

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/C.Posts/176/2016-17/4935

Dated: 7th June, 2016

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 the following post on full time contractual basis initially for a period of six months extendable by six more months or till regular appointments against the post is made, whichever is earlier. The said period of six months may otherwise also be curtailed at the discretion of the competent authority.

Personal Secretary to Director

Should have a Degree in Science / Commerce / Arts from a recognized University. Should also have a shorthand speed of 120 words per minute and typing speed of 12000 KDPH and have 5 years' experience as personal secretary to the Head of a large Government/Private organization and have sufficient knowledge of computers and use of internet.

Retired Central Government Department/Central Autonomous body servants who has worked as such in the grade pay of Rs. 4,600/- is also eligible. Candidates should not be more than 62 years of age on the last date of receipt of applications. The details of essential qualifications, experience and the job profile etc. are available on the NGMA Bengaluru website http://ngmaindia.gov.in/ngma_bangaluru.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.

Sd/-
DIRECTOR,
NGMA Bengaluru

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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 with their contact details.	:	1. 2.
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 Personal Secretary to Director

1.	Purpose of assignment	:	The duties and responsibilities of the Personal Secretary to the Director, NGMA Bengaluru shall be to perform all his secretarial work as may be entrusted by the Director.
2.	Job Profile	:	The jobs shall include:- <ol style="list-style-type: none">1. Daily downloading of e-mails from the official e-mail addresses and putting them up to the Director.2. Browse web-site blogs/newspaper items relating to NGMA, Bengaluru and relating to arts and bring interesting news/ features to the notice of the Director.3. Put up dak received through postal dak or e-mails or coverages/complaints in the newspapers to the Director/Administrative Officer.4. Issue of e-invites and attending to the Dak as may be entrusted by the Director.5. Any other work as may be entrusted by the Director/Administrative Officer.
3.	Duty, Station & Timings	:	NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 9:45 am to 5.15 p.m
4.	Supervisor	:	Has to report to Administrative Officer/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 be further 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	:	Degree in Science / Commerce / Arts from a recognized University. He should also have a shorthand speed of 120 words per minute and typing speed of 12000 KDPH.

8.	Experience	:	Should have 5 years' experience as personal secretary to the Head of a large Government/Private organization and should have sufficient knowledge of computers and use of internet. Retired Central Government Department/Central Autonomous body servants who has worked as such in the grade pay of Rs. 4600 is also eligible.
9.	Age	:	Candidates should not be more than 62 years of age on the last date of receipt of applications.

Sd/-
DIRECTOR,
NGMA Bengaluru