

No.A-11004/2024 /NGMA
Government of India
Ministry of Culture
National Gallery of Modern Art
Jaipur House, New Delhi-110003

Dated: 01.01.2025

Subject:- Filling up of (i) one post of Public Relation Officer (PRO) (ii) two posts of Office Superintendent (iii) three posts of Upper Division Clerks (UDC) (iv) one post of Administrative Officer on deputation (including short term contract) (v) one post of security officer on deputation/reemployment of Armed forced Personnel and (vi) one post of Curator (Restoration) on composite method [deputation(including short term contract) plus promotion] in National Gallery of Modern Art, New Delhi and its two branches at Mumbai and Bengaluru.

Applications are invited for filling up of (i) one post of Public Relation Officer (PRO) (ii) two posts of Office Superintendent (iii) three posts of Upper Division Clerks (UDC) (iv) one post of Administrative Officer on deputation (including short term contract) (v) one post of security officer on deputation/reemployment of Armed forced Personnel and (vi) one post of Curator (Restoration) on composite method [deputation(including short term contract) plus promotion] in National Gallery of Modern Art, New Delhi and its two branches at Mumbai and Bengaluru. National Gallery of Modern Art is a sub-ordinate office under Ministry of Culture and a premier museum of India with rich and exquisite collections of contemporary paintings. The details i.e., number of posts; pay scale and location of the posts are as under:

1. Public Relation Officer by deputation (including short term contract)

No. of Post-01

Level-7 Pay Matrix Rs.44,900 - 1,42,400/- (7th CPC Revised)

General Central Service Group 'B', Gazetted Non-Ministerial

Location of the post: - **National Gallery of Modern Art, New Delhi.**

2. Office Superintendent by deputation (including short term contract)

No. of Post-02

Level-6 Pay Matrix Rs. 35,400 - 1,12,400/- (7th CPC Revised)

General Central Service Group 'B', Non - Gazetted Ministerial

Location of the post: - **National Gallery of Modern Art, New Delhi and Mumbai**

3. Upper Division Clerk (UDC) by deputation (including short term contract)

No. of Post-03

Level-4 Pay Matrix Rs.25,500 - 81,100/- (7th CPC Revised)

General Central Service Group 'C' Non-Gazetted Ministerial

Location of the post: - **National Gallery of Modern Art, New Delhi.**

Administrative Officer (AO) by deputation (including short term contract)

No. of Post-01

Level-7 Pay Matrix Rs. 44,900 - 1,42,400/- (7th CPC Revised)

General Central Service Group 'B', Gazetted Ministerial

Location of the post: - **National Gallery of Modern Art, New Delhi.**

4. Security Officer by Deputation/Reemployment of Armed Force Personnel

No. of Post-01

Level-7 Pay Matrix Rs.44,900 - 1,42,400/- (7th CPC Revised)

General Central Service Group 'B', Gazetted Non-Ministerial

Location of the post: - **National Gallery of Modern Art, New Delhi**

5. Curator (Restoration) by Composite Method [deputation (including short term contract) plus promotion]

No. of Post-01

Level-11 Pay Matrix Rs.67,700- 2,08,700/- (7th CPC Revised)

General Central Service Group 'A', Gazetted Non-Ministerial

Location of the post: - National Gallery of Modern Art, New Delhi.

JOB DISRIPTION AND ELIGIBILITY OF ABOVE POSTS

1. PUBLIC RELATION OFFICER

Job Description:

The National Gallery of Modern Art, a premier museum of India with rich and exquisite collections of contemporary paintings, under the Ministry of Culture is seeking qualified candidates for the post of Public Relation Officer at New Delhi. The incumbent will be responsible for updating of Museum website as well as mailing list; interacting with visitors, updating and implementing museum visitor's facilities; planning public relation programs; keeping liaison with media, cultural centers of embassies, other galleries etc. and advising the management on policy issues and communication strategies etc.

Eligibility

Officers under Central Government or State Governments/Union Territories or Autonomous Bodies/Statutory Organization or Recognized 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 in a regular basis in posts in the Pay band – 2 Rs. 9300-34800/- plus grade pay of Rs. 4200/- (pre-revised) : level 6 Pay matrix Rs.35,400-1,12,400/- (revised) or equivalent in the parent cadre or department; and

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

Essential

- (i) Bachelor's degree in Journalism or Mass Communication of a recognized University; and
- (ii) Two years' experience in public relation, journalism or event management in a reputed media unit "such as AAJ Tak (Today TV), NDTV, Times of India etc" or event management organization under the Ministry of Information & Broadcasting.

