



NATIONAL MUSEUM INSTITUTE
OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY
(Deemed to be University, under Ministry of Culture, Govt. of India)
A-19, Institutional Area, Sector 62, Noida – 201 309
Phone: 0120-2975625, 2975620, 2975617

Date: 04.06.2022

VACANCY NOTICE

ENGAGEMENT OF FEMALE WARDENS ON CONTRACT BASIS

National Museum Institute, an autonomous body fully funded by the Ministry of Culture, Government of India, proposes to engage two Wardens (Female) purely on contract basis initially for a period of one year on a consolidated remuneration of Rs.38,000/- per month.

Name of the post	Warden (Female)
Number of vacancies	02
Qualification	Graduate, with good spoken and written communication skill in English and Hindi
Experience required	Minimum 03 years of relevant experience (as a warden/deputy or assistant warden/ superintendent/ supervisor/in charge/nurse), especially in a college or university. Preference will be given to single person without encumbrance.
Age	35 to 45 years as on 15 th June, 2022
Remuneration	Rs.38,000/- (consolidated)
Place of Posting	National Museum Institute, A-19, Institutional Area, Sector 62, Noida, Uttar Pradesh – 201309
Appointment terms	One year on contract basis, extendable on the basis of work performance
Mode of selection	Interview
Job responsibilities	<ol style="list-style-type: none">1. Managing needs of resident students within the hostel and guest house premises.2. Providing right help at the right time.3. Maintaining discipline.4. Supervising day to day functioning of the hostel and guest house.

Interested candidates may email their resume to library.nmi@gov.in by 15th June, 2022.

(Dr Savita Kumari)
Registrar Incharge

Note:

1. Medical fitness certificate has to be attached along with the filled application form as the warden is supposed to be on move within the hostel and guest house premises.
2. At the time of interview, the candidate must have all the relevant documents in original and also carry one copy of the same.
3. No TA/DA shall be paid for attending the interview
4. Warden shall be provided a single room in the hostel with toilet facility. Mess services shall also be provided.
5. It is mandatory for the wardens to stay in the hostel.
6. There will be one-month contractual leave during summer break of college.
7. For any clarification, please contact Dr V. Kalyani, Assistant Registrar (Academic), National Museum Institute of History of Art, Conservation and Museology, ara.nmi@gov.in, 0120-2975617

APPLICATION FOR THE POST OF WARDEN

1. Name:

2. Father's Name:

3. Mother's Name:

4. Date of Birth:

5. Marital status: Married/No (Tick the appropriate option)

6. Address for Correspondence:

7. Permanent address:

8. Phone No.: Landline Mobile

9. Email address:

10. Educational qualification:

Qualification	Board/University	Year of passing	Percentage

11. Work Experience:

Name of organisation	Joining date	Relieving date	Reason for quitting

12. Physical fitness: Height Weight

13. Any health ailment: Yes/No (Tick the appropriate option). If yes, please specify

14. I am applying for the post of Warden at the National Museum Institute because

Place: Signature

Dare: Signature