

**National Gallery of Modern Art, Bengaluru**  
**Manikyavelu Mansion, #49, Palace Road, Bangalore-560 052**  
**Telefax: 080-22201027, Telephone: 080-22342338, Email:ngmabengaluru@gmail.com**  
**(A subordinate office of Ministry of Culture)**

No. NGMA/BLR/176/2019-20/ **9798**

Dated: **24<sup>th</sup>** June 2019

**Notification**

The National Gallery of Modern Art, Bangalore, a subordinate office of the Ministry of Culture, Government of India, invites applications for filling up of each the following post on full time contractual basis initially for a period of one year or till regular appointments against these posts are made, whichever is earlier. The said period of one year may otherwise also be curtailed at the discretion of the competent authority.

**1. Administrative Officer cum Manager Finance (Assistant Director Admin & Finance).** **(01 post)**

Qualification & experience: The candidate should have a Bachelor's Degree from a recognized University, with a minimum of 5 years' experience of having dealt with all matters relating to administrative, establishment and finance function in Central Govt. Department.

Candidates who are a Retired Central Government Officer of the level of Under Secretary or equivalent to GOI, 7<sup>th</sup> CPC pay matrix level 11 and above.

Remuneration: Rs.40,000/- per month

**2. Accounts Officer.** **(01 post)**

Qualification & experience: Should have a Bachelor's Degree from a recognized University, with a minimum of 5 years' experience of having dealt with all matters relating to Accounts/Budget/Audit/administrative/ establishment and finance function in Central Govt. Department.

Candidates who are a Retired Central Government Officer of the level of Sr. Audit/Accounts Officer to GOI, 7<sup>th</sup> CPC pay matrix level 08 and above.

Remuneration: Rs. 35,000/- per month

**3. Security Officer** **(01 post)**

Qualification & experience: Should be an ex-army/Navy/Air Force of the rank not less than 'Subedar' or equivalent with a minimum of 3 years' experience in supervising the Security, Surveillance & Vandal prevention of a large organization and should have 'Education Certificate Degree' or equivalent of the respective service organization.

Remuneration : Rs. 25,000/-

**4. Assistant Curator** **(02 posts)**

Qualification & experience: M.A. in Fine Arts/Art History from a recognized University with one year's experience in curatorial projects or experience in writing scholarly papers. The candidate must be computer literate and should be good in use of applications/ software's like MS Word, Excel and PPT and Coral Draw.

Remuneration: Rs. 25,000/- per month.

**5. Technician and Projectionist cum Photographer (Technical Assistant)** **(01 post)**

Qualification and Experience: Should be higher secondary pass. Four years' experience in the operation of audio video equipment with a reputed organization. He should also be well versant with use of computers in MS word, excel and Photoshop, PPT and coral draw. Should be conversant in running programs and film shows at auditorium.

Remuneration: Rs. 20,000/- per month.

6. **Curatorial Assistant (Care Taker)** (01 post)

Qualification & experience: SSLC pass with a minimum of 3 years' experience as Caretaker/Assistant Caretaker in a large or medium sized organization. The candidate should be sincere, honest and hard- working and ready to perform his duties during evening/night hours with the stay facilities as available in the NGMA complex.

Remuneration: Rs. 20,000/- per month.

Eligible candidates may apply in the prescribed format along with attested copies of certificates of essential qualification and experience to the Director, National Gallery of Modern Art, #49, Manikyavelu Mansion, Palace Road, Bangalore – 52 clearly indicating the post applied for on the envelope within 21 days of the publication of this advertisement. Applications received incomplete or after due date, will not be entertained. The remuneration indicated above is subject to deduction of tax at source as per rules.

The details of essential qualifications, experience and the job profile etc. are available on the NGMA Bengaluru website [http://ngmaindia.gov.in/ngma\\_bangaluru\\_vacancies.asp](http://ngmaindia.gov.in/ngma_bangaluru_vacancies.asp) Eligible candidates should send their applications in the prescribed format to the Director, National Gallery of Modern Art, # 49, Manikyavelu Mansion, Palace Road, Bangalore - 560052 clearly indicating the post applied for on the envelope within 20 days of the publication of this advertisement. Applications received incomplete or after due date, will not be entertained. Only shortlisted candidates will be called for interview. Canvassing in any form will be a disqualification.



