

# NATIONAL MUSEUM OF INDIAN CINEMA

## Films Division

Ministry of Information & Broadcasting

Government of India

24-Dr. Gopalrao Deshmukh Marg,

Mumbai-400 026.

Tel. Nos: 022-23515824 / E-mail:- [nmic@filmsdivision.org](mailto:nmic@filmsdivision.org)

### Engaging incumbents on contract basis

National Museum of Indian Cinema, established in and by Films Division, Ministry of Information & Broadcasting, invites applications from eligible candidates for following positions on full time contractual basis initially for a period of two years extendable for a further period of one year or till regular appointments against these posts are made, whichever is earlier. The period of contract may be curtailed at the discretion of the competent authority at any length from the date of appointment.

| Sr. No. | Name of the Post        | No. of Posts | Consolidated remuneration per month |
|---------|-------------------------|--------------|-------------------------------------|
| 1.      | Museum Director         | 1*           | 2,00,000/-                          |
| 2.      | Curator                 | 1            | 1,30,000/-                          |
| 3.      | Assistant Curator       | 2            | 1,10,000/-                          |
| 4.      | Public Relation Officer | 1            | 50,000/-                            |

\* Retired Government officers/Officials can apply.

The details of essential qualifications, experience and the job profile etc. are available on the Films Division's website: "www.filmsdivision.org" Eligible candidates may apply in the prescribed format along with attested copies of certificates of essential qualification and experience to the Director General, Films Division, 24-Dr. G. Deshmukh Marg, Mumbai-400026 clearly indicating the Post applied for on the envelope, within 7 days of the publication of this advertisement.

Incomplete or ambiguous applications and/or application received after due date will not be considered and shall be rejected summarily without any further communication. Only shortlisted candidates will be intimated and called for an interview. **Qualifications and remunerations for the posts are subject to approval by the Competent Authority.**

The Director General, Films Division reserves rights to either disqualify or reject any or all applications or consider any candidate without assigning any reason, at any point of time in the process.

( Anil Kumar N. )  
Nodal Officer(NMIC)  
For Director General

Recent  
Photograph

### FORMAT OF APPLICATION

|     |   |   |                                   |
|-----|---|---|-----------------------------------|
| 1.  | Position Applied for  | : |                                   |
| 2.  | Name of the Candidate<br>(Sh./ Mrs./ Kum./Dr.)                          | : |                                   |
| 3.  | Father's Name / Husband's<br>Name                                       | : |                                   |
| 4.  | Date of Birth(In Christian Era)   | : |                                   |
| 5.  | Permanent Address   | : |                                   |
| 6.  | Present Mailing Address   | : |                                   |
| 7.  | Contact Details   | : | Mobile :<br>Landline:<br>E-mail : |
| 8.  | Whether Retired Govt.<br>Servant(Yes/No)                                | : |                                   |
| 9.  | If yes, indicate date of<br>Retirement (Attach a copy of<br>the P.P.O.) | : |                                   |
| 10. | Qualifications  | : |                                   |
|     | Academic  | : |                                   |
|     | Professional  | : |                                   |
|     | Knowledge of Computer<br>Operation                                      | : |                                   |
| 11. | Experience (in detail)  | : |                                   |
| 12. | Indicate two references who<br>can vouch your credentials               | : | 1.<br>2.                          |
| 13. | Any other information relevant<br>to your candidature                   | : |                                   |
| 14. | Details of Enclosures   | : | 1.<br>2.<br>3.                    |

