



NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
Nehru Bhawan, 5 Institutional Area, Phase-II,
Vasant Kunj, New Delhi-110070
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Advt. No. Estt./01/2020

DATED-17th August ,2020

VACANY CIRCULAR

APPLICATIONS ARE INVITED FOR FILLING UP THE FOLLOWING POSTS ON DEPUTATION BASIS

S.No	Name of the post	No. of posts & Age limit	Pay Matrix & Level	Eligibility
1.	*Joint Director (Admin & Finance) Transfer on Deputation (including short term Contract)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs.78800-209200, Level-12	Essential Qualifications: (a) A Bachelor's degree from a recognized university, with 10 years administrative experience in a managerial capacity with sound knowledge of Govt. administrative experience in a managerial capacity with sound. Knowledge of Govt. Administrative and financial Rules and Regulations and office procedure in Govt./Semi-Govt./Autonomous organization or Incumbents holding analogous posts on regular basis or with 5 years regular service in the posts in the Pay Matrix of Rs.67700-208700, Level-11 in the Govt./Semi-Govt./Autonomous organisations. The departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.
2.	*Joint Director (Production) Transfer on Deputation (including short term Contract)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs.78800-20920, Level-12	Essential Qualifications: (a) A Bachelor's degree from a recognised University. (b) Post Graduate Diploma in book publishing with specialization in production, or three years Diploma in Printing Technology. (c) 10 years experience in production in a senior managerial capacity in a leading publishing house or an autonomous organisation engaged in printing activities.

				<p>Incumbent holding analogous posts on regular basis. OR With 5 years regular service in the post in the Pay Matrix of Rs.67700-208700, Level-11 or equivalent, and possessing the educational and technical qualifications and experience. The departmental candidates can also apply for deputation and if selected will be appointed on a tenure of three years extendable by maximum one year.</p>
3.	<p>* Manager (Sales & Marketing) Transfer on Deputation (including short term Contract)</p>	<p>01 Post Age should not exceed 56 years as on the closing date of receipt of application</p>	<p>Pay Matrix Rs 78800-209200, Level-12</p>	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> A bachelor's degree from a recognised university. 12 years' experience in sales and marketing in a senior managerial position, preferably in a reputed publishing house of the public/private sector. Proficiency in English and Hindi. Post Graduate Diploma in Sales or Marketing. <p>Incumbents holding analogous posts or having 5 years minimum regular service in the Pay Matrix Rs 56100-177500, Level-10 under Govt./ state govt./ semi-govt./public sector institutions/autonomous bodies. The departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.</p>
4.	<p>**Deputy Director By Deputation (Lien Vacancy)</p>	<p>01 Post Age should not exceed 56 years as on the closing date of receipt of application</p>	<p>Pay Matrix Rs.67700-208700, Level-11</p>	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> A degree from a recognized university. Proficiency in English or Hindi. 5 yrs. experience in the Pay Matrix of Rs 56100-177500, Level-10 or equivalent in one or more of the following fields from any government/ semi govt. autonomous/ public sector institution/ Organization: <ol style="list-style-type: none"> Sales & Marketing. Publicity & public relations Fairs & Exhibitions Establishment & Office Admin. <p><u>Desirable:</u> Diploma in one or more the following fields:</p>

				<ol style="list-style-type: none"> 1. Business Management. 2. Advertising & Marketing. 3. Personnel Management. <p>Incumbents holding analogous posts on regular basis or having five years of regular service in the post carrying Pay Matrix of Rs.56100-177500, Level-10 or equivalent and possessing the educational qualifications and experience. The departmental candidates can also apply for deputation and if selected will be appointed on a tenure of three years extendable by maximum one year.</p>
5.	<p>Deputy Director (Art)</p> <p>Transfer on Deputation (including short term Contract)</p>	<p>01 Post</p> <p>Age should not exceed 56 years as on the closing date of receipt of application</p>	<p>Pay Matrix Rs 67700-208700, Level-11</p>	<p>Essential Qualification:</p> <ol style="list-style-type: none"> a) A degree in commercial/ applied art from a recognised institution. b) 7 years' experience in commercial/ applied art. c) Experience of designing books, including the preparation of illustrations, colour designs, jacket design and layout for books and magazines, posters, press advt. etc. in a reputed institution/ organisation. <p><u>Desirable</u></p> <ol style="list-style-type: none"> a) Experience of exhibition display and photography. b) Knowledge of production of books. <p>Incumbents holding analogous posts on regular basis OR With 5 years regular service in the posts in Pay Matrix of Rs.56100-177500, Level 10 or equivalent, and possessing the educational qualifications and experiences. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.</p>

