

No. NGMA/BLR/C.Posts/Consultants/2014-15/ 3978

Dated 29th November 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 engaging Consultants on temporary service against one post of Deputy Curator and one post of Assistant Library and Information Officer.

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 APPLICATION		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 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

<u>National Gallery of Modern Art, Bengaluru</u>			
Terms of reference for the consultant against the post of Deputy Curator(Programmes)			
1.	Purpose of assignment	:	The duties and responsibilities of the Deputy Curator shall be to provide technical and professional support to Director, NGMA in the proper implementation of its policies and programmes.
2.	Job Profile	:	<p>The duties and responsibilities of the Deputy Curator shall be to:-</p> <ol style="list-style-type: none"> a) plan and execute exhibitions of NGMA within the country and abroad. b) To conceptualize and implement thematic exhibitions from the collection of NGMA. c) display of works of art in the permanent galleries and periodic rotation of art works from the reserve collections of NGMA d) formulate all education programmes and policies in consultation with the Curator/Director. e) deliver lectures on art appreciation to Art students and general public. f) organise seminars, workshops on art, art appreciation and art history etc. g) plan, develop and implement National and International Conferences on relevant issues on Art & Culture and organize events such as 'Meet the Artists and Book reading and release' events etc. h) organize and manage summer training camps, weekly Art Sketch Club classes for school students and children of various age groups. i) plan, develop and establish NGMA as a strong academic Centre for short term research programmes in specialised subjects such as contemporary art practices, Art History, Conservation & Restoration etc. and modular training capsules in the field drawing, painting and sculpting open to both students and general public. j) plan and organise film shows/festivals at the auditorium. k) interact with school authorities and arrange visits of student groups to the gallery. l) identify topics and prepare concept papers for various publications and write manuscripts for various publications. m) prepare designs and layouts for publication of catalogues, posters, pamphlets, colour reproductions, handbooks etc. n) attend to any other work as may be entrusted by the Director 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 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. 30000 per month all inclusive subject to deduction of tax at source as per rules.
7.	Essential Qualification	:	Should be Master's degree in Fine Arts or Art History & Criticism or Museology from a recognized University.
8.	Experience	:	Essential: At least three years' experience in organizing exhibitions or production and publication of books & journals on Indian Art or teaching Museology or History of Arts or Fine Arts in a large Museum/Gallery/Organization/Educational Institution. Desirable: a) Research experience supported by published works in the field of Art & Culture. b) Degree/Diploma/Certificate in any foreign language other than English from a recognized University/Institution.
9.	Age	:	Maximum age limit: 45 years as on the date of issue of this notification calling for applications. The age may be relaxed in exceptional cases on the recommendations of the Selection Committee.

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(K.G.Kumar)
DIRECTOR
NGMA Bengaluru

<u>National Gallery of Modern Art, Bengaluru</u>			
Terms of reference for the Consultant against the post of Assistant Library and Information Officer			
1.	Purpose of assignment	:	The Assistant Library and Information Officer shall be responsible for managing the Art Reference Library and carry on the functions of the Information Officer at NGMA Bengaluru.
2.	Job Profile	:	<p>The duties and responsibilities of the Assistant Library and Information Officer shall be to:-</p> <ol style="list-style-type: none"> a) Maintain the inventory of all the books, magazines, journals, catalogues etc. b) Process the purchase of new books, magazines, journals, catalogues etc. c) Arrange holding of Library Committee meetings as and when due. d) Maintain the inventory of film CDs/other CDs/DVDs. e) Maintain all other records as are relevant to the running of the Library. f) Initiate library activities like presentation of artist's works, book reading, discussions on art related subjects etc. g) Perform all the duties for the smooth running of the Art Reference Library as may be entrusted. h) Answering to general enquiries and replying to letters and telephone enquiries of public relating to NGMA Bengaluru. i) Providing face to face and telephone information on events, current exhibitions, Collections and other facilities at the NGMA. j) Document all newspaper cuttings relating to the activities of NGMA and other relevant information on art & culture. k) Keep the NGMA website, facebook etc updated. l) Organize press meets & prepare press kits for events/exhibitions. m) Prepare relevant reports of NGMA and put up to the concerned official. n) attend to any other work as may be entrusted by the Director 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.21000 per month, all inclusive subject to deduction of tax at source as per rules.
7.	Essential Qualification	:	Bachelor's degree in Library Science or Library and Information Science from a recognized University.
8.	Experience	:	Should have worked as Librarian/Asstt. Librarian for at least two years in well-recognized organization(s) /institute(s). Should also be well versant with use of computers in MS word, excel and internet.
9.	Age	:	Maximum age limit: 45 years as on the date of issue of this notification calling for applications.

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