Mrs. Nazneen Banu

**DIRECTOR, NGMA Bengaluru**

Director  
National Gallery of Modern Art  
Manikyavelu Mansion,  
# 49, Palace Road,  
Bangalore - 560 052.



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Photograph

**FORMAT OF APPLICATION**

1.	Post Applied for		
2.	Name of the Candidate (Sh./Mrs./Km./Dr.)		
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 No./ E-Mail		Mobile :  Landline :  E-Mail
9.	Designation of the post last held or retired with name/address of the office where working.		
10.	In case of retired persons indicate date of Retirement (Attach a copy of the P.P.O.)		
11.	Qualification		
	Academic		
	Professional		
	Knowledge of Computer Operation		
12.	Experience (in detail)		

13. Indicate two references who can vouch your credentials		
14. Any other information relevant to your candidature		
15. Details of Enclosures		

Place:

Date:

Signature of Candidate



**National Gallery of Modern Art, Bengaluru**

**Terms of reference for the post of Administrative Officer cum Manager Finance**

1	Purpose of assignment	:	The role of the Administrative Officer cum Manager Finance is to act as a middle level management officer for all matters of administration, security house-keeping, managing outsourcing _ services, supervision and control of officers and staff of NGMA Bengaluru including overall supervision & control on all matters of finance and accounting. He will also assist the Director in performing various functions of the NGMA Bengaluru on matters of organizing the art events, holding exhibitions, public programmes, managing the physical infrastructure and other related amenities.
2	Job Profile	:	<ul style="list-style-type: none"><li>• To plan, organize and manage the internal administrative and financial functions of the NGMA.</li><li>• To implement, oversee and ensure appropriate security, surveillance and vigilance system in NGMA.</li><li>• To provide sound financial advice to the Director NGMA.</li><li>• Ensure timely submission of reports/returns as required and as may be prescribed.</li><li>• To participate in the overall formulation of goals and plans of the organization.</li><li>• To plan, coordinate and manage Recruitment, Promotions and give advice to the Director NGMA on all administrative and establishment matters.</li><li>• Any other task assigned by Director (NGMA) in the interest of the organization.</li></ul>
3	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 5 days a week from 9:30 am to 6.00 p.m
4	Supervisor	:	Has to report to Director NGMA Bengaluru.
5	Estimated duration of contract	:	One year or till regular appointment against the post is made, whichever is earlier. The period of one year may otherwise also be curtailed at the discretion of the competent authority.
6	Remuneration	:	Monthly consolidated remuneration of Rs.40,000/- subject to condition that pension drawn plus dearness relief and remuneration payable shall not exceed the quantum of last pay drawn. Income tax or any other tax will be deducted at source as per Govt. instructions.
7	Essential Qualification	:	A Bachelor's Degree from a recognized University. Minimum 5 years' experience of having dealt with all matters relating to administrative establishment and finance function. Desirable: Master of Commerce or Master of Arts (Economics) or MBA or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant.
8	Experience	:	Retired Central Government Officers of the level of Under Secretary or equivalent to GOI 7 <sup>th</sup> CPC pay matrix level 11 and above. The officer should be sufficiently experienced in dealing with matters of Administration & Finance with adequate computer skills.



Mrs. Nazneen Banu  
**DIRECTOR, NGMA Bengaluru**

National Gallery of Modern Art, Bengaluru			
Terms of reference for the post of Accounts Officer			
1	Purpose of assignment	:	The role of the Accounts Officer for all matters of Accounts, finance, Budget, Administration, security house- keeping, managing outsourcing services, including overall supervision & control on all matters of finance and accounting. He will also assist the Director in performing various functions of the NGMA Bengaluru on matters of organizing the art events, holding exhibitions, public programmes, managing the physical infrastructure and other related amenities.
2	Job Profile	:	<ul style="list-style-type: none"> <li>To plan, organize and manage the internal accounting and financial functions of the NGMA.</li> <li>Ensure timely submission of reports/returns as required and as may be prescribed.</li> <li>To participate in the overall formulation of goals and plans of the organization.</li> <li>To plan, coordinate and manage and give advice to the AO (MF)/Director NGMA on all administrative and establishment matters.</li> <li>Any other task assigned by Director (NGMA) in the interest of the organization.</li> </ul>
3	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 5 days a week from 9:30 am to 6.00 p.m
4	Supervisor	:	Has to report to Director NGMA Bengaluru.
5	Estimated duration of contract	:	One year or till regular appointment against the post is contract made, whichever is earlier. The period of one year may otherwise also be curtailed at the discretion of the competent authority.
6	Remuneration	:	Monthly consolidated remuneration of Rs.35,000/- subject to condition that pension drawn plus dearness relief and remuneration payable shall not exceed the quantum of last pay drawn. Income tax or any other tax will be deducted at source as per Govt. instructions.
7	Essential Qualification	:	A Bachelor's Degree from a recognized University. Minimum 5 years' experience of having dealt with all matters relating to Accounts/Audit/administrative establishment/Budget and finance function. Desirable: Master of Commerce or Master of Arts (Economics) or MBA or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant.
8	Experience	:	Retired Central Government Officers of the level of Sr. Audit/Accounts Officer to GOI 7 <sup>th</sup> CPC pay matrix level 08 and above. The officer should be sufficiently experienced in dealing with matters of Accounts/Budget/Audit/ administrative/establishment and finance function in Central Govt. Department with adequate computer skills.

