

No. NGMA/BLR/C.Posts/Lib.&Tech /2014-15/ 3794

Dated 16th August 2014

Notice for engagement on temporary contract service

National Gallery of Modern Art, Bangalore, a subordinate office of the Ministry of Culture, invites applications for filling up one post each of Librarian and Technician and Projectionist cum Photographer on purely contractual basis.

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 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 - 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 intimated and called for interview.

Sd/-
(K.G.Kumar)
DIRECTOR
NGMA Bengaluru

FORMAT OF APPLICATIONRecent
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 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 Librarian

1.	Purpose of assignment	:	The Librarian shall be responsible for managing the Art Reference Library at NGMA Bengaluru.
2.	Job Profile	:	The duties and responsibilities of the Librarian shall be to:- 1. Maintain the inventory of all the books, magazines, journals, catalogues etc. 2. Process the purchase of new books, magazines, journals, catalogues etc. 3. Arrange holding of Library Committee meetings as and when due. 4. Maintain the inventory of film CDs/other CDs. 5. Document all paper cuttings relevant to the Museum. 6. Maintain all other records as are relevant to the running of the Library. 7. perform all the duties for the smooth running of the Art Reference Library at NGMA Bengaluru.
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 OSD/Administrative Officer/Director NGMA Bengaluru.
5.	Estimated duration of contract	:	Six months or till regular appointment against the post is made, whichever is earlier. The period of six months may be extended or curtailed at the discretion of the competent authority.
6.	Remuneration	:	Rs.18000 per month, all inclusive subject to deduction of tax at source as per rules.
7.	Essential Qualification	:	Bachelor's degree in Library Science.
8.	Experience	:	Should have worked as Librarian/Asstt. Librarian for at least five years in well recognized institute(s). Should also be well versant with use of computers in MS word, excel and internet.
9.	Age	:	Below 60 years as on the date of issue of this notification.

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<u>National Gallery of Modern Art, Bengaluru</u>			
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 :- 1. Running various programmes in the auditorium like film shows, art programmes etc. 2. Closely monitoring that the NGMA Auditorium is always kept in full functional mode including ensuring that all the equipments for running the auditorium viz light and sound systems, LCD projector and other equipments are functional. 3. Attending to work relating to holding of public events and exhibitions and other gallery related works for providing audio video facilities. 4. To attend to work relating to printing of various material, invitation cards etc. for various programmes.
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 or as may be fixed according to the events at the Auditorium or in the NGMA campus.
4.	Supervisor	:	Has to report to OSD/Administrative Officer/Director NGMA Bengaluru.
5.	Estimated duration of contract	:	Six months or till regular appointment against the post is made, whichever is earlier. The period of six months may be extended or curtailed at the discretion of the competent authority.
6.	Remuneration	:	Rs. 12000 per month, all inclusive subject to deduction of tax at source as per rules.
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.
9.	Age	:	Maximum age limit: 40 years as on the date of issue of this notification

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