



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
Ministry of Human Resource Development, Govt. of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070
Website: www.nbtindia.gov.in, E-mail: office.nbt@nic.in
Phone.: 011-26707700, 26707721

Advt. No. Estt./24/2017

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 following posts as under :

| Sl. No. | Name of the Post | Pay Band + Grade Pay | Employment Type | No. of Posts | Eligibility & Age-limit |
|---------|--|---|---|----------------------|--|
| 1. | Regional Manager (For Western Regional Office, Mumbai) | Pay Band-3, Rs. 15600-39100 +Grade Pay Rs. 6600/- | Transfer on Deputation including short term contract. | 1 | a) Essential:- a) Officer holding analogous post with PB-3 + Grade pay of Rs. 6600/- on regular basis or with at least five years regular service in a post with Grade Pay of Rs. 5400/- b) Possessing a Bachelor's degree with minimum 10 years experience in Sales & marketing. c) Preference will be given to those candidates with working knowledge of Marathi/Gujrati. |
| | | | | | b) Desirable:- a) Post Graduate Degree in Business Administration. b) Managerial experience in publication/ marketing/ event management/ literary or book promotional activities. AGE LIMIT: Below 56 years. |
| 2. | Assistant (For Western Regional Office, Mumbai) | PB-2 Rs.9300-34800 + GP Rs.4200 | Regular | 01 (Reserved for ST) | a) A Bachelor's degree from a recognized university |
| | | | | | b) 5 years' experience in the PB-1 Rs.5200-20200 + GP Rs.2400 or equivalent under the Govt./Semi-Govt./State Govt./Autonomous/Public Sector organization AGE LIMIT: 30 years |
| 3. | Upper Division Clerk (For Easter Regional Office, Kolkata) | PB-1 Rs.5200-20200 + GP Rs.2400 | Regular | 01 (Reserved for ST) | a) A Bachelor's degree from a recognized university. |
| | | | | | b) Three years regular service in the grade of LDC in the PB-1 Rs.5200-20200 + GP Rs.1900 AGE LIMIT: 18-25 years |

Interested candidates who fulfill 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 30 days from the date of issue of this advertisement.

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

Terms and Conditions for the post of Regional Manager (WRO) on deputation basis

| | |
|--|---|
| No. of Post | 01 |
| Pay Band | Pay Band-3 Rs.15,600-39,100/- Grade Pay Rs.6,600/- |
| Essential and other qualification | <p>a. A Bachelor's degree from a recognized University.</p> <p>b. Minimum 10 yrs experience in Sales & Marketing in a managerial position in reputed publishing house of the public sector or private sector.</p> <p>c. Proficiency in English or Hindi and in at least one of the Indian language. Preference will be given to those candidates with working knowledge of Marathi/Gujrati.</p> <p><u>Desirable</u></p> <p>a) Post Graduate Degree in Business Administration.</p> <p>b) Managerial experience in publication/ marketing/ event management/ literary or book promotional activities.</p> |
| Age limit below | 56 years |
| Method | <p>Transfer on deputation including short term contract. 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> <p>Incumbents holding analogous post with PB-3 + Grade pay of Rs.6600/- on regular basis or With five years of regular service in a post with Grade Pay of Rs.5400/- or equivalent in the govt./state govt./semi govt./autonomous organizations and possessing the educational qualification and experience as prescribed.</p> |

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 interaction.
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' is required to be produced at the time of interaction.
5. Only shortlisted candidates will be called for interaction to be held at New Delhi.
6. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate, caste certificate etc.) will be rejected outrightly. Experience and qualifications will be reckoned as on last date of submission of application form.
7. Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
8. AC II tier Rail fare to and fro Delhi by the shortest route as applicable shall be reimbursed to the outstation candidates who are called for the interaction.
9. Age will be determined on the last date of receipt of applications.
10. No interim correspondence will be entertained with the candidates who are not screened in for personal interaction /appointment. A list of screened candidates will be posted at NBT website for the notice of candidates.
11. Canvassing in any form will be a disqualification.
12. Deputationist appointed to the post is not eligible for absorption.
13. Applicants must superscribe the envelope with "**Application for the post** ON

DEPUTATION BASIS.

14. 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** alongwith attested copies of ACR/APARs of five years with Departmental Enquiry/Vigilance clearance etc.
15. **Application(s) received after the last date due to postal delay or any other reason(s) thereof or incomplete in any form, shall be summarily rejected.**

Last date for receipt of application is within 30 days from the date of issue of this advertisement in the Employment News.



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NATIONAL BOOK TRUST, INDIA

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

APPLICATION FOR THE POST OF REGIONAL MANAGER (WRO) ON DEPUTATION BASIS

BIO-DATA PROFORMA

Affix one recent
passport size
photograph

1. Name and address (in block letters and also designation) _____

2. (i) State : _____ (ii) Telephone No. _____
(iii) Mobile No. _____ (iv) E.Mail ID _____

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

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

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

6. Educational Qualifications: _____

7. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same).

| Qualifications/Experience required | Qualifications/Experience possessed by the officer |
|------------------------------------|--|
| | |

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

9. 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 & Grade Pay | Nature of duties |
|-------|-------------------------|-----------|------|----|--------------------------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

10. Nature of present post held. Whether held on:

- a) Ad hoc.....
- b) Regular or temporary.....
- c) Permanent.....
- d) Basic pay drawn at present.....

11. 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 :

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

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

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

14. Total emoluments per month now drawn:

15. 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:

16. Whether belong to SC/ST/OBC: _____

Remarks (if any) _____

DECLARATION :

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.

Signature of the candidate

Address :

Date :

Countersigned by employer

Terms and Conditions for the post of Assistant (WRO) and U.D.C. (E.R.O.)

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.
4. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the written test.
5. The NBT reserves the right **not to fill up the vacancy and increase or decrease the number of posts**, 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/interaction 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, case certificate, etc.) will be rejected outrightly. Experience and qualifications will be reckoned as on last date of submission of application form.
8. Direct recruiters' 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.
10. The Pay Band carries other allowances admissible to Central Government employees.
11. 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 relax-able 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.

12. 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.
13. Candidates shall have to produce original documents at the time of test for verification.
14. No interim correspondence will be entertained with the candidates who are not screened in for test/personal interaction/appointment.
15. NBT, India strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
16. Applicants must superscribe the envelope with 'Application for the post of _____'.
17. Canvassing in any form will be a disqualification.
18. 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 - 110 070 within 30 days from the date of publication of this advertisement in the Employment News

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Last date for receipt of application is within 30 days from the date of issue of the advertisement in the Employment News.



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

Post applied for: [] Assistant (for W.R.O, Mumbai)
[] U.D.C. (for E.R.O, Kolkata)

Paste a self attested
passport size
phtograph
here

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. Religion : _____ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)

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

(Attached 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 Disab ed : _____ (Yes/No)

(If Yes, certificate from a medica 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 | Subject covered | Div. & % of Marks |
|--------------------------|------------------|--------------------|-----------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

15. Professional qualification, if any :

16. Experience (in ascending order) :

| Office/Department | Designation with Pay Band + Grade Pay | Period | | Nature of Work |
|-------------------|--|--------|----|----------------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

17. Details of Computer literacy:

18. Demand Draft No. _____ Dated _____

19. 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 photographs should also be enclosed.

Signature of the applicant

Place : _____

Date : _____

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 has the applicant been convicted for any offence. He/She will be relieved, if selected.

Head of the Institution

Place: _____

Date: _____