



NATIONAL BOOK TRUST, INDIA
Ministry of Human Resource Development, Government of India
'Nehru Bhawan', 5, Institutional Area, Phase-II,
Vasant Kunj, New Delhi-110070

Advt. No. Estt./03/2015

Date: 28 March 2015

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 on direct recruitment basis for its Head Office, New Delhi and its Regional Offices/BPCs.

S.No.	Name of the post	No. of posts & Age	Pay Band
1.	Marketing Executive	02 posts (Un-reserved) 1st post – New Delhi 2nd post – BPC Kochi AGE LIMIT: 21-30 years	PB-1 Rs. 5200-20200 + GP Rs.2800/-
2.	Shop Assistant	01 post (Un-reserved) meant for NRO, New Delhi AGE LIMIT: 21-30 years	PB-1 Rs. 5200-20200 + GP Rs. 2400/-
3.	Jr. Library Assistant	01 post (Un-reserved) for Head Office, New Delhi AGE LIMIT: 18-25 years	PB-1 Rs. 5200-20200 + GP Rs. 1900/-

Interested candidates who fulfill the minimum eligibility criteria may apply to the Deputy 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.



NATIONAL BOOK TRUST, INDIA
Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj,
New Delhi-110070

Advertisement No. Estt./03/2015

28 March 2015

Applications are invited for filling up the following posts on regular basis:

S.No.	Name of the post	Pay Band + Grade Pay	No. of posts	Eligibility & Age-limit
01	Marketing Executive	PB-1 Rs.5200-20200 +GP Rs. 2800/-	02 (Un-reserved) 1st post – New Delhi 1Ind post – BPC Kochi	a. A degree from a recognized university. b. Knowledge of English & Hindi for New Delhi and Knowledge of Kannada/Malayalam/Tamil/Telugu for Bengaluru for which the appointment is to be made. c. Five years experience in book selling. AGE LIMIT: 21-30 years
02	Shop Assistant	PB-1 Rs. 5200-20200 + GP Rs. 2400/-	01 (Un-reserved) meant for NRO, New Delhi	a. A degree from a recognized university. b. Working knowledge of English & Hindi. c. Three years experience in book selling. AGE LIMIT: 21-30 years
03	Junior Library Assistant	PB-1 Rs.5200-20200 +GP Rs. 1900/-	01 (Un-reserved) for Head Office, New Delhi	Essential : a. Matriculation pass. b. Certificate in Library Science. Desirable : Two years experience of working in a Library. AGE LIMIT: 18-25 years



राष्ट्रीय पुस्तकन्यास, भारत
NATIONAL BOOK TRUST, INDIA

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

Post applied _____

Advt. No _____ Dated _____

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

Head of the Institution

Place : _____

Date : _____

Terms and Conditions

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 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 written test/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, case certificate, etc.) will be rejected out-rightly. 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. Sleeper II class rail fare to and fro 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 their performance of the candidates in the interview.
12. For the candidates belonging to SC/ST/OBC/PWD, age relaxation to the extant 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 are 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 test/interview for verification.
16. 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.
17. NBT, India strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
18. Applicants must superscribe 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 - 110 070 within 21 days from the date of publication of this advertisement in the Employment News along with a Demand Draft for **Rs. 300/-** (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. **Candidate(s) willing to apply for more than one post must submit separate application and fee, if any, for each post.**
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 the advertisement in the Employment News.