**Place :**

**Date :**

**Signature of Candidate**

**NATIONAL MUSEUM OF INDIAN CINEMA, MUMBAI**

**Terms of reference for the position of Museum Director**

|    |                                |  |
|----|--------------------------------|--|
| 1. | Purpose of Assignment          | Responsible for running the museum which includes planning, organizing, staffing, funding and directing the museum.  |
| 2. | Job Profile                    | <ul style="list-style-type: none"><li>• To oversee all levels of operations such as annual budget, financial and fundraising aspects, exhibition planning, programming and development of NMIC.</li><li>• To oversee various departments such as visitor services, education, sales, marketing and management of museum staff.</li><li>• Collection and display of artefacts in the permanent galleries and periodic rotation of artefacts from the reserve collections of NMIC.</li><li>• To conceptualise and implement thematic exhibitions from the collection of NMIC.</li><li>• Liaison work with different Govt. agencies/offices etc. for work related to the museum.</li><li>• All works related to drafting and vetting of Agreements, Memorandum of Understanding (MOU) etc. with various related agencies for conducting of special / retrospective exhibition.</li><li>• All works related to outsourcing of works of NMIC.</li><li>• To oversee the activities, workshops, framing and mounting etc. for display of artefacts.</li><li>• To evaluate, estimate and procure material required for NMIC.</li></ul> |
| 3. | Duty, Station and Timing       | NMIC, Mumbai functions 6 days a week from 10.00 a.m. to 5.30 p.m.  |
| 4. | Reporting Authority            | Will report to the Chief Executive Officer, NMIC, Mumbai.  |
| 5. | Estimated duration of contract | Two year extendable for a further period of one year or till regular appointments against these posts are made, whichever is earlier. The period of two years may be further curtailed at the discretion of the competent authority.   |
| 6. | Remuneration                   | Rs.2,00,000/- per month, all inclusive, subject to deduction of tax at source as per rules.  |
| 7. | Qualification and Experience   | Masters Degree preferably in Fine Arts/Museology with at least 10 years proven experience in relevant film/media projects of which at least 3 years experience should be in administrative position. A Doctorate/MPhil in the relevant subject is preferred.   |
| 8. | Maximum Age Limit              | 45 years, relaxable upto 5 years at the discretion of the Selection Committee in the case exceptionally qualified and experienced candidates. For retired government servants, not more than 65 years as on date of the application.   |

**NATIONAL MUSEUM OF INDIAN CINEMA, MUMBAI**

**Terms of reference for the position of Curator**

|    |                                |   |
|----|--------------------------------|---|
| 1. | Purpose of Assignment          | To provide technical and professional support to Director, NMIC in the proper implementation of its policies and programmes.  |
| 2. | Job Profile                    | <ul style="list-style-type: none"><li>• Responsible for planning and array of exhibitions of NMIC.</li><li>• To conceptualise and implement thematic exhibitions from the collection of NMIC.</li><li>• Display of artefacts in the permanent galleries and periodic rotation of artefacts from the reserve collections of NMIC.</li><li>• To deal with all matters related to exhibitions .</li><li>• Liaison work with different Govt. agencies/offices etc.</li><li>• All works related to drafting and vetting of Agreements, Memorandum of Understanding (MOU) etc. with various related agencies for conducting of special / retrospective exhibition.</li><li>• All works related to outsourcing of works of NMIC.</li><li>• Compiling, standardized packing and forwarding of art works for exhibitions.</li><li>• To oversee the activities, workshops, framing and mounting etc. for display of artefacts.</li><li>• To evaluate, estimate and procure material required for NMIC.</li><li>• Drawing up annual calendar of events, developing and disseminating museum related material to visitors and general public.</li><li>• Any other tasks assigned by the Director, NMIC, Mumbai depending on exigencies of work.</li></ul> |
| 3. | Duty, Station and Timing       | NMIC, Mumbai functions 6 days a week from 10.00 a.m. to 5.30 p.m.   |
| 4. | Reporting Authority            | Will report to the Museum Director, NMIC, Mumbai.   |
| 5. | Estimated duration of Contract | Two year extendable for a further period of one year or till regular appointments against these posts are made, whichever is earlier. The period of two years may be further curtailed at the discretion of the competent authority.  |
| 6. | Remuneration                   | Rs.1,30,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.   |
| 7. | Qualification and Experience   | Masters Degree(Preferably in Fine Arts/ Museology with at least 5 years proven experience in undertaking major film/media exhibition projects. Those who have done research work / published works would be given preference. Excellent writing and computer skills are a pre-requisite.  |
| 8. | Maximum Age Limit              | 40 years, relaxable upto 5 years at the discretion of the Selection Committee in the case exceptionally qualified and experienced candidates.   |

