

**No.A-110022/2020/NGMA**  
**National Gallery of Modern Art**  
**New Delhi**

**Subject: National Gallery of Modern Art (NGMA) Internship Scheme**

National Gallery of Modern Art (NGMA) is a subordinate office of Ministry of Culture with three branches at Delhi, Mumbai and Bangalore. NGMA is a National level Museum, dedicated to the Modern and contemporary Art with principal aims to acquire and preserve modern art from 1850 onwards and to present it to a global audience which will create an understanding and sensitivity towards a time that helped shape visual arts in India. The institution is also committed to promote contemporary Indian art in its various forms and organises many national & international exhibitions, public programs and activities. In order to execute all its policies and programs /activities, NGMA need to attract talent from the fields of **Arts & Collection Management, Exhibition Research, Exhibition Display & Design, Publication, Museum Education including Outreach, Arts conservations & Restorations, Art Reference Library, Information Technology & Mass media** etc.

This scheme seeks to engage students pursuing Graduate/Post Graduate Degrees or a Research Scholars as "Interns". These "Interns" shall be given exposure to various Divisions/Units within NGMA, New Delhi and would be expected to supplement the process of analysis within NGMA, New Delhi through empirical collection and collation of in-house and other academic inputs. For the "Interns the exposure to the functioning of the Art Institution may be add-on in furthering their future interests.

2. The interns may be given a stipend of Rs.5,000/- per month necessary to make the conveyance and other daily needs. It is neither a job nor a promise for job in the future.

<u>S.No.</u>	<u>Project</u>	<u>No. of Interns required</u>	<u>Qualification</u>
1.	To provide assistance for forthcoming exhibitions	4	Graduation in Bachelor of Fine Arts, Art or Museology or Bachelor degree in History of Arts
2.	To provide assistance in designing and developing including animation for e-publications of NGMA, New Delhi.	2	Graduation or Diploma in animation media publication or relevant field.
3.	To assist in the development of Customizable software applications	2	BCA / B.Tech (Information Technology / Computer Science) Completed 4th Semester with knowledge of exposure of Programming Language, Understanding of System Design / Architecture, Understanding of SDLC, Understanding of Database Structure, Multimedia ( Computer Graphics ) / Animation design.

### **1. Duration of Internship:**

- (a) The minimum duration of the Internship shall be at least three months, extendable up to six months, depending on the requirement of the NGMA and time the intern is willing to spend with the NGMA.
- (b) Interns not completing the requisite period may not be issued any certificate. Extension up to six months, in exceptional cases, may be granted to a case-to-case basis.

### **2. How to Apply:**

- (a) Interested and eligible students must send their applications, CV, areas of work interest along with two references in the prescribed application form (Annexure-I) to **ngma.delhi@gmail.com**. Applications must reach to this office latest by **10<sup>th</sup> January 2021**. These applications need to be sponsored by the Institution of the candidates who are seeking Internship. From time to time, NGMA may also put out notice on its website requesting Internship applications.

### **3. Selection:**

- (a) After the preliminary scrutiny regarding eligibility, the applications of shortlisted candidates will be placed before the committee constituted for selection.
- (b) Selection committee may conduct personal or telephonic interview, if required. No TA/DA shall be paid to candidates for attending the personal interview.

### **4. Evaluation, Feedback and Issue of Certificate of Completion:**

- (a) The project to be assigned should be of use and contribute to NGMA requirements.
- (b) Work plans and work schedules shall be developed by the supervisor and the interns shall invariably adhere to the same.
- (c) The interns will be required to submit a project report, complete in all respects, to his/her Supervisors, which shall be countersigned by the concerned Supervisor as acceptance of successful completion of Internship. On receiving this intimation from the Supervisor, Estt. Division shall issue a certificate of completion to the Intern. [Refer to Annexure-2: Format of Certificate of Completion of internship] The intern must return all records/ files etc., which may have been issued to him / her during his /her internship period. Estt. Division shall maintain complete record of all the interns who have undergone internship at NGMA.
- (d) The Intern can be asked their experiences working with NGMA including suggestion [Refer to Annexure-4: internship Feedback Form]

### **5. Termination of Internship:**

- (a) The NGMA may terminate engagement of intern at any point without giving any reason, as NGMA deems fit. NGMAs' decision shall be final in this regard. Intern can choose to leave the programme, if she/he so desires, giving prior notice of one week to the NGMA.
- (b) Upon termination /completion of period, the Intern must hand over to the NGMA, any papers, equipment or other assets which might have been given to the Intern by the NGMA in course of his work with the NGMA. This will include any badges or ID cards which may have been issued to the Intern.

### **6. Stipend and Logistics:**

Internship programme shall neither be an employment nor the assurance of any employment with the organisation. However, Intern shall be paid stipend as Rs.5,000/-per month (lump sum) by NGMA subject not getting any stipend from institute/college or any other institute. Interns shall not be provided any logistics such as computers etc. They have to carry their own laptops for their work.

