

OFFICE MEMORANDUM

Subject: Filling up the post of Deputy Director (Administration and Finance), National Gallery of Modern Art, New Delhi under Ministry of Culture by Composite Method [Deputation (including short term contract) plus promotion] basis – reg.

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Applications are invited for appointment to the 01 post of Deputy Director (Administration and Finance), a General Central Services Group 'A' Gazetted Ministerial post in Pay band 3 : Rs. 15600-39100 + Grade pay of Rs. 7600/- (Pre-revised scale of Pay) (Revised to Pay Matrix level -12, Rs. 78800-209200) by Composite Method [Deputation (including short term contract) plus promotion] basis in National Gallery of Modern Art, New Delhi, a subordinate office under the Ministry of Culture.

2. Job Description

The National Gallery of Modern Art, a premier museum of India with a rich and exquisite collections of contemporary paintings, under the Ministry of Culture is seeking qualified candidates for the post of Deputy Director (Administration and Finance) at New Delhi. The incumbents will be responsible for all matters relating to administration, finance and vigilance, formation of annual budget, allocation of funds to field units, monitoring and controlling of expenditure, all personnel matters eg. Recruitment, promotion, amendment of recruitment rules, pension cases, clearance of audit objects/paras etc.

3. Eligibility

Officers under the Central Government or State Governments or Union territories or Autonomous bodies or Statutory Organizations or Recognized Research Institution or Public Sector Undertakings or Universities or Semi-Governments:-

a) (i) holding analogous post 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. 15600-39100 plus Grade Pay of Rs. 6600/- (Revised to Pay Matrix level-11, Rs. 67700-208700) or equivalent in the parent cadre or department; and

b) possessing the following educational qualifications and experience:-

Essential :

(i) A Bachelor degree from a recognised university; and
(ii) Minimum ten years' of experience having dealt with all matters relating to administrative, establishment, vigilance and finance function at Sectional head or Departmental head level.

Desirable:

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.

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Note 1: The 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, 2006/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 Assistant Director (Administration and Finance) in the Pay Band 3, Rs. 15600-39100/- plus Grade Pay Rs. 6600 /- (Revised to Pay Matrix level-11, Rs. 67700-208700) with five years regular service in the grade shall 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 enclosed prescribed proforma (Annexure) alongwith complete up-to-date ACR dossiers of the Officers (last five years duly attested on each page by an officer not below the rank of Under Secretary and above) who can be spared in the event of their selection 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. Certification by the forwarding authority at the end of the proforma may invariably be done certifying the correctness of the information submitted by the applicant together with conveying the vigilance clearance, certification regarding integrity and certification regarding non-imposition of the penalty upon the officer during the last 10 years.

5. The crucial date for determining the eligibility, experience, age etc. will be the last date prescribed for the receipt of the applications. The last date for receipt of the applications will be counted after excluding the first date of publication of the vacancy/post in the Employment News.

6. The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available on the website of the Ministry <http://www.indiaculture.nic.in> and NGMA's website www.ngmaindia.gov.in.



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To

1. All Ministries/Department of Govt. of India for further circulation of the vacancy among all the Attached / Subordinate Offices / Autonomous Bodies / Public Sector Undertakings / Universities / Recognized Research Institutions / Semi-Government / Statutory Organizations under their control.
2. Chief Secretaries of all States/Union Territories.
3. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 with the request to telecast the vacancy in their Bulletins / News on Employment.
4. Director General, Akashwani (AIR) Akashwani Bhawan, Sansad Marg, New Delhi for dissemination in their Bulletins / News on Employment.
5. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing-I, R.K. Puram New Delhi for wide publicity among eligible officers.
6. All Attached/Subordinate Offices/Autonomous Organizations under the Ministry of Culture.
7. National Gallery of Modern Art, Mumbai – for uploading on the website.
8. National Gallery of Modern Art, Bengaluru – for uploading on the website.
9. National Gallery of Modern Art, New Delhi – for uploading on the website.
10. Registrars of all Universities.
11. Director, Employment News, Soochna Bhavan, CGO Complex, New Delhi - 110003. NIC Cell, Ministry of Culture for uploading the notice on Ministry of Culture's website.

ANNEXURE

BIO-DATA/ CURRICULUM VITAE PROFORMA FOR THE POST OF DEPUTY
DIRECTOR (ADMINISTRATION & FINANCE) IN NATIONAL GALLERY OF
MODERN ART, NEW DELHI

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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification : A Bachelor degree from a recognised university	A) Qualification
B) Experience : Minimum ten years' of experience having dealt with all matters relating to administrative, establishment, vigilance and finance function at Sectional head or Departmental head level.	B) Experience
Desirable	Desirable
Master of Commerce or Master of Arts (Economics) or Master Business Administration or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant.	
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	

5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

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.

6.1 Note: 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

9.1 Note: 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.		
9.2 Note: Information under Column 9(c) & (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		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (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 enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.		

<p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non- Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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-----

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