

F No. 11005/2020/NGMA
Government of India
National Gallery of Modern Art
Jaipur House, New Delhi-110003

February 18,2021

Advertisement for Information Systems Manager and Systems Analyst

Applications in the prescribed format through e mail (in pdf format) from personal email ID at **jyoti.ngma@gov.in** (as per **Annexure**) are invited from willing and eligible aspirants for consideration for engagement of Information Systems Manager and Systems Analyst in the National Gallery of Modern Art, Jaipur House, New Delhi on short-term contract basis; as per details given below:-

i.	Name of Post and Number of vacancy	:	Information System Manager -- 1 No. System Analyst -- 2 Nos.
ii.	Period of Consultancy	:	The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements, appraisal of the performance and medical fitness of the individual.
iii.	Job assigned	:	<p style="text-align: center;"><u>Information System Manager</u></p> <p>Managing a team of staff including programmers, analysts and support specialists Evaluating the functionality of systems Consulting computer users to ascertain needs and to ensure that facilities meet user or project requirements Technical advice in selecting and purchasing appropriate hardware and software Technical advice in Managing IT budgets Ensuring software licensing laws are followed. Testing and modifying systems to ensure that they operate reliably. Providing user training, support, advice and feedback Keeping up to date with new technology Designing maintenance procedures and putting the Information Systems into operation including management of operations in the Auditorium, Preview Theatre and Conference Hall. Implementing and managing security or integrity of information technology and backup procedures and Scheduling upgrades Managing secure network access for remote users Maintenance of official websites of NGMA Web presence of NGMA onto various social networks. Design and development of Virtual Tours from the collection of NGMA. Design and development of event based Virtual Exhibition. Design, development and maintenance of Intranet and Internet and Implementation of requisite information security to the critical IT infrastructure.</p>

			<p>Digitization of Library. Manage Digitization Project of NGMA Digital presence through audio visual storyboard development during the exhibition setup. Overall digitization and office automation of NGMA. IT enabled support during exhibitions at NGMA. Conducting Virtual meetings and online training programmes from time to time. New initiatives incorporating Information Technology. Information Security of all computer systems, related applications, hardware and software used within NGMA System and Information Security support for all other branches of NGMA</p> <p>Any work assigned by the Competent Authority</p> <p style="text-align: center;"><u>System Analyst</u></p> <p>Primary responsibilities of the job is to assist Information Systems Manager in all the operations related to ITES (Information Technology Enabled Services) and to undertake any special IT related time bound projects from time to time. He should also be responsible for - Up keeping database related to digitization of NGMA Intranet Programming for development of Kiosk Liaison for the maintenance of Website. Prepare multimedia content Maintain all the social media platforms on a real time system. Up keeping Networking and Systems up and running. Designing maintenance procedures and putting the Information Systems into operation including management of operations in Auditorium, Preview Theatre and Conference Hall. Assist in the Technology Research</p> <p>Any work assigned by the Competent Authority.</p>
iv.	Job Location	:	<p>National Gallery of Modern Art Jaipur House, India Gate, New Delhi-110003</p>
v.	Eligibility Criteria	:	<p><u>For Information System Manager</u></p> <p>Master Degree in Computer Science from any recognised University along with certification in Cyber Security / Information Security Programmes.</p> <p>Person should have more than 10 years of working experience in the field of Information Technology with a team management capacity out of which at least 5 years' experience in dealing with Implementing and managing security or integrity of information technology and backup procedures and Scheduling upgrades, Managing secure network access for remote users, Maintenance of websites and web presence onto various social networks, Design and development of Virtual Tours, Design and development of event based Virtual Exhibition, Design, development and maintenance of Intranet and Internet and Implementation of requisite information security to the critical IT infrastructure, Digitization of Library, Digital presence</p>

