

National Gallery of Modern Art, Bengaluru
Manikyavelu Mansion, #49, Palace Road, Bangalore-560 052
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(A subordinate office of Ministry of Culture)

No.NGMA/BLR/F.169/2015-16/4642

Date: 10th December 2015

NOTIFICATION

The National Gallery of Modern Art, Bengaluru, a subordinate office under the Ministry of Culture, Government of India, invites applications from eligible candidates for filling up one post of Security Officer on full time contractual basis up to end of **March 2016** which may be extended for another six months or till regular appointments are made, whichever is earlier. The eligibility criteria and other conditions of appointments are as under:-

Security Officer

- a) **Essential Qualification:** Should be an ex-army/Navy/Air Force personnel of the rank not less than Nb.Subedar or equivalent; Bachelor's Degree in any discipline of a recognised University; Diploma in security and fire fighting from a recognised institution; and five years experience in Central or State Police organizations or Para Military Forces or Armed Forces or Central Civil Defence Organizations or a large private sector organization.
- b) **Desirable:** Diploma or Certificate course in Security Management.
The candidate should be computer literate and should be capable of handling software's like MS Word & Excel.
- c) **Maximum age limit:** 58 years.

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

Eligible candidates may apply in the prescribed format along with the 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 30 days of the publication of this advertisement. Applications received incomplete or after due date, will not be entertained.

The details of essential qualifications, experience, the remuneration payable and the job profile are available on the NGMA Bengaluru website http://ngmaindia.gov.in/ngma_bangaluru.asp

Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification.

Only shortlisted candidates found suitable will be intimated and called for interview. No TA/DA will be paid for attending the interview. The date and time of interview will be intimated to eligible candidates through e-mail/post.

Sdxxx
DIRECTOR
National Gallery of Modern Art, Bengaluru

DUTIES AND RESPONSIBILITIES OF SECURITY OFFICER

The Security Officer will be responsible for supervising and monitoring the overall security and surveillance of the National Gallery of Modern Art complex at 49, Palace Road, Bangalore – 560 052 comprising of land and buildings spread over 3.51 acres area. His duties include:-

1. Officer/ Director in the prescribed format.
2. Ensuring that all security related systems such as access controlled doors, electric gadgets etc. are functioning properly at all times.
3. 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.
4. 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.
5. Close monitoring of CCTV footage and submitting reports thereof on every WEDNESDAY to the OSD/Administrative
6. Conducting surprise checks under the directions of the OSD/Administrative Officer/Director and putting up reports thereof forthwith.
7. Ensuring disciplined behaviour by security guards and other engaged personnel and educating them on mannerly behaviour with all, particularly with the visitors.
8. Ensuring that the galleries are opened and closed by the Care-Taker in his presence and/or the OSD, NGMA Bengaluru.
9. Ensuring that the galleries are not opened at any time unauthorizedly and beyond the fixed timings.
10. Ensuring that no material or object is moved out without gate-out pass and moved in without gate-in pass.
11. Reporting immediately any matter or untoward incident relating to the security of the complex.
12. Issuing approved list of do's and don'ts for the gallery security guards/attendants and enforcing it.
13. Doing the liaison/coordination for all firefighting drills as and when undertaken in the complex.
14. Training the security staff as well as gallery attendants to quickly react to emergency situations.
15. 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 OSD/Administrative Officer and Director.
16. Ensuring that the vehicles are parked at the parking slots and in an orderly manner.
17. Any other work as may be entrusted by the OSD/Administrative Officer and Director.

FORMAT			Recent Photograph
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 Nos. / Email,	:	Mobile : Landline : E-Mail :
9.	Whether retired Govt. Servant	:	
10.	If yes, indicate date of Retirement (Attach a copy of the P.P.O)	:	
11.	Qualification	:	
	Academic	:	
	Professional	:	
	Knowledge of Computer Operators	:	
12.	Experience (in detail)	:	
13.	Indicate two references who can vouch your credentials	:	1. 2.
14.	Any other information relevant to your candidature	:	
15.	Details of Enclosures	:	1. 2. 3.