6.	Deputy Director (Cost & Finance) By Deputation	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs.67700-208700, Level-11	Essential Qualification: <ul style="list-style-type: none"> a) A Bachelor's degree in Commerce from a recognized University. b) Member of ICWA of India / Chartered Accountant of India or equivalent. c) A minimum of 10 years of post-qualification experience of financial management, auditing work at the managerial level. d) Knowledge of Govt. Financial Rules. <p>Incumbents holding analogous posts on regular basis or holding posts in the Pay Matrix of Rs.56100-177500, Level-10 or equivalent on regular basis with at least five years' service in the Pay Matrix and having minimum of total Ten years of working experience at managerial level in the Finance/Accounts in the Govt./Semi-Govt./State Govt./Autonomous/Public Sector Institution/Organization. The eligible departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years extendable by maximum one year.</p>
7.	*Regional Manager (Mumbai) Transfer on Deputation (including short term Contract)	01 Post Age should not exceed 56 years as on the closing date of receipt of application.	Pay Matrix Rs.67700-208700, Level-11	Essential Qualifications: <ul style="list-style-type: none"> a) A Bachelor's degree from a recognised university. b) Minimum 10 years' experience in Sales & Marketing in a Managerial position in a reputed publishing house of the public sector or private sector. c) Proficiency in English and Hindi and at least one of the major Indian language. <p>Desirable- MBA</p> <p>Incumbents holding analogous posts on regular basis OR With 5 years regular service in posts in the Pay Matrix of Rs.56100-177500 Level-10 or equivalent. In the govt./state govt./ semi govt./ autonomous organisations and possessing</p>

				<p>qualifications as prescribed. The departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.</p>
8.	<p>*Regional Manager (Kolkata)</p> <p>Transfer on Deputation (including short term Contract)</p>	<p>01 Post</p> <p>Age should not exceed 56 years as on the closing date of receipt of application.</p>	<p>Pay Matrix Rs.67700-208700, Level-11</p>	<p>Essential Qualifications:</p> <p>a) A Bachelor's degree from a recognised university.</p> <p>b) Minimum 10 years' experience in Sales & Marketing in a Managerial position in a reputed publishing house of the public sector or private sector.</p> <p>c) Proficiency in English and Hindi and at least one of the major Indian language.</p> <p>Desirable- MBA</p> <p>Incumbents holding analogous posts on regular basis OR with 5 years regular service in posts in the Pay Matrix of Rs.56100-177500, Level-10 or equivalent. In the govt./ state govt./ semi govt./ autonomous organisations and possessing qualifications as prescribed. The eligible departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years extendable by maximum one year.</p>
9.	<p>*Regional Manager (Bengaluru)</p> <p>Transfer on Deputation (including short term Contract)</p>	<p>01 Post</p> <p>Age should not exceed 56 years as on the closing date of receipt of application.</p>	<p>Pay Matrix Rs 67700-208700, Level-11</p>	<p>Essential Qualifications:</p> <p>a) A Bachelor's degree from a recognised university.</p> <p>b) Minimum 10 years' experience in Sales & Marketing in a Managerial position in a reputed publishing house of the public sector or private sector.</p> <p>c) Proficiency in English and Hindi and at least one of the major Indian language.</p> <p>Desirable- MBA</p> <p>Incumbents holding analogous posts on regular basis OR With 5 years regular service in posts in the Pay Matrix of Rs.56100-177500, Level-10 or equivalent. In the govt./ state govt./ semi govt./ autonomous organisations and possessing qualifications as prescribed.</p>

				departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.
10.	Editor (Training & Promotional Activities) Transfer on Deputation (including short term Contract)	01 Post Age should not exceed 56 years as on the closing date of receipt of application.	Pay Matrix Rs.67700-208700, Level-11	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> a) A Post Graduate Degree from a recognized university with fluency in English & Hindi. b) At least 7 years of involvement in academic work & knowledge of research methodology preferably in children's literature of a related field. c) Experience of evaluating and developing children's books. d) Experience of organizing workshop/ seminars etc. e) Ability of editing and bringing out a newsletter, magazine or journal. f) A creative sensitive person, deeply involved with Children's literature, who can guide authors and publishers. <p>Incumbents holding analogous posts on regular basis. OR</p> <p>With 5 years regular service in posts in the Pay Matrix of Rs.56100-177500, Level-10 or equivalent, and possessing the educational qualifications & experience. The eligible departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years extendable by maximum one year.</p>
11	*Library-cum Documentation Officer Transfer on Deputation (including short term Contract)	01 Post Age should not exceed 56 years as on the closing date of receipt of application.	Pay Matrix Rs.56100-177500, Level-10	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> a) Graduate of a recognized university with Bachelor's degree in Library/ Information Science. b) 5 Yrs. Experience of dealing preferably with Children's literature in a reputed library relaxable to 3 yrs for candidates possessing Master degree in Library Information Science. <p>Knowledge of modern technique of documentation & retrieval of information.</p> <p>Incumbents holding analogous posts on regular basis. OR</p> <p>With 5 years regular service in posts in the Pay Matrix of Rs.25400-112400,</p>

				<p>Level-6 or equivalent, and possessing the educational qualifications. The eligible departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years extendable by maximum one year.</p>
12	<p>PS TO Chairman</p> <p>Transfer on Deputation (including short term Contract)/ Promotion.</p>	<p>01 Post</p> <p>Age should not exceed 56 years as on the closing date of receipt of application</p>	<p>Pay Matrix Rs 56100-177500 Level-10</p>	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> A Degree from a recognized University. Shorthand & typing speed of 120 wpm & 45 wpm in English or 100 wpm & 40 wpm in Hindi. 5 years' experience as Sr. PA in the Pay Matrix of Rs.44900-142400, Level-7 or 10 years' experience as Sr. Stenographer in the Pay Matrix of Rs.35400-112400, Level-6 with experience in secretarial work, including noting, drafting, handling of routine correspondence files, fixing appointments arranging meetings, attending to telephone calls etc. in other words the incumbent should be able to perform the duties of the office secretary. <p>Sr. PA to Director with 5 years regular service in the post/ Sr. Stenographer (English/ Hindi) with 10 years regular service in the post in the Trust. As the field of Promotion consists of only one post, the departmental candidates may also apply for deputation, In case he/ she is selected it would be treated as having been filled by promotion.</p>
13	<p>Computer Programmer</p> <p>Transfer on Deputation (including short term Contract)</p>	<p>01 post</p> <p>Age should not exceed 56 years as on the closing date of receipt of application</p>	<p>Pay Matrix Rs.44900-142400 Level-7</p>	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> I) Master's degree in Computer Applications/ Computer Science or M. Tech (with specialisation in Computer Application) or B.E/B. Tech in Computer Engg./ Computer Science/ Computer Technology of a recognised university or equivalent. 3 years' experience of electronic data processing work including experience of actual programming. <p>Or</p> <ol style="list-style-type: none"> I) Degree in Computer Application/ programming/ Computer Science

				<p>or Degree in Electronics/ Electronic & Communication Engg. from a recognised university or equivalent.</p> <p>ii) Four years' experience in Electronic data processing work including experience of actual programming.</p> <p>Or</p> <p>b) (i) Master's degree or recognised university with Economics/ maths/ statistics or post graduate Diploma in Computer Programming/ Application with five years' experience in electronic data processing work including experience of actual programming.</p> <p>Or</p> <p>b) Graduate with 'A' level Diploma under DOEACC programmer or a post graduate Diploma in Computer applications/ programming awarded by state Council of Technical Education with minimum 5 years of working experience of electronic data processing and programming in a reputed organisation.</p> <p>Incumbents holding analogous posts on regular basis or with 5 years regular service in posts in the Pay Matrix of Rs.35400-112400, Level-6 or equivalent, 8 years regular service in posts in the Pay Matrix of Rs.35400-112400, Level-6 or equivalent and possessing the essential academic and essential academic and professional qualifications and experience as prescribed. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.</p>
14	Superintendent By Deputation	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs.35400-112400 Level-6	<p>Essential Qualifications:</p> <p>1. Degree from recognized University.</p> <p><u>Desirable:</u> Five years' experience in administration, exhibition, sales or publicity.</p> <p>Note-1: Qualifications are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified.</p> <p>Note-2: The Qualification(s) regarding experience is/ are relaxable at the</p>

