

# NATIONAL MUSEUM OF INDIAN CINEMA

## Films Division

Ministry of Information & Broadcasting

Government of India

24-Dr. Gopalrao Deshmukh Marg,

Mumbai-400 026.

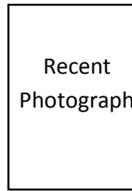
Tel. Nos: 022-23515824 / E-mail:- [nmic@filmsdivision.org](mailto:nmic@filmsdivision.org)

The advertisement issued on 14<sup>th</sup> January, 2019 for engaging incumbents on contract basis for the following posts, for National Museum of Indian Cinema stands cancelled due to administrative exigencies/reasons:-

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/-

For fresh advertisement please log on to [www.filmdivision.org](http://www.filmdivision.org).

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



**FORMAT OF APPLICATION**

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

**NATIONAL MUSEUM OF INDIAN CINEMA, MUMBAI**

**Terms of reference for the position of Conservator**

1.	Purpose of Assignment	Responsible for care and conservation of Museum objects on display and in storage.
2.	Job profile	<ul style="list-style-type: none"><li>• Conservation of entire Museum collection</li><li>• Monitor the health of objects on display, in storage as well as in Conservation lab.</li><li>• Ensure there is no possibility of accident/ damage to objects at any point of time.</li><li>• Ensure fulfilment of specifications provided for health and safety of the objects during an exhibition. (e.g. climate, lights control etc)</li><li>• Help Curator and Assistant Curator in object handling, preventive conservation applications while organising various exhibitions, workshops etc.</li><li>• Decision making for conservation/restoration of artefacts of varied materials.</li><li>• Implement the treatment proposed for conservation of objects, implement preventive and remedial conservation measures for the care of collection as well as implementing emergency conservation treatments to Museum artefacts.</li><li>• Maintain the photography and documentation records of each process.</li><li>• To keep all the treatment records and condition reports of objects and making those available to Curator when are asked.</li><li>• Visit galleries to check the health of object and do the needful</li><li>• Clean and maintain the objects/exhibits routinely.</li><li>• Organisation and participation in various workshops and training programs.</li></ul>
3.	Duty, Station and Timing	NMIC, Mumbai functions 6 days a week from 11.00 a.m. to 6.00p.m.
4.	Reporting Authority	Will report to the Museum Director and Sr. Curator, NMIC, Mumbai.
5.	Estimated duration of Contract	Two years extendable for 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	Masters degree preferably in Conservation/Archaeology/Museology/Ancient Indian Culture/ Art History/Heritage Management with at least a year long experience in the field of Conservation of Museum art objects and technical studies. Basic knowledge of photography. Knowledge of Computer and photo documentation. Ability of deliver on deadlines.