

(To be Published in the Employment News)

No. F. 110025/2014/NGMA
National Gallery of Modern Art
Government of India
Ministry of Culture

Jaipur House, New Delhi
Dated: 23rd November, 2015

Subject: Filling up of one post of Assistant Library & Information Officer in National Gallery of Modern Art at New Delhi under Ministry of Culture - regarding.

Applications are invited for appointment to the one post of Assistant Library & Information Officer, a General Central Services Group 'B' (Gazetted) Non-Ministerial post in Pay Band 2: Rs. 9300 – 34800/- (Grade Pay of Rs.4600/-) by Composite Method [Deputation (Including Short Term Contract) plus Promotion] in National Gallery of Modern Art at New Delhi, a Sub-ordinate office under Ministry of Culture. The candidate to be selected may be transferred and posted at any of the branches of NGMA at New Delhi, Mumbai and Bengaluru or at any other new branch to be opened in future in the exigency of work.

2. Job Description

The National Gallery of Modern Art, a premier museum of India under the Ministry of Culture with rich and exquisite collections of contemporary paintings, is seeking qualified candidates for the posts of Assistant Library & Information Officer at New Delhi. The incumbents will be responsible for arranging meetings of the Library Committee for acquisition of new books; managing the day to day activities of the library; rendering library services/assistance to research scholars, art students and general public visiting the library and maintaining News clippings for record and research purposes

3. Eligibility

Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi-Government or Statutory or Autonomous organizations:

- 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-2: Rs.9300-34800/- with grade pay of Rs. 4200/- or equivalent in the parent cadre/department; and
- b) Possessing the following educational qualifications and experience:-

Essential

- (i) Bachelors Degree in Library Science or Library and Information Science from a recognized University/Institute;
- (ii) Two years professional experience in a Library under Central /State Government/Autonomous or Statutory organization/PSU/University or Recognized Research or Educational Institution.

Desirable

- (i) Master's Degree in Library Science or Library and Information Science from a recognized University/Institute;
- (ii) Diploma in Computer Applications from a recognized University/Institute.

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 organization/department of the Central Government shall ordinarily not to exceed three years.

Note 2: Maximum age limit for appointment on deputation (including short term contract) shall not exceed **fifty six years** as on the closing date for receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer 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/Pay Scale and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.

Note 4: The Departmental Library & Information Assistant with at least 5 years regular service in the grade will also be considered and in case he/she is appointed 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) and complete up-to-date ACR dossiers of the Officers (for the last five years – duly attested each page by an officer not below the rank of Under Secretary to the Government of India) 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 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.

(Prof. Rajeev Lochan)
Director
Tel. No. 23386111

Note: The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available on the website of National Gallery of Modern Art, New Delhi at www.ngmaindia.gov.in; and Ministry of Culture's website at www.indiaculture.nic.in.

Copy to:-

1. All Ministries/Department of Government 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 Organization under their control.
2. Chief Secretaries of all States/Union Territories.
3. Director, Employment News, West Block, R.K. Puram, New Delhi-110066.
4. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 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 under the Ministry of Culture.
8. National Gallery of Modern Art, Mumbai – for uploading on the website.
9. National Gallery of Modern Art, Bengaluru – for uploading on the website.
10. Registrar of all universities.
11. Smt. Prerna Sharma, NIC, Ministry of Culture, New Delhi – for putting on Ministry of Culture's website.

BIO-DATA PROFORMA

1. Name of the applicant (In Block Letters) :
2. Date of Birth (In Christian era) :
3. Postal Address (with telephone No. & email address) :
4. Educational Qualifications :

Sl. No.	Essential	Desirable

5. Whether belongs to SC/ST
6. Present post & Scale of pay (including last drawn)
7. Details of Employment in chronological order.
Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment, i.e. ad-hoc or temporary or permanent
9. In case the present employment is held on deputation please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on Deputation/contract
 - (c) Name of the parent office/organization to which you belong
10. Additional details about present Employment.
Please state whether working under
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government undertakings
 - (e) Universities
11. Are you in revised scale of pay? If yes, give the date from which revision took place and also indicate the pre-revised scale

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
13. Remarks, if any

Signature of the Candidate

Address.....
.....

Date

Forwarding Note by the Employer

It is certified that:

- (i) Information given in the above proforma is correct as per the service records of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier (duly attested each page by an Officer not below the rank of Under Secretary to the Government of India) for the last five years of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory on behalf of the employer)