## 7. Code of Conduct:

The Intern appointed by the NGMA shall observe the Code of Conduct of NGMA, which shall include but will not be limited to, the following:

- (a) The Intern shall follow the rules and regulations of the NGMA that are in general applicable to employees of the NGMA.
- (b) The Intern shall follow the confidentiality protocol of the NGMA and shall not reveal to any person or organization confidential information on the NGMA, its work and its policies.
- (c) Interns may, with the prior permission of the NGMA, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to the NGMA can not be revealed under any circumstances.
- (d) Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of the NGMA.
- (e) Interns will follow the advice given to them by the NGMA regarding representations to third parties.
- (f) In general, an Intern may not interact with or represent the NGMA vis-a-vis third parties. However, upon some Interns may specifically be authorized to interact with third parties on behalf of NGMA depending on the nature of their roles and reasonability.
- (g) No intern shall interact with or represent the NGMA to the Media(Print and Electronic)
- (h) Interns shall conduct themselves professionally in their relationship with the NGMA and the Public in general.
- (i) The intern should not include any confidential data in the project report without the prior consent of the Supervisor. Such confidential data should not be disseminated outside NGMA under any circumstances.
- (j) Interns will have to furnish a Declaration of Fidelity & Secrecy to the NGMA as per prescribed Performa (Refer Annexures 4).

Application to be sent to **ngma.delhi@gmail.com**

Last date of submission of Applications to this office **10<sup>th</sup> January 2021.**

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**Draft****PROFORMA FOR APPLICATION**

1. Name :	
2. Nationality :	
3. Address for correspondence	
4. Contact No. :	
5. E-mail address :	
6. Date of Birth :	
7. Educational Qualification (starting from Matriculation onwards)	
Sl.No Name of Board/University/ Institute Degree/ Examination Passed Period % or CGPA Subjects	
8. Course presently pursuing, the University/Institute and its duration :	
9. Period during which internship is required (Maximum 6 months) :	
10. Names of two References from the present Institute or the Institute(s) last attended :	
11. Extracurricular activities/interests:	
12. Projects taken, if any:	
13. Why do you want to join this internship (in brief not exceeding 100 words):	
I certify that the above information furnished by me is true to the best of my knowledge and belief.	
Place:	Date:
(Signature)	(Name)

**Authentication of particulars furnished above by the Institute/University**

This is to certify that the information furnished by Mr./Ms..... in the application form above is correct to the best of my knowledge.

Recommendations

(Signature and seal of authorised official)

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FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated:.....

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr./Ms. \_\_\_\_\_ a student of \_\_\_\_\_ has successfully completed his/her internship with National Gallery of Modern Art, New Delhi, Government of India from \_\_\_\_\_ to \_\_\_\_\_. During the period of internship he/she worked under \_\_\_\_\_ in the following areas.

- I.
- II.

2. He/She has shown special flair for \_\_\_\_\_ and his/her performance in preparation of the report has been rated as \_\_\_\_\_.

3 During the period of his/her internship programme he/she was punctual and hardworking.

4. I wish him/her every success in his/her life and career.

(\_\_\_\_\_)

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**Internship Feedback Form**

Name of Intern: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_ phone number: \_\_\_\_\_

Internship Supervisor name: \_\_\_\_\_

Period of internship: \_\_\_\_\_

<b>Questions</b>	Highly Dissatisfied	Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Highly Satisfied
How satisfied were you with the induction and placement process of your internship?					
Did the induction provide you with a clear understanding of NGMA?					
How satisfied were you with the support extended by the NGMA Administration/Curators?					
How would you rate the overall work environment?					
How satisfied were you with the support provided by your supervisor or project lead?					
How would you rate the quality of work or projects assigned to you?					
How would you rate the quality of feedback received from your project supervisor?					
How satisfied are you with your contributions towards your assigned project?					
How satisfied are you with the learning from your internship?					
Overall, how would you rate your internship experience?					

**Comments:**

**Suggestions:**

**Signature:**

**Date**

Draft format for Declaration Form

**Confidentiality Agreement/ declaration Form for Interns**

I son/daughter of.....R/O .....who is undergoing internship in national Gallery of Modern Art, Delhi for the period from ----- to ----- would abide by the code of conduct and rules of NGMA for Internship.

I understand that as intern, I may have access to database of the NGMA collection, Library, archives etc. that carry certain Intellectual /Cultural Property Rights. I agree not to use, copy, make notes regarding, remove, release, or disclose such Confidential Information, unless it is permitted by the NGMA.

I understand that Confidential Information is protected in every form, such as written records and correspondence, oral communications, and policies of NGMA and Ministry of Culture.

I agree that I would never represent NGMA to third party without permission. If I ever present any academic research, paper, presentation in seminar/ conference etc. that would include any information from NGMA. The same would be duly acknowledged or with caveat that the views are personal and do not represent or reflect the views of the NGMA and Ministry of Culture, India.

I agree that my obligations under this Agreement continue after my employment or my time as a volunteer/employee/intern ends.

I agree that, in the event I breach any provision of this Agreement, NGMA has the right to reprimand me or to suspend or terminate my employment or volunteer status with or without notice at their discretion, and that I may be subject to penalties or liabilities under laws.

(Signature)

Full Name