

Advertisement for Vacancies in Pradhan Mantri Sangrahalaya

1 Nehru Memorial Museum and Library is setting up the Pradhan Mantri Sangrahalaya envisioned to be a premier institution on exhibiting, collecting, documenting, researching, and disseminating information in digital format about the lives and contributions of the Prime Ministers of India. The Sangrahalaya uses state-of-the-art technology.

2 We have openings for candidates available for immediate recruitment on contract basis for a period of six months with prospects of extension. The contract could be extended beyond six months based on NMML's requirement and/or performance appraisal. Qualifications required and terms and conditions of appointment are as under:-

S.No	Name of Post	No. of Post	Age	Salary	
1.	Junior Account Officer	1	30-35	₹ 40,000	
2.	Junior Administrative Officer	1	35-40	₹ 60,000	
3.	Assistant Administrator	1	25-30	₹ 45,000	
4.	IT Manager	1	35-40	₹ 70,000	
5.	Assistant (Care Taker)	1	30-35	₹ 40,000	
6.	Building and Event Manager	1	35-40	₹ 70,000	
7.	Assistant Manager – Visitor Experience & Services	1	35-40	₹ 45,000	
8.	Personal Assistant	1	30-40	₹ 40,000	
9.	Upper Division Clerk	2	25-30	₹ 40,000	
10.	Supervisor	3	Age no bar	₹ 40,000	
11.	Manager – Copywriter & Marketing	1	25-35	₹ 70,000	

3 Terms and conditions are given below. Application may be sent online on chiefcuratorpms-nmml@gov.in.

4 The last date of submission of application is 25th February, 2022 up to 5.00 PM

Terms & Conditions

Name of Post	Junior Account Officer
No. of Post	1 (One)
Age	30-35
Qualification	Post graduation in Commerce
Work Experience	2 years' of post PG in commerce degree work experience in accounts, Knowledge of Computer application, Tally, Excel etc.
Work Profile	The incumbent would be reporting to the Head of Accounts Section. Responsible for all accounts duties pertaining to finalization, maintenance of accounts, annual budget and annual account reports, as per govt. guidelines etc and all ancillary activities.
Salary	₹ 40,000
Period of Engagement	Six months

Name of Post	Junior Administrative Officer
No. of Post	1(One)
Age	35-40
Qualification	Graduate, BBA/ MBA preferred
Work Experience	At least 7 years' experience in administration in a Govt Deptt. Or in an Autonomous organization or any other reputed organization. Knowledge of computer applications.
Work Profile	Responsible for all administrative activities pertaining to Human Resource Management, Procurement, Compliance, planning for policy decision, annual workplans of the museum and other ancillary duties.
Salary	₹ 60,000
Period of Engagement	Six months

Name of Post	Assistant Administrator
No. of Post	1 (One)
Age	30-35
Qualification	Graduate
Work Experience	At least 5years' experience in administration in a Govt Deptt. Or in an Autonomous Organization or any other reputed organization. Knowledge of computer applications.
Work Profile	Responsible for all administrative activities pertaining to Human Resource Management, Procurement, Compliance, planning for policy decision and other ancillary duties and assist Junior Administrative Officer
Salary	₹ 45,000
Period of	Six months

Engagement	
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Name of Post	IT Manager
No. of Post	1 (One)
Age	35-40
Qualification	Bachelor's degree in Computer or Information Science
Work Experience	5+ years' of Experience in Managing Museums, Exhibits, Events, etc
Work Profile	<p>Evaluating the museum's IT needs and finding ways to improve the products and systems in place for enhanced productivity, security and efficiency</p> <ul style="list-style-type: none"> ● Recommending upgrades and enhancements to top management, explaining the key benefits of newtech-based investments for the museum ● Developing and overseeing the IT policy, security measures and best practices including supervising museum's IT maintenance teams ● Scheduling and supervising IT projects such as upgrades, migrations, system updates and outages ● Managing IT team members, assisting in performance evaluation and offering guidance for advancement ● Identifying opportunities for IT training and developing classes that will equip the museum staff to make the best use of the products and systems available ● Ensure an excellent visitor experience ● Perform administrative duties, as required ● Assist and/or collaborate with other museum staff as necessary
Salary	₹ 70,000
Period of Engagement	Six months

Name of Post	Assistant (Care Taker)
No. of Post	1 (One)
Age	35
Qualification	Graduate in any discipline.
Work Experience	<p>At least 5 years' experience of maintenance of buildings. Desirable:</p> <p>(i) Work experience in Govt. department or autonomous body or any other reputed organisation</p> <p>(ii) Knowledge of computer application and Building Management system.</p>
Work Profile	<p>Report to Building and Event Manager</p> <p>Responsible for maintenance & upkeep of building, open spaces and all other areas, monitor building management system. Liaison with CPWD & other agencies for repair and maintenance works,</p>

	supervise and monitor staff duties pertaining to cleaning and security. Support event management activities of the museum whenever required.
Salary	₹ 40,000
Period of Engagement	Six months

