



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2
वसंत कुंज, नई दिल्ली-110070

Advt No. Estt/09/2014/
4th September 2014

VACANCY NOTICE

National Book Trust, India, an apex body engaged in publication of books and book promotion in the country, invites applications from the eligible candidates for filling up the following posts **on direct recruitment basis** for its Head office, New Delhi and its regional offices located at Kolkata, Mumbai and Bangalore:

S.No.	Name of the post	No. of posts	Pay Band
01.	Deputy Director	1 post (Un-reserved)	PB-3: Rs. 15600-39100 + GP 6600/-
02.	Assistant Director	3 posts (Un-reserved) (includes one anticipated vacancy)	PB-3: Rs. 15600-39100 + GP 5400/-
03.	Superintendent	1 post (reserved for ST- 2 nd Attempt)	PB-2: Rs. 9300-34800 + GP 4200/-
04.	Accountant	1 post (reserved for OBC)	PB-2: Rs. 9300-34800 + GP 4200/-
05.	Assistant	3 posts (Un-reserved-1, SC-1 & OBC-1)	PB-2: Rs. 9300-34800 + GP 4200/-

Interested candidates who fulfill the minimum eligibility criteria may apply to the Deputy Director (Establishment), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi 110 070 within 21 days from the date of the advertisement.

For details about educational qualification, experience, age-limit, format of application and other terms and conditions, please visit NBT website (www.nbtindia.gov.in)

 <p>nbt.india एकः सूते सकलम्</p>	<p>राष्ट्रीय पुस्तक न्यास, भारत NATIONAL BOOK TRUST, INDIA Ministry of Human Resource Development, Government of India 'Nehru Bhawan', 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 Email: office.nbt@nic.in Phone: 011-26707700, 26707721 Website: nbtindia.gov.in</p>
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Advertisement No. Estt./09/2014

4 September 2014

Applications are invited for filling up the following posts on regular basis:

S.No.	Name of the post	Pay Band + Grade Pay	No. of posts	Eligibility & Age-limit
01.	Deputy Director (Group 'A')	Rs.15600-39100 + GP 6600/-	01 (unreserved)	<p><u>Essential</u> :</p> <p>(i) A degree from a recognized university. (ii) Proficiency in English or Hindi. (iii) Five years' experience in the PB-3, Rs.15600-39100 + GP of Rs. 5400/- or equivalent posts in one or more of the following fields from any Government/Autonomous/PSUs/ Semi Government organisations: (1) Sales & Marketing (2) Publicity & Public Relations (3) Fairs & Exhibitions (4) Establishment & Office Administration</p> <p><u>Desirable</u> :</p> <p>Diploma in one or more of the following fields: (1) Business Management (2) Advertising & Marketing (3) Personnel Management</p> <p><u>Age limit for direct recruitment</u> :</p> <p>Below 45 years (relaxable as per Govt. of India Rules).</p>
02.	Assistant Director (Group 'A')	Rs.15600-39100 + GP 5400/-	03 posts (unreserved) (01 anti-cipated)	<p><u>Essential</u> :</p> <p>(i) A degree from a recognized university. (ii) Proficiency in English or Hindi. (iii) A minimum of five years' experience in a supervisory capacity in one or more of the following fields from any Government/Autonomous/ PSUs/ Semi Government organisations:</p>

				<p>(1) Sales & Marketing (2) Publicity & Public Relations (3) Fairs & Exhibitions (4) Establishment & Office Administration</p> <p><u>Desirable :</u></p> <p>Diploma in one or more of the following fields: (1) Business Management (2) Advertising & Marketing (3) Personnel Management</p> <p><u>Age limit for direct recruitment</u></p> <p>Below 35 years (relaxable as per Govt. of India Rules).</p>
03.	Superintendent (Group 'B')	Rs.9300-34800 + GP 4200/-	01 post (reserved for ST)	<p><u>Essential :</u></p> <p>A degree from a recognized university.</p> <p><u>Desirable :</u></p> <p>Five years' experience in administration, exhibition, sales or publicity from any Government/ Autonomous/ PSUs/ Semi Government organization.</p> <p><u>NOTE</u></p> <p>(i) Qualifications are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified.</p> <p>(ii) The qualification(s) regarding experience is/are relaxable at the discretion of the Competent Authority, if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from this community possessing the requisite experience are not likely to be available to fill up the vacancies reserved.</p> <p><u>Age limit for direct recruitment</u></p> <p>Not exceeding 30 years (relaxable as per Govt. of India Rules).</p>

