, maintenance and co-ordination of Computer records. -To provide necessary assistance to Deputy Curators and Director during setting up of exhibitions. -To prepare information pamphlets about NGMA(M) and various exhibitions. -To establish rapport with Print and Electronic Media people or Representatives for wide publicity of NGMA Programmes. -To prepare press release of various programmes and activities.
3.	Duty, station and timing	NGMA Mumbai, Functions 6 days a week from 11.am to 6.00 pm
4.	Estimated duration of contract	6 months or till the regular appointment against the post is made whichever is earlier.
5.	Remuneration	Rs. 22000 p.m. all inclusive, subject to deduction of tax at source as per rules.
6.	Qualification	Bachelor's Degree in Library and Information Science, Diploma in Librarianship after graduation.
7.	Experience	One year relevant experience
8.	Supervisor	Shall report to Keeper NGMA (M)