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Mrs. Nazneen Banu  
DIRECTOR, NGMA Bengaluru



## National Gallery of Modern Art, Bengaluru

### Terms of reference for the post of Security officer

1	Purpose of assignment	:	The role of the Security Officer is to supervise and monitor the over all security, surveillance and vandal prevention of National Gallery of Modern Art, Complex at 49, Palace Road, Bangalore— 560 052 comprising of land and buildings spread over 3.51 acres area in all aspects of security of the museum. The Security officer will be solely responsible for the security of the National Gallery of Modern Art Bengaluru and will be reporting to Curator/Director NGMA, Bengaluru.
2	Job Profile	:	<ul style="list-style-type: none"> <li>○ Ensuring that all security related systems such as access controlled doors, electric gadgets etc. are functioning properly at all times.</li> <li>○ Checking of all gate-in and gate-out registers of security guards, house-keeping personnel, CPWD personnel and others and putting up monthly reports to the Administrative Officer and the Director. Maintaining strict surveillance for the safety and security of the NGMA complex.</li> <li>○ Monitoring the presence and providing of vigilant service by all the security guards, gallery attendants and other police personnel in the complex including daily checking of attendance registers for all the eight hourly shifts.</li> <li>○ Close monitoring of CCTV footage and submitting reports thereof on every WEDNESDAY to the Curator/Administrative</li> <li>○ Conducting surprise checks under the directions of the Curator/Administrative Officer/Director and putting up reports thereof forthwith.</li> <li>○ Ensuring disciplined behaviour by security guards and other engaged personnel and educating them on mannerly behaviour with all, particularly with the visitors.</li> <li>○ Ensuring that the galleries are opened and closed by the Care-Taker in his presence and/or the Director, NGMA Bengaluru.</li> <li>○ Ensuring that the galleries are not opened at any time unauthorizedly and beyond the fixed timings.</li> <li>○ Ensuring that no material or object is moved out without gate-out pass and moved in without gate-in pass.</li> <li>○ Reporting immediately any matter or untoward incident relating to the security of the complex.</li> <li>○ Issuing approved list of do's and don'ts for the gallery security guards/attendants and enforcing it.</li> <li>○ Doing the liaison/coordination for all firefighting drills as and when undertaken in the complex.</li> <li>○ Training the security staff as well as gallery attendants to quickly react to emergency situations.</li> <li>○ Arranging special security support during special events like exhibitions and VIP visits as well as during performances in the auditorium and outside spaces beyond normal closing hours as per the directions of the Director/Administrative Officer and Director.</li> <li>○ Ensuring that the vehicles are parked at the parking slots and in an orderly manner.</li> <li>● Any other work as may be entrusted by the Director/Administrative Officer and Director</li> </ul>
3	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 11:00 am to 6.30 p.m from Tuesday to Friday and 11.00am to 8.00pm on Saturday & Sunday.
4	Supervisor	:	Has to report to Curator/ Director NGMA Bengaluru.
5	Estimated	:	One year or till regular appointment against the post is contract made,

	duration of contract		whichever is earlier. The period of one year may otherwise also be curtailed at the discretion of the competent authority.
6	Remuneration	:	Monthly consolidated remuneration of Rs.25,000/- subject to condition that pension drawn plus dearness relief and remuneration payable shall not exceed the quantum of last pay drawn. Income tax or any other tax will be deducted at source as per Govt. instructions.
7	Essential Qualification	:	The candidate should have 'Education Certificate Degree' or equivalent of the respective service organization.
8	Experience	:	Should be an ex-army/Navy/Air Force of the rank not less than 'Subedar' or equivalent with a minimum of 3 years' experience in supervising the Security , Surveillance & Vandal prevention of a large organization