04.	Accountant (Group 'B')	Rs.9300-34800 + GP 4200/-	01 post (reserved for OBC)	<p><u>Essential</u> :</p> <p>(i) A degree from a recognized university. (ii) Five years' experience in Accounts/ Book Keeping in public sector organizations or private sector organizations of repute.</p> <p><u>Desirable</u> :</p> <p>Knowledge of Govt. Financial Rules.</p> <p><u>Age limit for direct recruitment</u></p> <p>30 years (relaxable as per Govt. of India Rules).</p>
05.	Assistant (Group 'B')	Rs.9300-34800 + GP 4200/-	01 post (unreserved) 02 posts (one each reserved for SC and OBC)	<p><u>Essential</u> :</p> <p>(i) A degree from a recognized university. (ii) Five years' experience in the posts in Pay Band of Rs.5200-20200 + Grade Pay of Rs.2400/- or equivalent in any Government/ Autonomous/PSUs/ Semi Government organization.</p> <p><u>Age limit for direct recruitment</u></p> <p>30 years (relaxable as per Govt. of India Rules).</p>



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NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज, नई दिल्ली-110070

Post applied _____

Advt. No _____ Dated _____

Paste a self
attested passport
size photograph
here

1. Name (in block letters as recorded in matriculation certificate):

2. Father's/Husband's Name (in block letters as recorded in matriculation certificate) : _____

3. (i) Date of Birth (in Christian Era) : _____

In words : _____

(ii) Age : _____ Years : _____ Months (as on closing date):

(iii) Whether you claim Age Relaxation : _____ (Yes/ No)

(Reason of claiming Age Relaxation) : _____

4. Category : _____ (SC/ST/OBC/General)

(Attached necessary certificate issued by Competent Authority)

5. Whether Ex-Serviceman : _____ (Yes / No)

(Attach necessary certificate issued by Competent Authority)

6. Nationality : _____

7. Sex : _____ (Male/Female)

8. Marital Status : _____ (Married/Unmarried)

9. (i) Whether Physically Disabled : _____ (Yes/No)

(If Yes, certificate from a medical officer not below the rank of Civil Surgeon should be enclosed)

(ii) Nature of Disability : _____

(iii) Percent of Disability : _____

10. Languages known : _____

11 Correspondence Address :

Pin Code : _____

Contact No. _____ Email. ID. _____

Fax No. _____

12. Permanent Address : _____

Pin Code : _____

13. Educational Qualifications (beginning from Matriculation or equivalent) :

Examination(s) passed	University/Board	Year of passing	Subject covered	Div. & % of Marks

14. Professional qualification, if any : _____

15. Experience (in ascending order) :

Office/Department	Designation with Pay Scale	Period		Nature of Work
		From	To	

16. Details of Computer literacy : _____

17. Any other relevant information : _____

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected or after test/interview or at any stage, my candidature will stand cancelled and all my claims for the recruitment will stand forfeited.

Note: Mark Sheet, Age Certificate, Experience Certificate, Caste Certificate etc. enclosed should be self-attested. Two additional passport size photograph should also be enclosed.

Place : _____

Date : _____

Signature of the applicant

ENDORSEMENT BY EMPLOYER

This is to certify that neither any disciplinary proceedings are pending or contemplated against Shri/Miss/Mrs..... who is a permanent employee of.....since He/She has never been dismissed from service or debarred from holding any future appointment. Neither any criminal case is pending or the applicant has been convicted for any offence. He/She will be relieved, if selected.

