

National Gallery of Modern Art, Bengaluru
(Subordinate office of the Ministry of Culture)
#49, Manikyavelu Mansion, Palace Road, Bangalore-5600 52
Telefax: 080-22201027, Telephone: 080-22342338, Email:ngmabenga1uru@gmail.com

No. NGMA/BLR/176/2020-21/10282

Dated: 18th February, 2021

Notification

The National Gallery of Modern Art, Bangalore, a subordinate office under the Ministry of Culture, Government of India, New Delhi invites applications from eligible candidates for filling up the following posts on full time contractual basis for a period of one year which may be extended for another six months or till regular appointments are made, whichever is earlier. The eligibility criteria and other conditions of appointments are as under:-

A) Administrative Officer cum Manager Finance (Assistant Director Admin & Finance). (01 post)

Qualification & experience: The candidate should have a Bachelor's Degree from a recognized University, with a minimum of 5 years' experience of having dealt with all matters relating to administrative, establishment and finance function in Central Govt. Department candidates who are Retired Central Government Officer of the level of Under Secretary or above to GOI, 7th CPC pay matrix level 11 and above.

Remuneration: as per DOPT orders prevailing at the time of Placement

B) Accounts Officer.(01 post)

Qualification & experience: Should have a Bachelor's Degree from a recognized University, with a minimum of 5 years' experience of having dealt with all matters relating to Accounts /Budget /Audit/ administrative/ establishment and finance function in Central Govt. Department. Candidates who are Retired Central Government Officer of the level of Sr. Audit/Accounts Officer to GOI, 7th CPC pay matrix level 08 and above.

Remuneration: as per DOPT orders prevailing at the time of Placement

C) Security Officer. (01 post)

Qualification & experience: Should be an ex-army/Navy/Air Force of the rank not less than 'Subedar' or equivalent with a minimum of 3 years' experience in supervising the Security, Surveillance & Vandal prevention of a large organization and should have 'Education Certificate Degree' or equivalent of the respective service organization.

Remuneration: as per DOPT orders prevailing at the time of Placement

Eligible candidates may apply in the prescribed format along with attested copies of certificates of essential qualification and experience to the Director, National Gallery of Modern Art, #49, Manikyavelu Mansion, Palace Road, Bangalore - 52 clearly indicating the post applied for on the

envelope within 21 days of the publication of this advertisement. The remuneration 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 Bengaluru website http://ngmaindia.gov.in/ngma_bangaluru_vacancies.asp Applications received incomplete or after due date, will not be entertained. Only shortlisted candidates will be called for interview. Canvassing in any form will be a disqualification. No TA will be paid for attending the interview.

Sd/-

Smt. Nazneen Banu,
DIRECTOR, NGMA Bengaluru

| National Gallery of Modern Art, Bengaluru | | | |
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| Terms of reference for the post of Administrative Officer cum Manager Finance | | | |
| 1 | Purpose of assignment | : | The role of the Administrative Officer cum Manager Finance is to act as a middle level management officer for all matters of administration, security house-keeping, managing outsourcing _ services, supervision and control of officers and staff of NGMA Bengaluru including overall supervision & control on all matters of finance and accounting. He will also assist the Director in performing various functions of the NGMA Bengaluru on matters of organizing the art events, holding exhibitions, public programmes, managing the physical infrastructure and other related amenities. |
| 2 | Job Profile | : | <ul style="list-style-type: none"> To plan, organize and manage the internal administrative and financial functions of the NGMA. To implement, oversee and ensure appropriate security, surveillance and vigilance system in NGMA. To provide sound financial advice to the Director NGMA. Ensure timely submission of reports/returns as required and as may be prescribed. To participate in the overall formulation of goals and plans of the organization. To plan, coordinate and manage Recruitment, Promotions and give advice to the Director NGMA on all administrative and establishment matters. Any other task assigned by Director (NGMA) in the interest of the organization. |
| 3 | Duty, Station & Timings | : | NGMA Bengaluru premises at Palace Road. NGMA functions 5 days a week from 9:30 am to 6.00 p.m |
| 4 | Supervisor | : | Has to report to Director NGMA Bengaluru. |
| 5 | Estimated duration of contract | : | One year or till regular appointment against the post is made, whichever is earlier. The period of one year may otherwise also be curtailed at the discretion of the competent authority. |
| 6 | Remuneration | : | Monthly consolidated remuneration would be as per the prevailing DOPT orders. Income tax or any other tax will be deducted at source as per Govt. instructions. |
| 7 | Essential Qualification | : | A Bachelor's Degree from a recognized University. Minimum 5 years' experience of having dealt with all matters relating to administrative establishment and finance function in Central Government offices. Desirable: Master of Commerce or Master of Arts (Economics) or MBA or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant. |
| 8 | Experience | : | Retired Central Government Officers of the level of Under Secretary or equivalent to GOI 7 th CPC pay matrix level 11 and above. The officer should be sufficiently experienced in dealing with matters of Administration & Finance with adequate computer skills. |

