

No.A-11003/2019 /NGMA
Government of India
Ministry of Culture
National Gallery of Modern Art
Jaipur House, New Delhi-110003

Dated: 17 February, 2022

Subject: - Filling up of one post of Restoration Assistant on Composite Method [deputation (including short term contract) plus promotion] basis in National Gallery of Modern Art, New Delhi in Level 6 Pay Matrix Rs.35,400-1,12,400/- (revised) .

Applications are invited for filling up one post of Restoration Assistant on Composite Method [deputation (including short term contract) plus promotion] basis in National Gallery of Modern Art, New Delhi in Level 6 Pay Matrix Rs.35,400-1,12,400/- (revised). 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. job description; eligibility; essential Qualification etc. are given below:

JOB DISRIPTION AND ELIGIBILITY OF ABOVE POST

Restoration Assistant

Job Description:

The work of Restoration Assistant includes supervising the work of Technical Restorer; cleaning of paintings; examination of paintings; stretching/ relining of paintings; removal of superficial dust; preparation of chemicals for restoration of art objects; assisting Restorer (i.e. Deputy Curator) in conservation of paintings and any other work assigned by the superior officers.

Eligibility:

Composite Method [Deputation (including short term contract) plus Promotion].

Officers under Central or State Governments or Union territories administration or Autonomous bodies or Statutory Organizations or Semi Government Organizations or Recognized Research Institutions or Public Sector Undertakings or Universities:

(A) (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with Six years' service in the grade rendered after appointment thereto on a regular basis in post in Level-5 (Rs. 29200- 92300/-) in pay matrix or equivalent in the Parent Cadre or department and

(B) Possessing the educational qualifications and experience prescribed for direct recruits under Column (7).

Note 1: The Departmental Technical Restorer in Level-5 (Rs. 29200-92300/-) in pay matrix with six years service in the grade rendered thereto on appointment on a regular basis and having the educational qualifications and experience prescribed for considering appointment on Deputation basis shall 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.

Note 2: Existing Departmental Technical Restorer on the date of notification of these rules will not be required to possess the educational qualification and experience prescribed in Note 1 above.

Note 3 : 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 to exceed three years.

Note 4: The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

Essential:

(i) Bachelor's Degree in Fine Arts from a recognized University or Institute.

(ii) Should have passed at least Senior Secondary School (10+2) examination with Chemistry as one of the subjects.

Experience:

At least two years experience in restoration work in a Museum or Art Gallery or Any recognized institution.

Desirable:

(i) Master's Degree in Restoration from Recognized University or Institute.

(ii) Computer Knowledge (MS Office).

Note 1: Qualifications are relaxable at the discretion of the Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2: The qualification regarding experience is relaxable at the discretion of the Competent Authority, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

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 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 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
Email Id: jyoti.ngma@gov.in
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. Deputy Director (A&F) IC & Head of Office, 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
Email Id: jyoti.ngma@gov.in
Jaipur House, New Delhi-110003

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.	

<p>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.</p>	
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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.			

<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>			
<p>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</p>			
<p>14. Total emoluments per month now drawn</p>			
Basic Pay in the pay matrix	Level	Total Emoluments	
<p>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.</p>			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments	
<p>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)</p>			
<p>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</p>			

<p>organization (v) Any research/ innovative measure involving official recognition vi) Any other information. (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. # (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").</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)**