Place : _____

Date : _____

Head of the Institution

Terms & Conditions:

- 1) Application form and details regarding qualifications are available at the NBT Website www.nbtindia.gov.in. The application form for the post can be downloaded from NBT website.
- 2) Experience should be in the relevant field.
- 3) Candidates should be computer savvy and have good communication skills (for all Group 'A' and 'B' posts).
- 4) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 5) The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
- 6) Candidates serving in Government departments and Bodies are required to send their applications through proper channel or they have to produce NOC at the time of written test/interview failing which they may not be permitted to appear before the Selection Committee. While forwarding the application of in-service candidates, Head of the Institution should certify that no vigilance or criminal proceedings are pending or contemplated against them.
- 7) Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, caste certificate, etc.) will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
- 8) Direct recruitees shall be governed by the provisions under New Pension Scheme (NPS) of Government of India with all its amendments made from time to time.
- 9) The Trust may hold a screening test to shortlist the candidates and no railway fare will be given for attending written test. Sleeper II class rail fare to and fro Delhi by the shortest route as per rules shall be reimbursed to the outstation candidates who are called for the interview.
- 10) **The Pay Band carry other allowances admissible to Central Government employees.**
- 11) The Selection Committee may decides its own method of evaluating the performance of the candidates in the interview.
- 12) For the candidates belonging to SC/ST/OBC/PWD, age relaxation to the extant of Govt. of India instructions shall apply. Besides normal age relaxation for the reserved categories, Ex-serviceman and in-service personnel/employees of Central Govt./ State Govt./Universities and Autonomous Organizations will be considered for age relaxation as per Govt. of India rules.
 - a) The upper age limit is relaxable to the candidates belonging to the SC/ST – 5 years, OBC – 3 years and Physically Challenged (UR) – 10 years.
 - b) In case the persons with disability belong to SC/ST/OBC category, such SC/ST-cum-Physically Challenged candidates are eligible for 15 years relaxation and OBC-cum-PH candidate are eligible for 13 years relaxation in the upper age limit prescribed for general category.
 - c) Candidates serving in Govt. Department/organization of Central and State Government including departmental candidates who are working in same or allied fields are entitled for 5 years age relaxation.

With regard to age limit, the crucial date shall be the last date of receipt of applications as mentioned in the advertisement.

- 13) Candidate(s) belonging to OBC category must submit a valid **"Non Creamy Layer"** certificate from the appropriate authority, failing which such candidate(s) will not be considered as reserved category (OBC) candidate(s).
- 14) The selected candidate will also have to undergo a medical examination test from a government hospital countersigned by the Civil Surgeon or Chief Medical Officer to ascertain his/her medical fitness for the post at the time of joining.
- 15) Candidates shall have to produce original documents at the time of test/interview for verification.
- 16) No interim correspondence will be entertained with the candidates who are not screened in for test/personal interview/appointment. A list of screened candidates will be posted at NBT website for the notice of candidates.
- 17) NBT, India strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
- 18) Applicants must superscribe the envelope with "Application for the post of _____".
- 19) Canvassing in any form will be a disqualification.
- 20) The application duly completed in all respects should reach the Deputy Director (Establishment), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi - 110070 within 21 days from the date of publication of this advertisement in the Employment News along with a Demand Draft for Rs.200/- (no fee for SC/ST/PWD category) in favour of Director, National Book Trust, India payable at New Delhi. The Demand Draft should not be drawn before the date of issue of this advertisement. Candidates must write their names and the post applied for on the reverse of the Bank Draft. **Candidate(s) willing to apply for more than one post must submit separate application and fee, if any, for each post.**
Application(s) received after the last date due to postal delay or any other reason(s) thereof or incomplete in any form or without the application fee, shall be summarily rejected.

Last date for receipt of application is within 21 days from the date of issue of this advertisement in the Employment News.