



राष्ट्रीय पुस्तक न्यास, भारत

मानव संसाधन विकास मंत्रालय, भारत सरकार

**NATIONAL BOOK TRUST, INDIA**

Ministry of Human Resource Development, Government of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj

New Delhi-110 070; Phone: 91-11-26707700, 26707721

Email : [office.nbt@nlc.in](mailto:office.nbt@nlc.in)

Advt. No. Estt./27/2017

## **VACANCY NOTICE**

National Book Trust, India, an apex body engaged in publication of books and book promotion in the country, invites application from the eligible candidates for filling up the post of Assistant Director on direct recruitment basis for its Head Office, New Delhi:

<b>Name of the post</b>	Assistant Director (Group 'A')
<b>Name of the post</b>	01 (UR)
<b>Pay Band</b>	Pay Band-3; Rs.15,600-39,100/- Grade Pay Rs.5,400/-
<b>Essential Qualifications</b>	a) A degree from a recognized university b) Proficiency in English or Hindi c) A minimum of 5 yrs experience in a supervisory capacity in one or more of the following fields from any govt./semi govt./autonomous organization: 1. Sales & Marketing 2. Publicity & public relations 3. Fairs & Exhibitions 4. Establishment & Office Admn <b>Desirable:</b> Diploma in one or more of the following fields i) Business Management ii) Advertising & Marketing iii) Personnel management.
<b>Age Limit</b>	<b>Below 35 years</b>

Interested candidates who fulfil the minimum eligibility criteria may apply to the Assistant 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 issue of this 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](http://www.nbtindia.gov.in).



## राष्ट्रीय पुस्तक न्यास, भारत NATIONAL BOOK TRUST, INDIA

मानव संसाधन विकास मंत्रालय, भारत सरकार  
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-II, वसंत कुंज  
नई दिल्ली-110070, दूरभाष : 011-26707700, 26707721  
फैक्स : 011-26121883, ई-मेल : office.nbt@nic.in

### रिक्ति सूचना

विज्ञा.सं.: स्था./27/2017

राष्ट्रीय पुस्तक न्यास, भारत, एक शीर्ष निकाय, जो देश में पुस्तक प्रकाशन एवं पुस्तक प्रोन्नयन हेतु कार्यरत है, नई दिल्ली स्थित अपने मुख्यालय के लिए सीधी भर्ती के आधार पर सहायक निदेशक पद की भर्ती हेतु योग्य अभ्यर्थियों से आवेदन आमंत्रित करता है :

पद का नाम	सहायक निदेशक
पद संख्या	01 (अनारक्षित)
पे बैंड	पे बैंड -3 रु.15,600-39,100/-, ग्रेड पे-5,400/-
शैक्षिक योग्यता	(क) मान्यता प्राप्त विश्वविद्यालय से स्नातक की उपाधि (ख) अंग्रेजी व हिंदी में निपुण (ग) किसी भी सरकारी/अर्धसरकारी/स्वायत्त संस्थान में पर्यवेक्षक की हेतियत से पांच वर्षों का अनुभव 1. विक्रय एवं विपणन 2. प्रचार व जनसंपर्क 3. मंले एवं प्रदर्शनी 4. स्थापना एवं कार्यालय प्रशासन <b>वांछनीय :</b> निम्न में किसी एक में या ज्वारा में उपाधि अर्जित हो। 1. व्यापार प्रबंधन 2. विज्ञापन एवं विपणन 3. कार्मिक प्रबंधन
आयु सीमा	35 वर्ष से कम

इच्छुक अभ्यर्थी जो न्यूनतम पात्रता मानदंड को पूरा करते हैं, इस विज्ञापन के जारी होने के 21 दिनों के भीतर सहायक निदेशक (स्थापना) राष्ट्रीय पुस्तक न्यास, भारत, नेहरू भवन, 5, इंस्टीट्यूशनल एरिया फेज-2, वसंत कुंज, नई दिल्ली-110070 को आवेदन कर सकते हैं।

शैक्षिक योग्यता, अनुभव, आयु-सीमा, आवेदन प्रारूप तथा अन्य नियम एवं शर्तों की विस्तृत जानकारी हेतु कृपया एनबीटी की वेबसाइट [www.nbtindia.gov.in](http://www.nbtindia.gov.in) देखें।

## **Terms & Conditions for the post of Assistant Director:**

1. Application form and details regarding qualifications are available at the 'NBT Website: [www.nbtindia.gov.in](http://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.
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 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. Railway fare of Sleeper II class to and from 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 decide 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 extent 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.** 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 Interview for verification.
- 16.** No interim correspondence will be entertained with the candidates who are not screened in for 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 super scribe 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 Assistant 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.300/- (issued from any Nationalized bank) (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.

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.



राष्ट्रीय पुस्तक न्यास, भारत  
**NATIONAL BOOK TRUST, INDIA**  
नेहरू भवन, 5, इंस्टीट्यूशनल एरिया, फेज़- 2,  
वसंतकंज, नई दिल्ली-110070

Paste a self  
attested  
passport size  
photograph  
here

Post applied: \_\_\_\_\_

Advt. No \_\_\_\_\_ Dated \_\_\_\_\_

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:

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Pin Code: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email. \_\_\_\_\_

Fax No. \_\_\_\_\_

12. Permanent Address : \_\_\_\_\_

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Pin Code: \_\_\_\_\_

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

<b>Examination(s) passed</b>	<b>University/Board</b>	<b>Year of passing</b>	<b>Subject covered</b>	<b>Div. &amp; % of Marks</b>
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14. Professional qualification, if any: \_\_\_\_\_

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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 nor the applicant has been convicted for any offence. He/She will be relieved, if selected.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Head of the Institution