

**INVITING APPLICATIONS FOR OUTREACH INTERN (on contract),
NATIONAL MUSEUM, NEW DELHI**

General Information

National Museum has a rich and diverse collection of art representing different eras, regions, cultures and aesthetics in the history of India. It also has significant collections of Central Asian and South American art. Located in the heart of Delhi, in Janpath, the Museum is intended to be a socio-cultural hub of the city, and attract and engage visitors from the rest of the country and abroad.

In the recent past an Outreach department has been set up in National Museum which has an Outreach Consultant and an Outreach Intern. Looking at the various projects being generated out of the Outreach Department it has been decided to employ one more Outreach Intern in the department to assist in various Outreach Programmes. The Outreach team works with the Director General of National Museum.

The team would have immediate and long-term goals such as:

1. Re-orient the museum and its programmes to audience-centric
2. Look out for effective collaborations that can enhance the public perception of the museum.
3. Strengthen fundamental systems of the museum's running to powerfully feed into public programmes.
4. Expand from being only an intellectual institution and strive to become a popular visiting place in order to keep intellectual interests alive in the long run.
5. Keep an open and 'willing to share information' attitude with the public.
6. Immediate Outreach Goals
7. Maintaining and updating the online presence of the Museum
8. Taking out a series of publications/guidebooks on the Museum
9. Fixing up group visits (schools, colleges, heritage enthusiast and other groups)
10. Organising events (such as lectures, conferences, seminars, film screenings) at the Museum Long-term Outreach Goals
11. Preparing a detailed roadmap for improving outreach and visibility. The roadmap would be based on surveys of visitors, experiences of museums world-wide and consultations with experts.

Interns

The Museum seeks to appoint an intern for an initial period of 1.8.2015 to 15.1.2016, renewable on satisfactory performance. Candidates should be post-graduates of a subject such as History of Art/ Museum Studies/History/Museology/Humanities. They should be able to demonstrate excellent computer and English writing skills.

The interns will be expected to work with the Outreach office in the National Museum. They will be paid a monthly stipend of Rs. 24,000. The interns will report to the Consultant, Outreach.

How to Apply

Interns

If you are interested in applying for the position, please send the application addressed to Director General, National Museum, Janpath, New Delhi – 110011.

Please write “Application for Intern, Outreach” on the envelope and send it by 25th July, 2015, 3:00 pm.

No Applications will be entertained after the above mentioned date and time. National Museum will not be responsible for any delay.

Your application should have the following:

1. Your full name
2. Age and Gender
3. Permanent Address
4. Present Occupation
5. Educational qualifications – Please provide name of institution, details of your specialization, year of completion, marks obtained
6. Work Experience, if any – Please provide details
7. Please write a paragraph of about 100 words on “Why I want to intern in the Outreach department of National Museum”
8. Please scan and send a passport size photograph, and a Photo ID (passport, Voter card, drivers licence, official ID or such other)

Selection Criteria: Shortlisted applicants will be called for interview by a panel set up by National Museum for final selection of candidate.

TERMS & CONDITIONS FOR OUTREACH INTERN (on contract),
NATIONAL MUSEUM, NEW DELHI

1. **Duties of the Intern:** On acceptance of the offer letter and the following terms and conditions from the National Museum, the Intern will be assigned a list of tasks and duties. The annual evaluation/performance assessment of the Intern will be made based on the successful completion of assigned tasks. Short-fall(s) in fulfilling assigned duties or refusal to undertake assigned tasks will be cause of termination of the said appointment.

2. **Duration of employment:**
 - 2a. Employment of the Intern will be entirely contractual in nature and will be for a minimum period of 1.8.2015 to 15.1.2015 further extendable, subject to review of the Intern's conduct, performance and achievement of targets each year.
 - 2b. The Intern shall have no claim to regular appointment.

3. **Pay/Remuneration and increments**
 - 3a. During the period of contract the Intern will be paid a consolidated stipend of Rs. 24,000/- per month.
 - 3c. No amount on account of Dearness Allowance will be paid to the Intern during this period.
 - 3d. Income Tax as per Income Tax Act and Rules shall be deducted at source every month from the salary.
 - 3e. In case an Intern is required to sit in the office late or come early or on any occasion due to temporary increase in the office work or to complete pending work, he/she will not be paid any overtime allowance or any amount in any other form or name.

4. **Leave**
 - 4a. The Intern shall be entitled to Casual Leave up to a maximum of 15 days in a calendar year. The balance at the close of a calendar year will automatically lapse.
 - 4b. The Leave as mentioned in this clause shall not be claimed as a matter of right and any leave applied for may be sanctioned by the competent authority in the National Museum after taking into account the exigencies of work.
 - 4c. All leaves beyond that specified above will be treated as leave without pay up to a maximum of 60 days in continuation in a year. After a lapse of 60 days National Museum will be at liberty to terminate the appointment.

- 4d. Record of leave of the Intern will be maintained and while sanctioning leave the competent authority may review the same and ensure that the Intern is having adequate leave at his/her credit on the date of sanction of the same.

5. Travel

5a. For travelling on official tours duly approved by the Competent Authority the entitlement for travel and travelling allowance would be equivalent to Under Secretary level officers as provided under the TA Rules of GOI.

5b. For official travelling to a foreign country, for attending training/conference/seminars/workshops etc., necessary permission or NOC from MHA/MEA and Ministry of Culture would be required as per rules.

6. Conduct Rules

6a. The Intern shall at all times maintain office decorum, discipline and punctuality.

6b. The Intern shall at all times maintain absolute integrity and devotion to duty, and also be honest and impartial in his/her official dealings.

6c. The working hours for the Intern would be from 9:45am - 5.15 pm from Monday to Saturday and Sunday being a holiday. Central Govt. Gazetted holidays will be observed as closed holidays. Every Intern shall remain present in office/place of duty throughout the office hours on all working days.

6d. Except for valid reasons and/ or unforeseen contingencies the Intern shall not be absent from duty without prior permission.

7. Unauthorized Communication of Information

The Intern shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

8. Resignation from a post and Termination of appointment

8a. The Intern may resign from his/her post by giving a month's notice in writing to the Director General, National Museum.

8b. The National Museum may also terminate the services of the Intern by giving a month's notice to the Intern.

8c. The services of the Intern may be terminated without giving any notice if such termination becomes necessary on grounds of proven misconduct, lack of

integrity, corrupt behaviour or gross indiscipline of some other kind. The Intern's evaluation, inability or refusal to do work assigned in writing may also be cause for termination of contract.

9. Copyright

All material generated as part of projects, day to day work of National Museum will remain the property of the National Museum and not of the Intern.

10. Power to amend and relax

- i. In case of the Intern being adversely affected by any of the provisions of these Terms & Conditions the Director General, National Museum may, relax that provision to the extent that it does not cause any hardship to the Intern.
- ii. The National Museum may review its terms and conditions of appointment from time to time and amend, modify or add to these Terms & Conditions keeping in view the interests of organization and decide date from which such amendments; modifications or additions shall take effect.

11. Removal of Doubts/Interpretation

In the case of any doubt on the interpretation or application of any provision of these Terms and Conditions, the decision of the Director General, National Museum shall be final.
