

Jaipur House, New Delhi  
Dated: 23<sup>rd</sup> 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.

webmaster