Desirable

- (i) Master's Degree in Journalism or Mass Communication or
- (ii) Certificate course from a recognized institute or university in any foreign language as included in the Schedule of foreign languages of the United Nations.

2. Office Superintendent

Job Description:

Distribution, monitoring and overall supervision of jobs done by the staff in a branch under him; submission of files to the higher officers for decisions after proper examination with his comments; monitoring of receipts of DTRs and checking of export/import; supervision on the administrative office staff etc. All matters relating to administration and establishment of NGMA, New Delhi including personnel matters e.g. recruitments, promotion, amendment of recruitment rules, pension cases, clearance of audit objections & audit paras and preparation of budget papers of the NGMA, New Delhi.

Eligibility

- (a) Officers under the Central Government or State Governments or Union Territories or Public Sector undertaking or Recognized research institutions or universities or semi Governments or statutory or autonomous organizations:
 - (i) Holding analogous post on regular basis in the parent cadre or department: or
 - (ii) with six years regular service in the grade rendered after appointment thereto on a regular basis in post in level-5 in the pay matrix in the parent cadre or department; or
 - (iii) with ten years regular service in the grade rendered after appointment thereto on a regular basis in post in level-4 in the pay matrix in the parent cadre or department; and
- (b) Possessing the following educational qualification and experience:-

- (i) Bachelor's degree from recognized university or institution; and
- (ii) Two years' experience in establishment and account works in the Central Government or State Governments or Union Territories or Public sector undertaking or Recognized research institutions or universities or semi Governments or statutory or autonomous organizations:

3. UPPER DIVISION CLERK (UDC)

Job Description:

The incumbent will be responsible for recruitment and appointment of regular staff and outsourcing of contract staff; maintenance of service books; leave account; issue of financial sanctions; preparation of budget; posting/transfer and deployment of staff; maintenance of files; putting up draft replies; dispatch related activities including inward & outward and should be capable of taking up reception and other works as required in the office system.

Eligibility

Officials of Central Government or State Governments or Union Territories Administrations or semi Governments or autonomous organizations:

- a) (i) Holding analogous post on regular basis in the parent cadre or department: or
- (ii) With eight years with regular service in the grade of Lower Division Clerk or equivalent.

4. ADMINISTRATIVE OFFICER

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 posts of Administrative Officer at New Delhi. The incumbents will be responsible for framing of recruitment rules in consultation with Director; recruitment of staff; formulation of Budget, revised budget; maintenance of communal roster; checking of attendance register; scrutinizing of all files submitted by the Office, Accounts section, purchase section, administrative section, stores, cashier and technical section etc.; looking after the vigilance cases of the Gallery; weeding out of all records; examination of representation of staff members; making arrangements of refreshments, tents, chairs etc. for the inaugural functions of exhibitions; arranging meetings of Selection Committee and Departmental Promotion Committee; attending court cases; writing confidential reports of the staff and communication of adverse entries; looking of complaints of the public such as Public grievances on the portal, RTI etc. and acting as Drawing & Disbursing officer in the National Gallery of Modern Art.

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/- (pre-revised) : level 6 Pay matrix Rs. 35,400-1,42,400/- (7th CPC revised) equivalent in the parent cadre /department; and
- b) Possessing the following educational qualifications and experience:-
- c) (i) Degree from a recognized University
- (ii) 2 years experience in Establishment, accounts, administration and Vigilance matters.

Note 1*: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2*: 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 or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment on deputation (including short term contract) shall not exceeding fifty six years as on the last date for receipt of applications.

**(To be read for all posts indicated at S.No. 1 to 3 above)*

5. SECURITY OFFICER

Job Description:

The incumbent will act as overall security and surveillance in-charge of NGMA premises; identify protection goals, objectives and metrics consistent with the strategic security needs of the organisations; plan, develop and manage appropriate security policy, standards, guidelines and procedures to ensure foolproof maintenance of security; manage effective operation of access control system, video surveillance and ensure proper network protection; oversee and manage incident response planning as well as investigation of security breaches, disciplinary and legal matters associated with such breaches; ensure protection from fire and safety hazards; enforce rules and regulations related to security matters; maintain excellent coordination and relationship with police and civic agencies; keep vigil and ensure that only authorized materials are allowed in and out of the premise; prepare duty rosters of security assistant, caretaker, security guards, etc.; ensure security and documentation of all movements of art objects in and out of the gallery; supervise and ensure adequate and proper Janitorial and Sanitary services are in place at the gallery and its surroundings; responsible for day to day opening and closing of gallery and maintaining securitized environment thereon; ensure that security personnel are in proper uniform and perform assigned duties scrupulously and any other tasks assigned by Director/ Director General depending on exigencies of work.

