



No. F. A-41002/2016/NGMA

December 26, 2016

WALK-IN-INTERVIEW

Walk-in-Interview for the following positions will be held in the National Gallery of Modern Art, New Delhi, a subordinate office of the Ministry of Culture on the date and time mentioned against the posts.

All the posts are to be filled up on full time contractual basis initially for a period of one year. *The posts of Assistant Director (Administration & Finance) and Consultant (Administration) are meant for retired government officials of CSS cadre only (Deputy Secretary and above) and (Under Secretary and above) respectively.* Interested candidates may come for interview along with filled up application form, two passport size photographs and self-attested copies of testimonials. No travelling allowance will be paid for attending the interview.

S. No.	Name of the post	No. of Posts	Consolidated remuneration per month	Date & Time of interview
1.	Assistant Director (Administration & Finance) for retired Deputy Secretary and above	01	Rs. 40,000/-	05 January, 2017 11.00 a.m.
2.	Senior Photographer	01	Rs. 20,000/-	05 January, 2017 03.30 p.m.
3.	Consultant (Administration) for retired Under Secretary and above	01	Rs.30,000/-	06 January, 2017 01.30 a.m.

Maximum age limit is 62 years.

The services are purely on contractual basis for the aforesaid period. However, the services can be curtailed or terminated at any time if the performance is found unsatisfactory in any manner or for any other reason.

The details of essential qualifications, experience, duration of engagement and the job profile etc. are available on the Gallery's website www.ngmaindia.gov.in Eligible and interested candidates may visit the website.

DIRECTOR

The table below gives the qualifications, experience and monthly consolidated remuneration etc. of the posts on contract basis:-

Sl. No.	Name of post	No. of Posts	Qualifications and experience	Consolidated Monthly Remuneration
01.	Assistant Director (Administration & Finance)	01	<u>Essential</u> Degree of a recognised University.	Rs. 40,000/-
02.	Senior Photographer	01	<u>Essential:</u> Bachelor degree in Fine Arts with photography as a subject OR Graduate with Diploma in digital photography with atleast 3 years of proven experience in the field. <u>Desirable :</u> Professional photographer with 10 years proven experience in Digital photography. Excellent Computer skills and familiarity with Photoshop & other photography related software is a pre-requisite for all candidates.	Rs. 20,000/-
03.	Consultant (Administration)	01	<u>Essential:</u> Degree of a recognised University	Rs.30,000/-

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Assistant Director (Finance & Administration)

1.	Purpose of assignment	:	To provide financial advice / administrative support to Director General, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none">• To plan, organise and carryout the internal financial functions of NGMA.• To provide sound financial advice to the Director General, (NGMA).• Be responsible for all financial statements, budgeting and allocation of funds to lower formations / branches.• To plan and launch computerisation of all accounting and administrative functions.• To implement, oversee and ensure appropriate security, surveillance and vigilance system in NGMA.• To monitor effective management of Plan expenditure and recommend corrective measures to Director General, (NGMA) for management decision-making.• Be responsible for timely submission of reports/returns under the prescribed Management Information System.• To ensure efficient, cost effective administrative services such as Internal / external Communication systems, Procurement of stores and materials etc.• To participate in the overall formulation of goals and plans of the organisation.

			<ul style="list-style-type: none"> To plan, coordinate and implement effective HRD Management system viz. Recruitment & Promotion, Amendment to & formulation of Recruitment Rules, Training, Performance assessment, initiate actions for continuous performance improvement of existing staff etc. and advice Director General, (NGMA) on all administrative and establishment matters. To attend to Parliamentary matters, Hindi SalhakarSamiti and Progressive use of Hindi. Coordination with the Ministry, NGMA Branches and Civic agencies like NDMC, CPWD etc. and interact with local police, when necessary, on security matters. Any other task assigned by Director General (NGMA) in the interest of the organisation.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director General(NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 40,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	:	Degree in Science/ Commerce/Arts from a recognised University and PG Diploma in Personnel Management. Those possessing a Degree in Law will have an added advantage.
8.	Experience	:	Retired Central Government Officers of the level of Under Secretary & above with 10 years' experience in Administration & Finance with excellent writing and computer skills.
9.	Age Limit	:	62 years

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Senior Photographer

1.	Purpose of assignment	:	To provide technical and professional support to Director General, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none">• To attend to all photographic needs for digitisation and documentation of entire collection of NGMA. • Taking mandatory photographs of art works sent for restoration / conservation. • Photographic documentation of art works identified for special exhibitions. • Photographic coverage of NGMA functions. • To attend to photographic requirements for production of in-house Publications, requirements of research scholars / Art students / Art Publishers on payment at stipulated rates. • Preparation of photographic albums.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Curator (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 20,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	Bachelor degree in Fine Arts with photography as a subject OR Graduate with Diploma in digital photography with atleast 3 years of proven experience in the field OR professional photographer with 10 years proven experience in Digital photography. Excellent Computer skills and familiarity with Photoshop & other photography related software is a pre-requisite for all candidates.
8.	Maximum Age Limit	:	62 years

Terms of reference for the post of Consultant (Administration)

1.	Purpose of assignment	:	To provide administrative support to Assistant Director(A&F) , NGMA in the administrative matters
2.	Job Profile	:	<ul style="list-style-type: none">• To attend Establishment and Accounts works inter-alia of filling-up of vacancies (Regular and Contractual), framing / amendment of RRs, Revival / Abolition of Posts, DPC, MACP, preparation of replies to Audit- paras, Court cases, Disciplinary Proceedings, RTI, Parliament Question, Budget, Tenders etc. and any other task assigned by the Director, NGMA.• To plan, coordinate and implement effective HRD Management system viz. Recruitment & Promotion, Amendment to & formulation of Recruitment Rules, Training, Performance assessment, initiate actions for continuous performance improvement of existing staff etc. and advice Director General, (NGMA) on all administrative and establishment matters.• To attend to Parliamentary matters, Hindi Salhakar Samiti and Progressive use of Hindi.• Coordination with the Ministry, NGMA Branches and Civic agencies like NDMC, CPWD etc. and interact with local police, when necessary, on security matters.• Any other task assigned by Director General (NGMA) in the interest of the organisation.
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7.	Qualification	:	Degree in Science/ Commerce/Arts from a

			recognised University and PG Diploma in Personnel Management. Those possessing a Degree in Law will have an added advantage.
8.	Experience	:	Retired Central Government Officers of the level of Under Secretary & above with 10 years' experience in Administration & Finance with excellent writing and computer skills.
9.	Age Limit	:	62 years

FORMAT OF APPLICATION

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.	Permanent Address	:	
6.	Present Mailing Address	:	
7.	Contact Telephone Nos. / E-Mail	:	Mobile: Landline: E-Mail:
8.	Whether retired Govt. Servant of CSS cadre.	:	
9.	If yes, indicate date of Retirement (Attach a copy of the P.P.O.)		
10.	Qualification	:	
	Academic	:	
	Professional	:	
	Knowledge of Computer operatation	:	
12.	Experience (in detail)	:	
13.	Indicate two references who can vouch your credentials	:	1. 2.
14.	Any other information relevant to your candidature	:	
15.	Details of Enclosures	:	1. 2. 3.

Place:

Date:

Signature of Candidate