

No.A-11004/2020 /NGMA
Government of India
Ministry of Culture
National Gallery of Modern Art
Jaipur House, New Delhi-110003

Dated: 08th August, 2022

Subject:- Filling up of (i) two posts of Public Relation Officer (ii) four posts of Upper Division Clerks (UDC) (iii) one post of Personal Assistant (PA) to Director (iv) two posts of Stenographer on deputation (including short term contract) basis and (v) one post of Assistant Library and Information Officer 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) two posts of Public Relation Officer (ii) four posts of Upper Division Clerks (UDC) (iii) one post of Personal Assistant (PA) to Director (iv) two posts of Stenographer on deputation (including short term contract) basis and (v) one post of Assistant Library and Information Officer 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-02

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, Bengaluru and Mumbai.**

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

No. of Post-04

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, Bengaluru and Mumbai**

3. Personal Assistant (PA) to Director by deputation (including short term contract)

No. of Post-01

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

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

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

4. Stenographer 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, Mumbai & Bengaluru**

5. Assistant Library and Information Officer by Composite method [deputation (including short term contract) plus promotion]

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**

6. 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, Mumbai and Bengaluru. The incumbents 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/State Governments/Union Territories/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. 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:

- (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.

3. PERSONAL ASSISTANT (PA) TO DIRECTOR

Job Description:

The incumbent will be responsible for taking dictations; arranging appointments; organizing meetings; maintaining diaries; booking transport and accommodation; attending telephone calls/messages etc.

Eligibility

Stenographers or Personal Assistant under the Central 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 ten years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix or equivalent in the parent cadre or Department; and
- (b) Possessing the following educational qualification prescribed for direct recruits:-

(i) 12th class pass or equivalent from a recognized Board or University

(ii) Skill Test norms: Dictation: Ten minutes in English @ hundred words per minutes.

Transcription: (i) forty minutes (English).

(Note: Skill test is to be done only on computer)

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

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

4. STENOGRAPHER

Job Description:

The incumbent will be responsible for taking dictations; arranging appointments; organizing meetings; maintaining diaries; booking transport and accommodation; attending telephone calls/messages etc.

Eligibility

Officers holding the post of Stenographer under the Central Government or State Governments or Union territories or universities or recognized research institutions or public sector undertakings 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 ten years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the parent cadre or Department; and

(b) Possessing the following educational qualification prescribed for direct recruits:-

(i) 12th class pass or equivalent from a recognized Board or University

(ii) Skill Test: Dictation for ten minutes in English or Hindi at the speed of hundred words per minutes for the Stenographer Grade C with transcription time as under:-

(i) forty minutes in English

(ii) fifty five minutes in Hindi

(Note: Skill test is to be done only on computer)

Note: 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. 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.

5. ASSISTANT LIBRARY AND INFORMATION OFFICER

Job Description:

The incumbent will be responsible for managing day to day activities of the library; arranging meeting of the library committee for acquisition of new books; rendering library services/assistance to research scholars, art students and general public visiting the library and; maintaining News clippings for record and research purposes; classification and cataloguing of books, etc.

Eligibility

Officers under Central Governments 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.9,300-34,800/- with Grade pay Rs.4200/- (pre-revised) level 6 Pay matrix Rs.35,400-1,12,400/- (revised) or equivalent in the parent cadre/department; and
- (b) Possessing the following essential educational qualification and experience, namely :-

Essential:-

- (i) Bachelor's 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 Governments/ 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: The Departmental Library and Information Assistant with atleast 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.

(Period of deputation including 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. Maximum age limit for appointment on deputation (ISTC) shall not exceed 56 years as on the closing date for 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/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 exceed **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 60 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.

(Dr. Jyoti Tokas)
Deputy Director (A&F) I/C
& Head of Office
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Jaipur House, New Delhi-110003

Copy 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. Administrative Officer, National Gallery of Modern Art, Jaipur House, New Delhi for displaying it on the notice board of the Gallery and for uploading it on the NGMA's website.
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/Autonomous Organizations 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. Registrars of all Universities.
11. Director, Employment News, West Block, R.K. Puram, New Delhi 110066.
12. All autonomous/attached/subordinate Offices under Ministry of Culture.
13. NIC Cell, Ministry of Culture for uploading the notice on Ministry of Culture's website.

(Dr. Jyoti Tokas)
Deputy Director (A&F) I/C
& Head of Office
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ANNEXURE-I

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
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.			
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			
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			

<p>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 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)**