Eligibility

Officers of Central or State Police Organizations, Para Military Forces, Central Civil Defence Organizations, Armed Forces Personnel in the rank of Naib Subedar in Indian Army or Junior Warrant Officer in Indian Air Force or Chief Petty Officer in Indian Navy :-

- (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/- plus Grade pay of Rs. 4200/- level-6 of Pay Matrix Rs. 35,400-1,12,400/- (revised) or equivalent in the parent cadre or department; and
- b) Possessing the following essential educational qualifications and experience:-

Essential:-

- (i) Bachelor's Degree in any discipline of a recognized University;
- (ii) Diploma in security and fire fighting from a recognized institution: and
- (iii) Five years experience in security related functions in Central or State Police Organizations or Para Military Forces or Armed Forces or Central Civil Defence Organizations or a large private sector organization.

Desirable:-

Diploma or Certificate course in Security Management

Note1: Departmental Security Assistant in the Pay Band-1, Rs. 5200-20,200/- plus grade pay Rs. 2800/- (pre-revised) - Level-5 of Pay Matrix Rs. 29,200-92,300/- (revised) level with at least eleven years regular service will also be considered alongwith outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Deputation/Re-employment for Armed Forces personnel.

Armed Forces personnel in the rank of Naib Subedar in Indian Army or Junior Warrant Officer in Indian Air Force or Chief Petty Officer in Indian Navy or equivalent in the Pay Band-2, Rs. 9300-34,800/- plus Grade Pay of 42,00 /- (pre-revised) - level-6 of Pay Matrix Rs. 35,400-1,12,400/- (revised) who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience prescribed for deputation shall also be considered and if selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis.

Note: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

6. CURATOR (RESTORATION)

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 Curator (Restoration) at New Delhi. The incumbents will be responsible for detailed examination of the outgoing and incoming exhibits for arranging exhibitions under the different Cultural Exchange Programs executed between the Government of India and that of Foreign countries; periodical examination of the art objects in the collection of the National Gallery of Modern Art with a view to their preservation and timely restoration of the damaged works; restoration of oil paintings, water colours, drawing, etchings; preparation of technical report on the conditions of the art objects for insurance and custom purposes; preparation of proposals for the equipments of restoration laboratory with the latest equipments available in the field through-out the world; rendering professional assistance and guidance to the other organizations in the restoration of art objects and teaching of students in theory and practical under the academic courses - Conservation of Oil paintings.

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-3: Rs. 15600-39100/- plus grade pay of Rs. 5400/-(Pre-revised): level 10 pay matrix Rs. 56,100-1,77,500/- or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience:-

Essential

- (i) Master's Degree in Fine Arts from a recognized University.
- (ii) Senior Secondary (10+2) Examination pass with Chemistry as a subject from a recognized Board or University.
- (iii) Five years' experience as Restorer in a large Museum or Gallery of National or Regional importance under the control of Central Government or State Government or in an institution.

Desirable

Administrative experience as a Sectional Head of a Restoration and Conservation Laboratory in a Museum or Gallery of National or Regional importance under the control of Central Government or State Government or Union Territories.

Note : The Departmental Deputy Curator (Restoration) in the Pay Band-3, Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- (Pre-revised): level 10 pay matrix Rs.56,100-1,77,500/- with 5 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.

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 four years. The Maximum age limit for appointment on deputation (including short term contract) shall not be exceeding **fifty six years** as on the closing date for receipt of applications.

3. Applications, in duplicate, in the prescribed proforma placed below (Annexure-1) and complete up-to- date ACR dossiers of the officers (last five years) who can be spared in the event of their selection alongwith 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. Certification by the forwarding authority at the end of the enclosed 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 ten years. Applications received after the last date or otherwise found incomplete will not be considered and stand rejected.

4. 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.

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

(Pooja Hali)
Director (NGMA)
Jaipur House, New Delhi-110003

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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
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. 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.	
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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	Level/Pay Scale of the post held on regular basis	Nature of Duties (in detail) Highlighting experience required for the post applied for

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 organization
<p>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.</p> <p>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/ organization</p>			
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		
Basic Pay in the pay matrix	Level	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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
16.A Additional information , 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) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: 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 professional 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. (Note: Enclose a separate sheet if the space is insufficient)	
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-----

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 are 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)**