			<p>through audio visual storyboard development during the exhibition setup, Overall digitization and office automation and IT enabled support during exhibitions, Conducting Virtual meetings and online training programmes from time to time. He / she must have the above exposure in an art museum of International repute of a State Govt. or Central Govt. art museum / gallery.</p> <p><u>For System Analyst</u></p> <p>The candidate must be having Bachelor's Degree in Computer Application or Any Bachelor's Degree with Diploma in Computer Application or Post Graduate Diploma in Computer Application or equivalent from any recognized University along with certification in PC maintenance.</p> <p>Person should have at least 5 years of working experience in the field of Information Technology out of which at least 3 years' experience in dealing with Intranet Programming (any platform) and should be thorough with Programming Logic and well versed with social media platforms. Expertise in Network Management including LAN, WiFi, Router, Switch, Biomatrices setup. Know-how in multimedia content development. Candidate must have an exposure of Design and development of Virtual Tours, Design, development and maintenance of Intranet and Internet and Digitization of Library, Overall digitization and office automation and IT enabled support during exhibitions, Conducting Virtual meetings and online training program from time to time. He / she must have the above exposure in an art museum of International repute of a State Govt. or Central Govt. art museum / gallery.</p>
vi.	Remuneration	:	<p>Information System Manager Rs.50,000/- System Analyst Rs.40,000/-</p>
viii.	Allowance	:	Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.
ix.	Travelling Allowance	:	The travelling allowance on tour, if any, shall be as per the entitlement.
xi.	Leave	:	<p>The Information System Manager and System Analyst shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro- rata basis, and the candidate will not draw any remuneration in case of his absence beyond 8 days in a calendar year.</p> <p>The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.</p>

xii.	Working Hours	:	The Information System Manager and System Analyst shall be required to observe the normal office timing and may also be called upon to attend on Saturday/ Sunday or any other holiday or to work from home in case of exigencies of work. They shall mark their attendance in AEBAS mandatorily (subject to orders issued in this regard by Ministry of Culture from time to time) failing which it may result in deduction of remuneration.
xiv.	Termination of Agreement	:	The Department may terminate the contract to which these terms apply if: The Candidate is unable to address the assigned work. Quality of the assigned work is not to the satisfaction of the Officer/Department. The Candidate is found lacking in honesty and integrity. The Government may also terminate the contract at any time without giving any notice and also without assigning any reason.
xv.	Terms of Contract	:	The engagement will be strictly contractual and will not confer any right for regular appointment in the Ministry/ organization including any allowance such as DA, transport facility, residential accommodation, etc. The contract can be terminated by either side at any time by giving one month's notice. The Government can terminate the contract immediately by giving one month's remuneration in lieu of notice period.
xvii.	How to Apply	:	Interested applicants may submit applications online as Proforma at Annexure at the following e-mail address:- jyoti.ngma@gov.in The last date for receipt of application is 08-03-2021.
xviii.	Selection Procedure	:	A Selection Committee will scrutinize the applications and short list the candidates based on merits. The short-listed candidates will be called for Interview or be interviewed through Video Conferencing as decided by NGMA. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained. This organization may cancel advertisement and decide not to proceed in the matter for engagement of Information Systems Manager and Systems Analyst, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

Encl : As above

(Dr. Jyoti Tokas)
Head of Office
Tel : 011-23386208
Email: jyoti.ngma@gov.in

ANNEXURE

Recent passport size photograph [with cross sign. by the applicant]

PROFORMA

Post Applied For :

1.	Name	:	
2.	Mother's/ Father's/ Husband's Name	:	
3.	Date of Birth	:	
4.	Address for Correspondence	:	
5.	Permanent Address	:	
6.	Contact Details: - Mobile/Tel. - E-mail ID	: :	
7.	Educational/ Qualification(s)	:	
8.	Total years of experience in the post applied for	:	

9.	Do you hold the eligibility criteria for the post applied?	:	
10.	Have you read information (terms and conditions etc.) mentioned in the vacancy-advertisement for the post carefully?	:	
11.	Are you agree with the conditions mentioned in the vacancy-advertisement for the post?		

12. Details of Experience in the relevant field:

Organization / Museum / Gallery	Post	Nature of Relevant Duties performed	Period (From.....To.....)	Remarks

13. Knowledge in working through e-office/VC

14. (i) Additional Information, if any (In support of suitability for the Post) and

(ii) List of enclosed documents in support of furnished information.

Date:

Place:

(Signature of Applicant)
Name of Applicant