



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

F.No.7-600/2014/Estt./

Dated: 3 July 2014

**VACANCY CIRCULAR**

**Sub: Filling up the post of Deputy Director (Cost & Finance) in Pay Band-3 (• 15600-39100) and Grade Pay of • 6600/- (scale of pay of • 10000-325-15200/- (pre-revised) in National Book Trust on deputation basis.**

It is proposed to fill up one vacancy of Deputy Director (Cost & Finance) in Pay Band-3 (• 15600-39100) and Grade Pay of • 6600/- (scale of pay of • 10000-325-15200/- pre-revised) in the National Book Trust, India HQrs Office, New Delhi (an autonomous body under the administrative control of Department of Higher Education, Ministry of Human Resource Development) on deputation basis as per the details given below:

**(I) Field of Selection and Eligibility Conditions:**

The field of selection and the eligibility conditions prescribed for deputation are as under:

Officers from any of the following Organized Accounts Services or Departments, namely:

- (i) Indian Audit and Accounts Service;
- (ii) Indian Civil Accounts Service;
- (iii) Indian Cost Accounts Service;
- (iv) Indian Defence Accounts Service;
- (v) Post and Telegraph Accounts and Finance Service;
- (vi) Indian Railway Accounts Service;
- (vii) Controller General of Defence Accounts under Ministry of Defence;
- (viii) Controller General of Accounts under Ministry of Finance;
- (ix) Officers under Accounts and Finance Wings of Department of Posts and Telecommunications;
- (x) The Indian Audit and Accounts Department under the Comptroller and Auditor General, or
- (xi) Any other equivalent Accounts Service of the Central Government,

- (a) holding analogous post on regular basis in the parent cadre or department; or
- (b) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3 (• 15600-39100) or Pay Band-2 (• 9300-34800) with Grade Pay of • 5400 or equivalent in the parent cadre or department; or
- (c) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (• 9300-34800) with Grade Pay of • 4800 or equivalent in the parent cadre or department.

**Note:** For the purpose of computing minimum qualifying service for appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 that is the date from which the revised pay structure based on the 6th CPC recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendation of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

**(II) Regulation of pay and other terms of deputation:**

The pay and other terms of deputation will be regulated under the provisions contained in the Deptt. of Personnel & Training O.M. No.2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time.

**(III) Age-limit:**

The maximum age limit for appointment by deputation shall **not exceed 56 (fifty six) years** as on the closing date of receipt of applications.

**(IV) Nature of duties:**

**The DD(Cost & Finance) will be responsible for preparation of Budgets and all expenditure statement connected with Budget work. He/She broadly responsible for all accounts, finance & Audit work in the NBT Offices. He shall report to the Joint Director (Admn & Finance) and shall assist the Director and Chairman in Finance matters. He/She shall keep effective liaison with the administrative Ministries and Offices with regard to Finance functions.**

**(VI) Period of deputation:**

The period of initial appointment will be for one year and extendable on year to year basis. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/ department of the Central Govt. shall not ordinarily exceed three years.

2. Application along with Bio-data (in duplicate) in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma Annexure-II) along with the following documents:

- (i) Integrity certificate
- (ii) 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).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years i.e. wef. 2009-2010 to 2013-2014. (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

may be forwarded to the Deputy Director (Estt.), National Book Trust, India, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi 110 070 within 30 days of issue of this circular. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

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

(M.A. Sikandar)  
Director

**ANNEXURE-I**

**APPLICATION FOR THE POST OF DY. DIRECTOR (COST & FINANCE)**

**BIO-DATA PROFORMA**

1. Name and address (in Block letters) :  
and also designation :  
State : Pin:  
Telephone(s) :
2. Date of Birth ( in Christian Era) :
3. Date of retirement under Central/  
State Govt. rules :
4. Educational Qualifications :
5. 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)

Affix one  
recent  
passport  
size  
photograph

Particulars	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential		
Desired		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/Institute/ Organization	Post held	From	To	Scale of pay	Nature of duties

8. Nature of present post held: Whether held on:
- (a) Ad hoc
  - (b) Regular or Temporary
  - (c) Permanent
  - (d) Basic Pay drawn at present
9. In case the present employment held on deputation/contract basis, please state:
- (a) The date of in
  - (b) Period of appointment on deputation/contractual appointment
  - (c) Name of the parent office/organization you belong
10. Additional details about present employment. Please state whether working under:
- (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Govt. Undertaking
  - (e) Universities
11. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month now drawn:
13. 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.
14. Whether belongs to SC/ST
15. Remarks

Signature of the candidate  
Address:

Date:

Countersigned \_\_\_\_\_  
(Employer)