				<p>discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>Or</p> <p>Officers under the Central Government / State Government/ Educational Institutions:-</p> <p>a) i) Holding analogous post on a regular basis; or</p> <p>ii) With three years regular service in posts in the Pay Matrix of Rs.35400-112400, Level-6 or equivalent; or</p> <p>iii) With six years regular service in posts in the Pay Matrix of Rs.29200-92300, Level-5.</p> <p>Note:-The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period if deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall ordinarily not to exceed 3 years.</p>
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NOTE:

***Candidates already applied need not apply again.**

**** Selected candidate will work in NBT till the lien period is completed or repatriation of the regular incumbent, whichever is earlier.**

Terms and Conditions

National Book Trust is an apex body established by the Government of India in the year 1957 to publish books and promote reading habits in the country.

1. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.
2. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
3. The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
4. *** Candidates are required to send their applications through proper channel. In case the application is not routed through proper channel **No Objection Certificate & Cadre Clearance Certificate are** required to be produced at the time of interview.
5. Only shortlisted candidates will be called for interview to be held at New Delhi.
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. Fare to and fro by the shortest route as per DoPT rules shall be reimbursed to the outstation candidates who are called for the interview.
9. Age will be determined on the closing date of receipt of applications.
10. 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. No queries/ RTI in this regard will be entertained by Employer U/S 8 of the RTI Act.
11. Canvassing in any form will be a disqualification.
12. Deputationist appointed to the post is not eligible for absorption.
13. The person holding the post on regular basis in the concerned Pay Matrix, Level is Eligible to apply.
14. Applicants must superscribe the envelope with "**Application for the post of**
..... **ON DEPUTATION BASIS.**



15. Application alongwith Bio-Data (in duplicate) in the prescribed proforma of the eligible candidates whose services can be spared immediately on selection together with the certificate from the forwarding Authority alongwith the following documents:

- 1) Integrity Certificate
2. List of major /minor penalties imposed, if any, on the official during the last 10 years, if no penalty has been imposed a NIL certificate should be enclosed.
- 3) Departmental Enquiry/Vigilance Clearance Certificate.
- 4) Attested photocopies of the ACRs/APARs for the last five year authenticated on each page by an officer not below the rank of an Under Secretary to the Govt. of India or equivalent may be forwarded to the Deputy Director, National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase II, Vasant Kunj, New Delhi 110 070.

16 The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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

- **Candidates who have educational qualification & experience but do not belongs to service under the government should not apply as their application would summarily rejected itself.**

राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

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

APPLICATION FOR THE POST OF _____ ON DEPUTATION BASIS

BIO-DATA PROFORMA

Affix one recent
passport size
photograph

1. Name (in block letters)

2. Address (in block letters)

(i) State : _____ (ii) Telephone No.(R) _____
(iii) Mobile No. _____ (iv) E.-Mail ID _____
(v) Telephone No.(Office) _____

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

4. Age (as on date of closing) : _____ Years _____ Months _____ Days

5. Category: General/ ST/ SC /OBC/ PWD

6. Date of retirement under Central/State Govt: _____

7. Educational Qualifications:

8. Technical Qualifications:

9. Please state clearly whether in the view of entries made by you above. Do you meet the requirements of the post?

10. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Sl No	Office/ Institute/ Org.	Post held	From	To	Scale of Pay / Level and Pay Matrix	Nature of duties

11. Nature of present post held. Whether held on:
- a) Ad hoc/ Deputation/ Temporary/ Permanent.....
 - b) Basic pay/ Pay Matrix/ Level at present.....

12. In case the present employment is held on deputation/contract basis, please state:

- a) Date of joining: _____
- b) Period of appointment on deputation /contractual appointment:

- c) Name of the parent office/organization you belong:

13. Additional details about present employment. Please state whether working under:

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Govt. Undertaking
- e) Universities

NOTE:-***NOC & Cadre clearance from present employer (Ref:-T&C Sl.4)

14. (a) Under which Ministry his parent Organization belongs to:

b) Whether the Organization is Ministry/ Department under Ministry/ Statutory Organization in Ministry/ Autonomous Organization _____

(c) Corporation under Centre Govt./State Govt. _____

15. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the revised scale. _____

16. Total emoluments per month now drawn:

17. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

Remarks (if any) _____

Address :

Date :

Signature of the candidate

Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against me.

Head of the Department of Present Organization