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Mrs. Nazneen Banu  
**DIRECTOR, NGMA Bengaluru**



**National Gallery of Modern Art, Bengaluru**

**Terms of reference for the post of Assistant Curator**

1	Purpose of assignment	:	The role of the Assistant Curator is to Assist Curator & Deputy Curator in their day to day activities of the gallery. The assistant curator is required to organize exhibitions & auditorium programmes, gallery walks etc. He/she will be required for custody of permanent/temporary collection of art works, they are condition and informing them to curators and will be reporting to Curator/Director NGMA, Bengaluru.
2	Job Profile	:	<ul style="list-style-type: none"> <li>• Walk through and inspect the galleries every morning and evening.</li> <li>• Provide written information on the individual artists and their works in the form of gallery catalogues.</li> <li>• Arrange gallery talks by themselves and by outside speakers.</li> <li>• Rearrange displays periodically after discussion with the Director and add wall texts.</li> <li>• Maintaining accession records of the collected art objects.</li> <li>• To keep a constant watch on the conditions of the art objects on display or stored in the reserve collection of the galleries and report immediately any signs of damage or deterioration to the Administrative Officer and the Director.</li> <li>• Check security of the art objects in the galleries of NGMA and make immediate report of any untoward incident.</li> <li>• Take school tours</li> <li>• Conduct workshops for art teachers</li> <li>• Write and design the quarterly e-newsletter</li> <li>• Creative activities like treasure hunt cards for required age groups</li> <li>• Visit exhibitions in the city and submit reports</li> <li>• Train gallery attendants about art and how to take care of art works and supervise their work.</li> <li>• Examine art works regularly.</li> <li>• Keep a record of the temperature and humidity readings.</li> <li>• Coordinate with guest curators.</li> <li>• Open field- planning, assist in selection</li> <li>• In Focus (inside curation) – Conception and matter.</li> <li>• Brochure – matter</li> <li>• Special guided tours every month</li> <li>• Other project like Teachers' Foundation and landscape architecture</li> <li>• Any other work entrusted by the Curator/ Director.</li> </ul>
3	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 11:00 am to 6.30 p.m from Tuesday to Friday and 11.00am to 8.00pm on Saturday & Sunday.
4	Supervisor	:	Has to report to Curator/ Director NGMA Bengaluru.
5	Estimated duration of contract	:	One year or till regular appointment against the post is contract made, whichever is earlier. The period of one year may otherwise also be curtailed at the discretion of the competent authority.
6	Remuneration	:	Monthly consolidated remuneration of Rs.25,000/- subject to condition that pension drawn plus dearness relief and remuneration payable shall not exceed the quantum of last pay drawn. Income tax or any other tax will be deducted at source as per Govt. instructions.
7	Essential Qualification	:	M.A. in Fine Arts/Art History from a recognized University
8	Experience	:	One year's experience in curatorial projects or experience in writing scholarly papers. The candidate must be computer literate and should be good in use of applications/ software's like MS Word, Excel and PPT and Coral Draw.

