

(To be uploaded on the website on the Ministry)

No 17-19/2015-M.I  
Government of India  
Ministry of Culture

Shastri Bhavan, New Delhi  
Dated 18 May, 2015

**Vacancy Circular**

Subject: Filling up of two posts of Assistant Director (Administration and Finance) one each in National Gallery of Modern Art, Mumbai and Bengaluru under Ministry of Culture – regarding

Applications are invited for appointment to two posts of Assistant Director (Administration and Finance) a General Central Services Group- 'A' Gazetted Ministerial post in Pay Band 3: Rs. 15600-39100 + Grade Pay of Rs. 6600/- one each in National Gallery of Modern Art, Mumbai and Bengaluru, Sub-ordinate offices under Ministry of Culture. Out of the two posts, one post is to be filled up by Composite Method [Deputation (including short term contract) plus Promotion] and the second post is to be filled up on Deputation (including short term contract) basis. 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 (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 and Finance) at Mumbai and Bengaluru. The incumbents 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 personnel matters e.g. recruitment, promotion, amendment of recruitment rules, pension cases, clearance of audit objections/ paras etc. He will also function as Drawing and Disbursing Officer.

**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 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 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 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:**

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:** Maximum age limit for appointment on deputation basis 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 1<sup>st</sup> January-2006/the date from which the revised pay structure based on the 6<sup>th</sup> 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 :** 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) and complete up-to-date ACR dossiers of the Officers ( for the 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. Applications received after the last date or otherwise found incomplete will not be considered and stand rejected.



(A.N. Mishra )

Under Secretary to the Govt. of India

Tel. No. 23388169

Room No. 209-D Wing,

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**Annexure**

**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. Location for which application is being made (NGMA, Mumbai or NGMA, Bengaluru)
14. Remarks, if any

Signature of the Candidate

Address.....  
 .....

Date .....

### Forwarding Note by the Employer

It is certified that:

- (vii) Information given in the above proforma is correct as per the service records of the applicant.
- (viii) The applicant is clear from vigilance angle.
- (ix) The integrity of the applicant is beyond doubt.
- (x) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (xi) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (xii) The ACR Dossier (dully 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 of behalf of the employer)