

Date of Publishing : 11.8.2017
last Date for
Submission of Application : 31.8.2017



NATIONAL BOOK TRUST, INDIA

Ministry of Human Resource Development, Government of India
'Nehru Bhawan', 5, Institutional Area, Phase-II
Vasant Kunj, New Delhi-110070 Phone : 011-26707700, 26707721
Email: office.nbt@nic.in Website: www.nbtindia.gov.in,

VACANCY NOTICE

Advt. No. Estt./29/2017

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the eligible candidates for filling up the following post purely on contract basis (full time) for a period of one year, extendable as per requirement, details are as under:-

Name & No. of the Post and Remuneration	Qualifications, Experiences	Age limit	Age-limit
Editorial Assistant -01 (Hindi) Consolidated remuneration not exceeding Rs. 30,000/- per month	Essential: a) A Bachelor's degree from a recognized university with Hindi as a compulsory or elective subject. b) Editorial level working knowledge in Hindi. c) Knowledge of working on pagemaker and other software. d) Knowledge of proof reading, editing, translating, book assessment writing, booklet layout designing etc.	The upper age limit would be 40 years.	Purely on short-term contract basis for a period of one year which can be extended on year to year basis depending on the performance of the candidate / need of the organisation.

The NBT reserves the right not to fill up the post, as advertised, if circumstances so warrant.

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 - 110070 within 21 days from the date of issue of this advertisement.

For details about educational qualification, experiences, Job requirement, format of application and other terms and conditions, Please visit NBT Website www.nbtindia.gov.in.



राष्ट्रीय पुस्तक न्यास, भारत

मानव संसाधन विकास मंत्रालय, भारत सरकार

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया फेज-II,

वस्ति कुंज, नई दिल्ली-110070, दूरभाष : 011-2670770, 26707721

ई-मेल : office.nbt@nic.in वेबसाइट : www.nbtindia.gov.in

रिक्ति सूचना

विज्ञापन.सं. स्था./29/2017

राष्ट्रीय पुस्तक न्यास, भारत एक शीर्ष निकाय, जो देश में पुस्तक प्रकाशन एवं पुस्तक प्रोन्नयन हेतु कार्यरत है, पूर्णतः अनुबंध के आधार पर (पूर्णकालिक) निम्नलिखित पद की भर्ती हेतु योग्य अभ्यर्थियों से आवेदन आमंत्रित करता है। पद की कार्यवधि एक वर्ष है जिसे आवश्यकतानुसार बढ़ाया जा सकता है, विवरण निम्नानुसार है

पद का नाम, संख्या और पारिश्रमिक	शैक्षिक योग्यता	आयु सीमा	अवधि
संपादकीय सहायक, (हिंदी)-01 एकमुश्त भुगतान रु 30,000/- (प्रतिमाह)	आवश्यक क. मान्यताप्राप्त विश्वविद्यालय से हिंदी अनिवार्य या एच्छिक विषय के साथ स्नातक ख. हिंदी, संपादन का स्तरीय ज्ञान ग. पेजमेकर तथा अन्य सॉफ्टवेयर पर कार्य करने का ज्ञान घ प्रूफ रीडिंग, पुस्तक समीक्षा लिखने, पत्रिका का ले-आउट डिजाइन करने आदि का ज्ञान	अधिकतम आयु सीमा -40 वर्ष	पूर्णतः अल्पावधिक अनुबंध के आधार पर एक वर्ष के लिए जोकि कार्य की आवश्यकता और कार्य-गुणवत्ता के आधार पर आगे भी जारी रह सकती है।

परिस्थितियों के अनुसार न्यास के पास रिक्ति को, जारी किए गए विज्ञापन के अनुसार ना भरने व पद की संख्या में बढोतरी एवं कमी करने का अधिकार सुरक्षित है।

इच्छुक अभ्यर्थी जो न्यूनतम पात्रता मानदंड को पूरा करते हैं, इस विज्ञापन के जारी होने के 21 दिन 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, कार्य अपेक्षाएँ, आवेदन प्रारूप तथा अन्य नियम एवं शर्तों की विस्तृत जानकारी हेतु कृपया एनबीटी की वेबसाइट www.nbtindia.gov.in को देखें।



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

Post applied _____

Advt. No. _____ Dated _____

(Please read the notes given at the end before filling the Form)

1. Name (in block letters): _____

2. Father's/Husband's Name: _____

3. Date of Birth _____

4. Nationality _____ Male/Female: _____ Married/Un

5. Postal Address:

Please paste duly
attested passport size
photograph
here

PIN Code: _____

Contact No. _____

Email. ID. _____

6. Permanent Address: _____

Pin Code: _____

7. Do you belong to Scheduled Caste/Scheduled Tribe or OBC? If so, state the name of the Caste/Tribe and attach a Certificate: _____

8. Are you Ex-service-man/Disabled Defence Personnel/Dependent of Defence Personnel killed in action? If so, attach certificates: _____

9. Are you a Physically Disabled person (OH/VH/HH)? If so, give details - _____

10. Educational Qualifications:

Examination passed	Name of the University/Board and School/ College attended	Division with % of Marks obtained	Year of passing	Subject offered

11. Languages known:

Speak	Read	Write

12. Are you attending any part-time/whole-time course of study? If so, state the name of the Course and the Institution you have joined:

13. Experience, if any:

Office in which worked/working	Designation	Period		Remuneration
		From	To	

14. Indicate the time you will require to join, if selected _____

15. Have you applied for any other post in the Trust? If so, state the name of the post and date when applied: _____

16. Any other information: _____

Dated: _____

Signature of the Applicant

Declaration :

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Dated: _____

Signature of the Applicant

Advt. No.Estt./29/2017

General Terms and Conditions:

- 1) Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
- 2) The candidate should have good communication skills in English and Hindi.
- 3) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 4) The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
- 5) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 6) Candidates should possess the essential qualifications as on the closing date of application.
- 7) Age will be determined on the last date of receipt of applications.
- 8) Canvassing in any form will be a disqualification.
- 9) Applicants must superscribe the envelope with "Application for the post of _____".
- 10) The application duly completed in all respects should reach the Assistant Director (Estt), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070 within 21 days for from the date of publication of this advertisement.

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

Notes:

- (i) 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.
- (ii) One passport size photograph should be pasted on the application form.
- (iii) The incomplete application form will be rejected.
- (iv) No T.A./D.A. will be paid for attending the prescribed tests/interview.