*Sd/-*

Mrs. Nazneen Banu

**DIRECTOR, NGMA Bengaluru**

National Gallery of Modern Art, Bengaluru			
Terms of reference for the post of Curatorial Assistant			
1	Purpose of assignment	:	<b>The Curatorial Assistant (Caretaker), NGMA Bengaluru</b> shall be generally in-charge and care taking of the whole National Gallery of Modern Art complex (Manikyavelu Mansion, 49, Palace Road, Bangalore – 560 052 comprising land and buildings spread over 3.51 acres area). <b>The Curatorial Assistant (Care Taker) is a residential caretaker</b> in charge of the whole premises including office buildings, galleries and all other Government properties in the premises to ensure that everything in the premises is secure and safe against theft, loss, damage or deterioration. He will also assist Curator/Director in their day to day activities.
2	Job Profile	:	<ul style="list-style-type: none"> <li>Ensuring that the galleries are opened and closed by him/her in the presence of the Security Officer and /or Curator, /Asstt. Curator NGMA Bengaluru or any authorized person.</li> <li>Reporting immediately any matter or defect(s) requiring repairs or attention or any matter relating to the smooth functioning of the NGMA.</li> <li>Supervising and ensuring proper cleanliness of the complex viz all floor areas, terraces, toilets, lawns and other open spaces.</li> <li>Supervising proper maintenance of garden including lawns, water storage tanks, mirror pool etc.</li> <li>Monitoring the presence and vigilant duty by all the security guards and presence of all police personnel put on duty in the complex including checking of attendance registers during night shifts.</li> <li>Ensuring that all office clocks are functional indicating correct time.</li> <li>Attending to queries of housekeeping persons, security guards relating to payment of wages or any other queries relating to their welfare.</li> <li>Working in full coordination with Security Officer for any arrangements for firefighting in the complex.</li> <li>Personal charge of the rooms of Principal Officers of the Office including the keys thereof.</li> <li>Monitoring the maintenance of duty registers of security guards in coordination with the Security Officer.</li> <li>Supervising the opening/closing of windows, doors and locking arrangements of rooms, lavatories etc., putting off of lights and fans, AC's before and after office hours.</li> <li>Such other items of work as may be entrusted to him from time to time by Administrative Officer/Director.</li> </ul>
3	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 11:00 am to 6.30 p.m from Tuesday to Friday and 11.00am to 8.00pm on Saturday & Sunday.
4	Supervisor	:	Has to report to Curator/ Director NGMA Bengaluru.
5	Estimated duration of contract	:	One year or till regular appointment against the post is contract made, whichever is earlier. The period of one year may otherwise also be curtailed at the discretion of the competent authority.
6	Remuneration	:	Monthly consolidated remuneration of Rs.20,000/- subject to condition that pension drawn plus dearness relief and remuneration payable shall not exceed the quantum of last pay drawn. Income tax or any other tax will be deducted at source as per Govt. instructions.
7	Essential Qualification	:	SSLC pass with a minimum of 3 years' experience as Caretaker/Assistant Caretaker in a large or medium sized organization.
8	Experience	:	3 years' experience as Caretaker/Assistant Caretaker in a large or medium sized organization. The candidate should be sincere, honest and hard- working and ready to perform his duties during evening/night hours with the stay facilities as available in the NGMA complex Coral Draw.

*Sd/-*

Mrs. Nazneen Banu  
DIRECTOR, NGMA Bengaluru



National Gallery of Modern Art, Bengaluru		
Terms of reference for the post of Technician and Projectionist cum Photographer		
1	Purpose of assignment	: The duties and responsibilities of the Technician and Projectionist cum Photographer shall be to perform all the work relating to the post as may be entrusted to him by the Director.
2	Job Profile	: The duties and responsibilities of the Technician and Projectionist cum Photographer shall be to :- <ul style="list-style-type: none"> <li>• . Running various programmes in the auditorium like film shows, art programmes etc.</li> <li>• Closely monitoring that the NGMA Auditorium is always kept in full functional mode including ensuring that all the equipment's for running the auditorium viz light and sound systems, LCD projector and other equipment's are functional.</li> <li>• Attending to work relating to holding of public events and exhibitions and other gallery related works for providing audio video facilities.</li> <li>• To attend to work relating to printing of various material, invitation cards etc. for various programmes.</li> </ul>
3	Duty, Station & Timings	: NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 11:00 am to 6.30 p.m from Tuesday to Friday and 11.00am to 8.00pm on Saturday & Sunday.
4	Supervisor	: Has to report to Curator/Administrative Officer/Director NGMA Bengaluru.
5	Estimated duration of contract	: One year or till regular appointment against the post is contract made, whichever is earlier. The period of one year may otherwise also be curtailed at the discretion of the competent authority.
6	Remuneration	: Monthly consolidated remuneration of Rs.20,000/- subject to condition that pension drawn plus dearness relief and remuneration payable shall not exceed the quantum of last pay drawn. Income tax or any other tax will be deducted at source as per Govt. instructions.
7	Essential Qualification	: Should be Higher secondary pass
8	Experience	: Four years' experience in the operation of audio video equipment with a reputed organization. He should also be well versant with use of computers in MS word, excel and internet.



Mrs. Nazneen Banu  
DIRECTOR, NGMA Bengaluru