NATIONAL MUSEUM OF INDIAN CINEMA, MUMBAI

Terms of reference for the position of Assistant Curator

|    |                       |   |
|----|-----------------------|---|
| 1. | Purpose of Assignment | To assist Curator in his day to day work.   |
| 2. | Job Profile           | <p>To assist Curator in following works :-</p> <ul style="list-style-type: none"><li>• For planning and array of exhibitions of NMIC.</li><li>• Conceptualising and implementation of thematic exhibitions from the collection of NMIC.</li><li>• Displaying of artefacts in the permanent galleries and periodic rotation of artefacts from the reserve collections of NMIC.</li><li>• Matters related to exhibitions .</li><li>• Liaisoning work with different Govt. agencies/offices etc. for exhibitions.</li><li>• All works related to drafting and vetting of Agreements, Memorandum of Understanding (MOU) etc. with various related agencies for conducting of special / retrospective exhibition.</li><li>• All works related to outsourcing of works of NMIC.</li><li>• Compiling, standardized packing and forwarding of art works for exhibitions.</li><li>• Overseeing the activities, workshops, framing and mounting etc. for display of artefacts.</li><li>• Evaluating, estimation and procurement of material required for NMIC.</li><li>• Checking and correct display in the permanent galleries on a daily basis and to ensure the Gallery is presentable.</li><li>• Maintaining duty rosters and supervise the performance of the Gallery Attendants.</li><li>• Formulating of all programmes and policies in consultation with Directors.</li><li>• Organizing Seminars, Workshops on Cinema appreciation and history etc.</li><li>• Planning, developing and implementation of National and International Conferences on relevant issues of NMIC and organize other relevant events etc.</li><li>• Planning, developing and establishing NMIC as a strong academic center for short term research programmes in cinema related subjects.</li><li>• Planning and organizing film shows at the auditorium every day.</li><li>• Interacting with school authorities to arrange visits of student groups to the museum.</li><li>• Supervising the augmentation and management of museum.</li><li>• Conducting and arranging guided tours to the gallery.</li><li>• Updating and maintenance of NMIC website.</li><li>• To maintain duty rosters and supervise the performance of the Gallery Attendants.</li><li>• Any other tasks assigned by the Director/ Curator, NMIC depending on exigencies of work.</li></ul> |

|    |                                |  |
|----|--------------------------------|--|
| 3. | Duty, Station and Timings      | NMIC, Mumbai functions 6 days a week from 10.00 a.m. to 5.30 p.m.  |
| 4. | Reporting Authority            | Will report to the Curator, NMIC, Mumbai.  |
| 5. | Estimated duration of Contract | Two year extendable for a further period of one year or till regular appointments against these posts are made, whichever is earlier. The period of two years may be further curtailed at the discretion of the competent authority.   |
| 6. | Remuneration                   | Rs.1,10,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.  |
| 7. | Qualification & Experience     | Bachelor's Degree preferably in Museology with at least 3 years proven experience in undertaking major film/media exhibition projects. Those who have done research work / published works would be given preference. Excellent writing and computer skills are a pre-requisite. |
| 8. | Maximum Age Limit              | 35 years, relaxable upto 5 years at the discretion of the Selection Committee in the case exceptionally qualified and experienced candidates.  |

**NATIONAL MUSEUM OF INDIAN CINEMA, MUMBAI**

**Terms of reference for the position of Public Relations Officer**

|    |                                |  |
|----|--------------------------------|--|
| 1. | Purpose of Assignment          | To provide technical and professional support to Museum Director, NMIC in the proper implementation of its policies and programmes.  |
| 2. | Job Profile                    | <ul style="list-style-type: none"><li>• Responsible for formulation of all PR programmes and policies in consultation with Director.</li><li>• To organize Seminars, Workshops on Cinema appreciation and history etc.</li><li>• To plan, develop and implement National and International Conferences on relevant issues of NMIC and organize other relevant events etc.</li><li>• To plan and organize film shows at the auditorium every day.</li><li>• To interact with school authorities to arrange visits of student groups to the museum.</li><li>• To establish rapport with the electronic and print media and to bring out Museum press releases and publicity.</li><li>• To conduct and arrange guided tours to the gallery.</li><li>• To update and maintain NMIC website.</li><li>• To draw up annual calendar of events, develop and disseminate museum related material to visitors and general public.</li><li>• Any other task assigned by the Director, NMIC, Mumbai depending on exigencies of work.</li></ul> |
| 3. | Duty, Station and Timing       | NMIC, Mumbai functions 6 days a week from 10.00 a.m. to 5.30 p.m.  |
| 4. | Reporting Authority            | Will report to the Museum Director, NMIC, Mumbai.  |
| 5. | Estimated duration of Contract | Two year extendable for a further period of one year or till regular appointments against these Posts are made, whichever is earlier. The period of two years may be further curtailed at the discretion of the competent authority.   |
| 6. | Remuneration                   | Rs.50,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.  |
| 7. | Qualification and Experience   | Bachelors Degree and Post Graduate Diploma in Mass Communication/Journalism from any recognised University/Institute of repute with at least 5 years experience in media. Those who have done research work / published works would be given preference. Excellent writing, computer skills and magazine/journal editing ability are pre-requisite.  |
| 8. | Maximum Age Limit              | 30 years, relaxable upto 5 years at the discretion of the Selection Committee in the case exceptionally qualified and experienced candidates.  |