Sd/-

Mrs. Nazneen Banu

DIRECTOR, NGMA Bengaluru

| National Gallery of Modern Art, Bengaluru | | | |
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| Terms of reference for the post of Accounts Officer | | | |
| 1 | Purpose of assignment | : | The role of the Accounts Officer for all matters of Accounts, finance, Budget, Administration, security house- keeping, managing outsourcing services, including overall supervision & control on all matters of finance and accounting. He will also assist the Director in performing various functions of the NGMA Bengaluru on matters of organizing the art events, holding exhibitions, public programmes, managing the physical infrastructure and other related amenities. |
| 2 | Job Profile | : | <ul style="list-style-type: none"> To plan, organize and manage the internal accounting and financial functions of the NGMA. Ensure timely submission of reports/returns as required and as may be prescribed. To participate in the overall formulation of goals and plans of the organization. To plan, coordinate and manage and give advice to the AO (MF)/Director NGMA on all administrative and establishment matters. Any other task assigned by Director (NGMA) in the interest of the organization. |
| 3 | Duty, Station & Timings | : | NGMA Bengaluru premises at Palace Road. NGMA functions 5 days a week from 9:30 am to 6.00 p.m |
| 4 | Supervisor | : | Has to report to Director NGMA Bengaluru. |
| 5 | Estimated duration of contract | : | One year or till regular appointment against the post is contract made, whichever is earlier. The period of one year may otherwise also be curtailed at the discretion of the competent authority. |
| 6 | Remuneration | : | Monthly consolidated remuneration would be as per prevailing DOPT orders. Income tax or any other tax will be deducted at source as per Govt. instructions. |
| 7 | Essential Qualification | : | A Bachelor's Degree from a recognized University. Minimum 5 years' experience of having dealt with all matters relating to Accounts/Audit/administrative establishment/Budget and finance function. Desirable: Master of Commerce or Master of Arts (Economics) or MBA or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant. |
| 8 | Experience | : | Retired Central Government Officers of the level of Sr. Audit/Accounts Officer to GOI 7 th CPC pay matrix level 08 and above. The officer should be sufficiently experienced in dealing with matters of Accounts/Budget/Audit/ administrative/establishment and finance function in Central Govt. Department with adequate computer skills. |

Sd/-

Mrs. Nazneen Banu

DIRECTOR, NGMA Bengaluru

National Gallery of Modern Art, Bengaluru
Terms of reference for the post of Security officer

