

A-110014/2014/NGMA(AD)  
Government of India  
National Gallery of Modern Art  
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Jaipur House,  
New Delhi- 110 003.  
August 23, 2018.

Subject:- Filling up of 01 (One) post of **Assistant Director (Administration and Finance)** in National Gallery of Modern Art (NGMA), Bengaluru in PB-3, Rs.15,600 - 39,100 + Grade Pay of Rs.6600 (pre-revised) Revised to Pay Matrix Level-11, Rs.67,700 - 208700.

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Applications are invited for appointment to 01 (One) post of Assistant Director (Administration & Finance), a General Central Services Group 'A' Gazetted Ministerial post in PB-3, Rs.15,600 - 39,100 + Grade Pay of Rs.6600 (pre-revised) Revised to Pay Matrix Level- 11, Rs.67,700 - 208700 in National Gallery of Modern Art (NGMA), Bengaluru, a subordinate office under Ministry of Culture. The post is required to be filled up by Composite Method (Deputation (including short-term contract) plus promotion). The candidate selected is to be posted in the branch of NGMA, Bengaluru.

## 2. Job Description

The National Gallery of Modern Art (NGMA), a premier museum of India with a rich and exquisite collection of contemporary paintings, under the Ministry of Culture is seeking qualified candidates for the post of Assistant Director (Administration & Finance) at NGMA, Bengaluru. The incumbent will be responsible for all matters relating to administration, finance and vigilance, preparation of annual budget, allocation of funds to field units, monitoring and controlling of expenditure, all personal matters e.g. recruitment, promotion, amendment of recruitment rules, pension cases, clearance of audit objections/paras etc. He will also function as Drawing & Disbursing Officer.

## 3. Eligibility

Officers under the Central Government or State Governments or Union Territories or Autonomous bodies or Statutory Organisations or Recognised Research Institutions or Public Sector Undertakings or Universities or Semi-Governments

- 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-3, Rs.15,600-39,100/- with Grade Pay of Rs.5400/- or equivalent in the parent cadre or department; or
- iii) with six 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.4800/- or equivalent in the parent cadre or department; or
- iv) with seven 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 Rs.4600/- or equivalent in the parent cadre or department; and

- b) Possessing the following educational qualifications and experience:-

### Essential

- i) A Bachelor's Degree from a recognised University;

ii) Minimum five years of experience of having dealt with all matters relating to administrative, establishment and finance function.

Desirable

i) Master of Commerce or Master of Arts (Economics) or Master of Business Administration or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant.

Note 1: Period of Deputation (including short term contract ) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years.

Note 2: The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officers prior to the 1st January, 2016 /the date from which the revised pay structure based on the 7th Central Pay Commission 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 on Pay Scale and where this benefit will extend only for the post for which that Grade Pay or Pay Scale is the normal replacement grade without any up gradation.

Note 4: The departmental Administrative Officer in the pay band -2, Rs.9300-34800 plus Grade Pay of Rs.4600 with seven years regular service in the grade 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- I) and complete up-to-date ACR dossiers of the officers (last five years) who can be spared in the event of their selection along with 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 60 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.

  
(Ritu Sharma)

Director

Tele: 011-23386111

Note: The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available at NGMA's website [www.ngmaindia.gov.in](http://www.ngmaindia.gov.in).

Copy to:-

1. All Ministries/Departments of Govt. of India for further circulation of the vacancy among all the Attached/Subordinate Offices/Autonomous Bodies/public Sector Undertakings/ Universities/ Recognised Research Institutions/Semi-Government /Statutory Organisations under their control.
2. Chief Secretaries of all States/Union Territories.
3. Administrative Officer, NGMA, Jaipur House, New Delhi, for displaying it on the notice board of the Gallery and for uploading it on the NGMA's website.
4. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi- 110 001, 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/Autonomous Organisations under the Ministry of Culture.
8. Registrars of all Universities.
9. Director, Employment News, West Block, R.K. Puram, New Delhi- 110 066.

ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by <b>the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News. <b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-	

data) with reference to the post applied.

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) Highlighting experience required for the post applied for

\* Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8.Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9.In case the present employment is held on deputation/contract basis please state			
a)The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p><b>11.Additional details about present employment:</b> Please state whether working under</p>			

(indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be closed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
<b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the <b>professional</b>		

bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

**(Signature of the candidate)**

Address-----

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Date-----

#### **Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

#### **2. Also certified that;**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

**Countersigned**

**(Employer/ Cadre Controlling Authority with Seal**