

No. F. 110022/2014/NGMA
National Gallery of Modern Art
Government of India
Ministry of Culture

Jaipur House, New Delhi
August, 17th 2015

Subject: Filling up of three posts of Security Officer in National Gallery of Modern Art at New Delhi, Mumbai and Bengaluru under Ministry of Culture – regarding.

Applications are invited for appointment to the three posts of Security Officer, a General Central Services Group 'B' Gazetted Non-Ministerial post in Pay Band 2: Rs. 9300 – 34800/- plus Grade Pay of Rs.4600/- one each in National Gallery of Modern Art New Delhi, Mumbai and Bengaluru, Sub-ordinate offices under Ministry of Culture. Out of three posts, one post is to be filled up by Composite Method (deputation (including short term contract) plus promotion and two posts are to be filled up by deputation/re-employment of Armed Forces personnel. The candidate to be selected may be transferred and posted at any of the branches of NGMA at New Delhi, Mumbai and Bengaluru or at any other new branch to be opened in future in the exigency of work.

2. **Job Description**

The National Gallery of Modern Art, a premier museum of India under the Ministry of Culture with rich and exquisite collections of contemporary paintings, is seeking qualified candidates for the posts of Security Officer at New Delhi, Mumbai and Bengaluru. The incumbent will act as overall security and surveillance in-charge of NGMA premises; identify protection goals, objectives and metrics consistent with the strategic security needs of the organization; plan, develop and manage appropriate security policy, standards, guidelines and procedures to ensure foolproof maintenance of security; manage effective operation of access control system, video surveillance and ensure proper network protection; oversee and manage incident response planning as well as investigation of security breaches, disciplinary and legal matters associated with such breaches; ensure protection from fire and safety hazards; enforce rules and regulations related to security matters; maintain excellent coordination and relationship with police and civic agencies; keep vigil and ensure that only authorized materials are allowed in and out of the premises; prepare duty rosters of security assistant, caretaker, security guards etc.; ensure security and documentation of all movements of art objects in and out of the gallery; supervise and ensure adequate and proper Janitorial and Sanitary services are in place at the gallery and its surroundings; responsible for day to day opening and closing of gallery and maintaining securitized environment thereon; ensure that security personnel are in proper uniform and perform assigned duties scrupulously and any other tasks assigned by Director depending on exigencies of work.

3. **Eligibility**

Composite Method (deputation (including short term contract) plus promotion

Officers of the Central or State Police Organizations, Para Military Forces, Central Civil Defence Organizations, Armed Forces Personnel in the rank of Naib Subedar in

Indian Army or Junior Warrant Officer in Indian Air Force or Chief Petty Officer in Indian Navy :-

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9300-34800/- plus Grade pay of Rs. 4200/- or equivalent in the parent cadre or department; and
- b) Possessing the following educational qualifications and experience:-

Essential

- (i) Bachelor's Degree in any discipline of a recognized university;
- (ii) Diploma in security and fire fighting from a recognized institution; and
- (iii) Five years experience in security related functions in Central or State Police organizations or Para Military Forces or Armed Forces or Central Civil Defence Organizations or a large private sector organization.

Desirable

- (i) Diploma or Certificate course in Security Management.

Deputation/Re-employment for Armed Forces personnel.

Armed Forces personnel in the rank of Naib Subedar in Indian Army or Junior Warrant Officer in Indian Air Force or Chief Petty Officer in Indian Navy or equivalent in the Pay Band-2, Rs.9300-34800/- plus Grade Pay of Rs.4200/- who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputation shall also be considered and if selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis. (Re-employment up to the age of superannuation with reference to civil posts).

Note 1: Period of Deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 2: Maximum age limit for appointment on deputation shall not exceed **fifty six years** as on the closing date for receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January-2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

Note 4: Departmental Security Assistant in the Pay Band -1, Rs. 5200-20200/- plus Grade Pay of Rs. 2800/- with at-least eleven years regular service will also be considered along-with outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

4. Application, in duplicate, in the prescribed proforma placed below (Annexure) and complete up-to-date ACR dossiers of the Officers (for the last five years) who can be spared in the event of their selection alongwith vigilance clearance, integrity certificate, cadre clearance, major/minor penalty statement for the last ten years should reach the undersigned through proper channel within a period of 45 days from the date of publication of the advertisement in the Employment News. Applications received after the last date or otherwise found incomplete will not be considered and stand rejected.

(Prof. Rajeev Lochan)
Director
Tel. No. 23386111

Note: The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available on the website of National Gallery of Modern Art, New Delhi at www.ngmaindia.gov.in; National Gallery of Modern Art, and Ministry of Culture's website at www.indiaculture.nic.in.

Copy to:-

1. Ministry of Home Affairs/Ministry of Defence /Central Civil Defence Organizations/ Department of Govt. of India for further circulation of the vacancy among all the Attached/ Subordinate Offices under their control.
2. Chief Secretaries of all States/Union Territories.
3. Director, Employment News, West Block, R.K. Puram, New Delhi-110066.
4. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 with the request to telecast the vacancy in their Bulletins/News on Employment.
5. Director General, Akashwani (AIR), Akashwani Bhawan, Sansad Marg, New Delhi for dissemination in their Bulletins/ News on Employment.
6. The Director General (Resettlement Division), Ministry of Defence, West Block – IV, Wing-I, R.K. Puram New Delhi for wide publicity among eligible officers.
7. All attached/Subordinate Offices under the Ministry of Culture.
8. National Gallery of Modern Art, Mumbai – for uploading on the website.
9. National Gallery of Modern Art, Bengaluru – for uploading on the website.
10. Smt. Prerna Sharma, NIC, Ministry of Culture, New Delhi – for putting on Ministry of Culture's website.

BIO-DATA PROFORMA

1. Name of the applicant (In Block Letters) :
2. Date of Birth (In Christian era) :
3. Postal Address (with telephone No. & email address) :
4. Educational Qualifications :

Sl. No.	Essential	Desirable

5. Whether belongs to SC/ST
6. Present post & Scale of pay (including last drawn)
7. Details of Employment in chronological order.
Enclose a separate sheet duly authenticated by your signature , if the space below is insufficient.

Office/Institution/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment, i.e. ad-hoc or temporary or permanent
9. In case the present employment is held on deputation please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on Deputation/contract
 - (c) Name of the parent office/organization to which you belong
10. Additional details about present Employment.
Please state whether working under
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government undertakings
 - (e) Universities

11. Are you in revised scale of pay? If yes, give the date from which revision took place and also indicate the pre-revised scale
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
13. Location for which application is being made (NGMA, New Delhi or NGMA Mumbai or NGMA, Bengaluru)
14. Remarks, if any

Signature of the Candidate

Address.....
.....

Date

Forwarding Note by the Employer

It is certified that:

- (i) Information given in the above proforma is correct as per the service records of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier (duly attested each page by an Officer not below the rank of Under Secretary to the Government of India) for the last five years of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory on behalf of the employer)