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| 1 | Purpose of assignment | : | The role of the Security Officer is to supervise and monitor the overall security, surveillance and vandal prevention of National Gallery of Modern Art, Complex at 49, Palace Road, Bangalore—560052 comprising of land and buildings spread over 3.51 acres area in all aspects of security of the museum. The Security officer will be solely responsible for the security of the National Gallery of Modern Art Bengaluru and will be reporting to Curator/Director NGMA, Bengaluru. |
| 2 | Job Profile | : | <ul style="list-style-type: none"> ○ Ensuring that all security related systems such as access controlled doors, electric gadgets etc. are functioning properly at all times. ○ Checking of all gate-in and gate-out registers of security guards, house-keeping personnel, CPWD personnel and others and putting up monthly reports to the Administrative Officer and the Director. Maintaining strict surveillance for the safety and security of the NGMA complex. ○ Monitoring the presence and providing of vigilant service by all the security guards, gallery attendants and other police personnel in the complex including daily checking of attendance registers for all the eight hourly shifts. ○ Close monitoring of CCTV footage and submitting reports thereof on every WEDNESDAY to the Curator/Administrative ○ Conducting surprise checks under the directions of the Curator/Administrative Officer/Director and putting up reports thereof forthwith. ○ Ensuring disciplined behavior by security guards and other engaged personnel and educating them on mannerly behavior with all, particularly with the visitors. ○ Ensuring that the galleries are opened and closed by the Care-Taker in his presence and/or the Director, NGMA Bengaluru. ○ Ensuring that the galleries are not opened at any time unauthorized and beyond the fixed timings. ○ Ensuring that no material or object is moved out without gate-out pass and moved in without gate-in pass. ○ Reporting immediately any matter or untoward incident relating to the security of the complex. ○ Issuing approved list of do's and don'ts for the gallery security guards/attendants and enforcing it. ○ Doing the liaison/coordination for all fire fighting drills as and when undertaken in the complex. ○ Training the security staff as well as gallery attendants to quickly react to emergency situations. ○ Arranging special security support during special events like exhibitions and VIP visits as well as during performances in the auditorium and outside spaces beyond normal closing hours as per the directions of the Director/Administrative Officer and Director. ○ Ensuring that the vehicles are parked at the parking slots and in an orderly manner. • Any other work as may be entrusted by the Director/Administrative Officer and Director |
| 3 | Duty, Station & Timings | : | NGMA Bengaluru premises at Palace Road. NGMA functions 6 days a week from 11:00 am to 6.30 p.m from Tuesday to Friday and 11.00am to 8.00pm on Saturday & Sunday. |
| 4 | Supervisor | : | Has to report to Curator/ Director NGMA Bengaluru. |
| 5 | Estimated duration of contract | : | One year or till regular appointment against the post is contract made, whichever is earlier. The period of one year may otherwise also be curtailed at the discretion of the competent authority. |
| 6 | Remuneration | : | Monthly consolidated remuneration would be as per the prevailing DOPT orders. Income |

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| | | | tax or any other tax will be deducted at source as per Govt. instructions. |
| 7 | Essential Qualification | : | The candidate should have 'Education Certificate Degree' or equivalent of the respective service organization. |
| 8 | Experience | : | Should be an ex-army/Navy/Air Force of the rank not less than 'Subedar' or equivalent with a minimum of 3 years' experience in supervising the Security , Surveillance & Vandal prevention of a large organization |

Sd/-

Mrs. Nazneen Banu

DIRECTOR, NGMA Bengaluru

Recent
Photograph

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. | Whether belongs to SC/ST/OBC/Ex-Serviceman | | |
| 6. | Permanent Address | | |
| 7. | Present Mailing Address | | |
| 8. | Contact Telephone No./ E-Mail | | |
| 9. | Designation of the post last held or retired with name/address of the office where working. | | |
| 10. | In case of retired persons Indicate date of Retirement (Attach a copy of the P.P.O.) | | |
| 11. | Qualification | | |
| | Academic | | |
| | Professional | | |
| | Knowledge of Computer Operation | | |

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| 12. Experience (in detail) | | |
| 13. Indicate two references who can vouch your credentials | | |
| 14. Any other information relevant to your candidature | | |
| 15. Details of Enclosures | | |

Place:

Date:

Signature of Candidate