

Website Material

Notification

The National Gallery of Modern Art, New Delhi, a subordinate office of the Ministry of Culture, Government of India, Invites applications for filling up of each the following post on full time contractual basis initially for a period of one year or till regular appointments against these posts are made, whichever is earlier. The said period of one year may otherwise also be curtailed at the discretion of the competent authority.

1. Consultant (Administration) – 01 Post Remuneration Rs.40,000/- per month

Qualification & experience: The candidate should have a Bachelor's Degree from a recognized university with a minimum of 10 years' proven experience of having dealt with all matter relating to administration, establishment, legal matters, court cases and disciplinary cases.

Candidates should be a Retired Central Government Officer of the level of Under Secretary or equivalent to GOI. May be relaxed at the discretion of the selection committee in the case exceptionally qualified and experienced candidates in the field.

2. Deputy Curator– 03 Post Remuneration Rs.35,000/- per month

Qualification & experience: M.A. in Fine Arts/History of Art/Museology/Conservation from a recognized university with at least 3 years' proven experience in under taking major exhibition project.

3. Assistant Curator – 03 Posts Remuneration Rs.25,000/- per month

Qualification & experience: Master degree in Fine Arts/History of Art/Museology from a recognized university with at least 1 year proven experience in under taking major exhibition project.

4. Photographer – 01 Post Remuneration Rs.25,000/- per month

Qualification & experience: Bachelor degree in Fine Arts with Photography as a subject OR Graduate with Diploma in digital photography from a recognized university with at least 3 years' proven experience in the field OR professional photographer with 05 years proven experience in Digital photography. Excellent Computer skills and familiarity with Photoshop & other photography related software.

5. Hindi Translator – 01 Post Remuneration Rs.25,000/- per month

Qualification & experience: Master's Degree in Hindi with English as a subject at the Degree level, or in English with Hindi as an elective subject at the Degree level, and in any subject with Hindi and English as elective subject at the Degree level with 10 years proven experience in Hindi translation. Must be proficient in Computer (MS).

Eligible candidates may apply in the prescribed format along with copies of certificates of essential qualification and experience to the Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi-110003 clearly indicating the post applied for on the envelope within 21 days of the publication of this advertisement. Application received incomplete or after due date, will not be entertained. The remuneration indicated above is subject to deduction of tax at source as per rules.

The details of essential qualifications, experience and the job profile etc. are available on the NGMA, Delhi website <http://ngmaindia.gov.in/vacancies> . Eligible candidates should send their applications in the prescribed format to the Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi-110003 clearly indicating the post applied for on the envelope within 21 days of the publication of this advertisement. Application received incomplete or after due date, will not be entertained. Only shortlisted candidates will be called for interview.

DIRECTOR
NGMA, DELHI

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

Place:

Date:

Signature of Candidate

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Consultant (Administration)

1.	Purpose of assignment	:	To provide administrative advice and support to the administrative staff.
2.	Job Profile	:	<ul style="list-style-type: none">• Dealing of legal matters, disciplinary cases, RTIs and administrative matters.• Initiating the recruitment process through various agencies like surplus cell of DOP&T, Staff Selection Commission and UPSC etc.• 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 to Director General(NGMA) on all administrative and establishment matters.• Any other task assigned by Director General (NGMA) in the interest of the organisation.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 5 days a week from 9.30 am to 6.00 pm
4.	Supervisor	:	Will report to Director General(NGMA)
5.	Estimated duration of contract	:	1 year, 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 from a recognised University.
8.	Experience	:	Retired officials of the level of Under Secretary & above with 10 years' must be proficient in dealing of legal matters, disciplinary cases, RTIs and establishment matters. May be relaxed at the discretion of the selection committee in the case exceptionally qualified and experienced candidates in the field.

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Deputy Curator

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">• Responsible for planning and execution of exhibitions of NGMA within the country and abroad.• To conceptualise and implement thematic exhibitions from the collection of NGMA.• Display of works of art in the permanent galleries and periodic rotation of art works from the reserve collections of NGMA.• All work related to loaning of works of NGMA and receiving works of loan from private and public institutions for organising exhibitions.• Compiling, standardised packing and forwarding of art works for exhibitions in India and abroad.• To oversee the activities workshop, framing and mounting, erection of pedestals etc. for display of works.• To evaluate, estimate and procure material required for carpentry workshop.• Any other tasks assigned by the Director depending on exigencies of work.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 5 days a week from 9.30 am to 6.00 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. 35,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	M.A. in Fine Arts / History of Art / Museology/conservation with at least 3 years proven experience in undertaking major exhibition projects. Those done research work/published works would be given preference. Excellent writing and computer skills is a pre-requisite.
8.	Maximum Age Limit	:	45 years, relax able at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Assistant Curators

1.	Purpose of assignment	:	To provide technical and professional support to Curators / Director General (NGMA) in the proper implementation of the policies and programs of NGMA.
2.	Job Profile	:	The Assistant Curators will render technical and professional support to the Curator in their respective functional areas such as research and coordination, planning and implementation of the exhibition programs and organizing outreach and ancillary programs like Workshops ; seminars; lecturers; apart from other educational programs and all other activities incidental to day to day management of the Museum.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 5 days a week from 9.30 am to 6.00 pm
4.	Supervisor	:	Will report to Curator / Director (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 25,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification & Experience	:	M.A. in Fine Arts / History of Art / Museology with at least 1 year in the field. Excellent writing and computer skills is a must.
8.	Maximum Age Limit	:	45 years, relax able at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.

Terms of reference for the post of 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 5 days a week from 9.30 am to 6.00 pm
4.	Supervisor	:	Will report to Curator/Director (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 25,000/- 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 at least 3 years of proven experience in the field OR professional photographer with 05 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	:	45 years, relaxable at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.

Terms of reference for the post of Hindi Translator

1.	Purpose of assignment	:	To provide the support to the Administration/Director, NGMA in Hindi Translation and other allied work.
2.	Job Profile	:	Translation work from English to Hindi. Also has a responsibility to maintenance of data in respect of quarterly report, Half yearly report and annual report etc. to implementation of Raja Bhasa (Official Language) directions.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.30 am to 6.00 pm
4.	Supervisor	:	Will report to Director (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 25,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	:	Master's Degree in Hindi with English as a subject at the Degree level, or in English with Hindi as an elective subject at the Degree level, and in any subject with Hindi and English as elective subject at the Degree level.
8.	Experience	:	10 years proven experience in Hindi translation. Must be proficient in Computer (MS).