Name of Post	Building and Event Manager
No. of Post	1 (One)
Age	35-40
Qualification	Bachelor's degree in Business Administration
Work Experience	5+ years'of Experience in Managing public building facilities, Museums, Exhibits, Events, etc
Work Profile	<p>Recruit, select, train, assign, schedule, coach, counsel, and discipline employees • Communicate job expectations; planning, monitoring, appraising, and reviewing job contributions • Plan and review compensation actions; enforcing policies and procedures •; prepare an annual budget; schedule expenditures; analyze variances • Develop operations systems by determining requirements; develop, implement, enforce, and evaluate policies and procedures; develop processes for receiving product, equipment utilization and inventory management • Analyze and improve organizational process and workflow, employee and space requirements, and equipment layout; implement changes • Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations • Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations • Accomplish operations and organization mission by completing related results as needed • Meet or exceed operations labor budget expectations • Manage staff levels, wages, hours, contract labor to revenues • Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees • Run a safe, injury/accident free workplace • Responsible for all aspects of vehicle and heavy equipment rentals • Manage relationships with key operations vendors • Track vendor pricing, rebates, and service levels • Review and approve all operational invoices and ensure they are submitted for payment • Communicate all operating policies • Work closely with the inventory manager and team to perform analysis of our inventory and ensure we are utilizing our inventory effectively, purchasing the right equipment, maintaining solid inventory data, and reduce expenses • Ensure an excellent visitor experience • Oversee the museum's exhibits to ensure it stays safe, secure, and undisturbed • Assist curators in moving art objects or changing gallery displays • Perform administrative duties, as required • Assist and/or collaborate with other museum staff as necessary</p>
Salary	₹ 70,000
Period of Engagement	Six months

Name of Post	Assistant Manager – Visitor Experience & Service
No. of Post	1 (One)
Age	35-40
Qualification	Graduate in any field
Work Experience	3-5 years' in a relevant field
Work Profile	<ul style="list-style-type: none"> ⌚ Demonstrable work experience in management of ticketing, web-based learning, travel-tourism, hotel concierge and on-line learning platforms. ⌚ Able to oversee ticketing, visitor services and information kiosk and audio guide kiosk management of the museum ⌚ Ability to multitask and familiarity with management of diverse customers. ⌚ Have bilingual proficiency. ⌚ Ability to handle large customer base including databases and CRM.
Salary	₹ 45,000
Period of Engagement	Six months

Name of Post	Personal Assistant
No. of Post	1 (One)
Age	30-40
Qualification	Graduate in any discipline
Work Experience	<p>(i) Graduate in any discipline. (ii) Typing speed of 30 w.p.m. in English/25 w.p.m in Hindi Desirable: (i) Two years' experience as PA/Stenographer in a govt department or an autonomous body or any other reputed organization, (ii) Knowledge of Computer applications</p>
Work Profile	PA to CEO. Assist to Senior Officer, typing the letters for them Reading, monitoring and responding to the officer's emails etc. Answering calls and liaising with ministries emails etc. Taking dictation, planning & organising meetings, preparing papers for meeting etc.
Salary	₹ 40,000
Period of Engagement	Six months

Name of Post	Upper Division Clerk
No. of Post	2 (Two)
Age	25-30
Qualification	Graduate in any discipline

Work Experience	At least 5 years' experience in Govt Deptt. or in or any other reputed organization.
Work Profile	All supervisory duties of administrative nature, in-charge of stores and custodian of records.
Salary	₹ 40,000
Period of Engagement	Six months

Name of Post	Supervisor
Age	Age no bar
No. of Post	3 (Three)
Qualification	(i) Bachelor in Computer Application/ B.Tech/ Mechanical/Civil Engineering (ii) Typing speed of 30 wpm (English) or Hindi 25 wpm. (iii) Knowledge of computer, Diploma in Excel
Work Experience	2 Years' experience, bilingual Hindi and English
Work Profile	Ticketing and other ancillary jobs
Salary	₹ 40,000
Period of Engagement	Six months

Name of Post	Manager – Copywriter & Marketing
No. of Post	1 (One)
Age	25-35
Qualification	Master's Degree in History, Mass Communication, Marketing or other related fields
Work Experience	At least 5 years' experience in relevant field
Work Profile	<ul style="list-style-type: none"> ⌚ Research, report and propose marketing campaigns for the museum. ⌚ Ideate and conceptualize stories about the museum. ⌚ Collaborate with Curatorial & Marketing teams to develop creative ideas to promote the museum on various platforms. ⌚ Project manage & launch media programs for the museum. ⌚ Verify the content – Museum's messaging and style guidelines. ⌚ Copyrighting – Instant messaging, replying to website emails, museum & exhibition brochure content. ⌚ Develop Social Media campaigns, advertisements, marketing collaterals and direct emails (EDMs).
Salary	₹70,000
Period of Engagement	Six months