



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

Walk In Interview

Advt No. 87/2021

Date: 04/08/2021

Walk-in-interview will be held in the National Book Trust, India on **09/08/2021 at 2:30 p.m.** for the recruitment of **Jr. Stenographer (English)** purely on contract basis, initially for three months which can be extended depending on the performance of the candidate/need of the organization on monthly remuneration of Rs. 25,000/- per month in NBT, India. Interested candidates may appear for the **Walk in interview on 09/08/2021 at 2:30 p.m.** with a prescribed application form. The details are given below:-

1	Name of Post	Jr. Stenographer (English)
2	No. of post and posting	05 (Five), Head quarter, New Delhi Purely on short term contract basis, initially for three months which can be extended depending on the performance of the candidate/need of the organization
3	Salary	Rs 25,000/- per month
4	Age Limit	The age limit would be below 40 yrs. on the closing date of application.
5	Date of Walk in Interview	09/08/2021 at 2:30 p.m.
6	Qualifications and Experience	Essential a) A Graduation degree in any discipline from a recognized university. b) Shorthand and typing speeds 80 wpm/40 wpm in English. c) Good Communication skill with knowledge of Noting and Drafting. d) Working knowledge of Computer. e) Good knowledge of Microsoft office software.



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Post applied for _____

Advt. No _____ Dated _____

Place 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 for claiming Age Relaxation) : _____
4. **Religion** : _____ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)
5. **Category** : _____ (SC/ST/OBC/General)
(Attach necessary certificate issued by Competent Authority)
6. **Whether Ex-Serviceman** : _____ (Yes/No)
(Attach necessary certificate issued by Competent Authority)
7. **Nationality**: _____
8. **Sex** : _____ (Male/Female)
9. **Marital Status** : _____ (Married/Unmarried)
10. (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 : _____

11. Languages known : _____

12 Correspondence Address:

_____ Pin Code: _____

Contact No. _____ Email. ID. _____

Fax No. _____

13. Permanent Address: _____

_____ Pin Code: _____

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

Examination(s) passed	University/Board	Year of passing	Subjects covered	Division / Grade	% of Marks

15. Professional qualifications, if any :

16. Experience (in ascending order) :

Office/Department	Designation	Salary Structure	Period		Nature of Work
			From	To	

17. Details of Computer literacy: _____

18. 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 and then scanned and attached with the Application. A passport size photograph should also be enclosed.

Place : _____

Signature of the applicant

Date : _____

GENERAL TERMS AND CONDITIONS:

- 1) Posts may be increased at the discretion of the Competent Authority.
- 2) Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
- 3) The candidate should have good communication skills in English and Hindi.
- 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) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 7) Candidates should possess the essential qualifications as on the closing date of application.
- 8) Age will be determined on the last date of the receipt of applications.
- 9) Canvassing in any form will result in disqualification.

NOTE:

- Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining.
- One passport size photograph should be placed on the Application Form.
- Incomplete Applications will be rejected.
No T.A./D.A. will be paid for attending the prescribed tests/interview