

**Terms and Conditions for the post of LIBRARIAN (ON DIRECT RECRUITMENT BASIS)**

1. Application form and details regarding qualifications are available at the NBT Website [www.nbtindia.gov.in](http://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 interaction.
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 interaction failing which they may not be permitted to appear in the interaction. 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, caste 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 will hold a screening test to shortlist the candidates and no railway fare will be given for attending interaction.
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. 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).
13. 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.

14. Candidates shall have to produce original documents at the time of personnel interaction for verification.
15. No interim correspondence will be entertained with the candidates who are not screened in for interaction /appointment.
16. NBT, India strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
17. Applicants must super scribe the envelope with '**Application for the post of** \_\_\_\_\_'.
18. Canvassing in any form will be a disqualification.
19. The application duly completed in all respects should reach the Assistant Director (Establishment), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, VasantKunj, New Delhi - 110070 within 21 days from the date of publication of this advertisement in the Employment News and other daily newspapers along with a Demand Draft for **Rs. 300/-** (no fee for SC/ST/PWD category) in favour of **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.**

**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.**





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

Post applied for the post of Librarian

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:

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Pin Code: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email. ID. \_\_\_\_\_

Fax No. \_\_\_\_\_

13. Permanent Address: \_\_\_\_\_

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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: \_\_\_\_\_

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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 interaction 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.

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: \_\_\_\_\_