



NATIONAL BOOK TRUST, INDIA
Ministry of Human Resource Development,
Government of India
Nehru Bhawan, 5, Institutional Area, Phase-II
Vasant Kunj, New Delhi-110070
Phone: 91-11-26707700, 26707721
Email: office.nbt@nic.in

Advt. No. Estt./26/2017

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the eligible candidates for filling up the following post purely on contract basis (full time) for a period of one year, extendable as per requirement, details are as under:-

Sr. No.	Name of the Post & Qualifications/Experiences	Period of Engagement	Job Requirement	Remuneration
1.	<p>Rajbhasha (Hindi) Officer-01</p> <p><u>Essential qualifications :-</u></p> <p>(i) Educational qualifications- Master's degree of a recognized University in Hindi besides English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized university in English besides Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p>(ii) Experiences – Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, under Central / State Governments /Autonomous Body / Statutory organizations/PSUs/Universities or recognized research or educational Institutions.</p> <p>OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English</p>	<p>Purely on short-term contract basis for a period of one year which can be extended on year to year basis depending on the performance of the candidate / need of the organisation.</p> <p><u>Age limit :-</u></p> <p>(i) The upper age limit would be 45 years on last date of fixed for receipt of application for this advertisement.</p> <p>(ii) The upper age limit for Retired Officer (Hindi) would be 62 years on last date of fixed for receipt of application for this advertisement.</p>	<p>Should be conversant with-</p> <p>(i) Implementation of the requirement of Official Language Act. In the Institute.</p> <p>(ii) Translation work from English to Hindi and vice versa and vetting thereof, to acquaint the officers and staff of the Department with the provisions of Official Language Act, government rules and orders relating to official language, to organise Hindi Workshops, Hindi Pakhwara etc.</p>	<p>Consolidated remuneration not exceeding Rs. 35,000/- per month.</p>

	<p>Governments / autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions.</p> <p><u>Desirable qualifications:-</u> Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized Board.</p>			
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The NBT reserves the right not to fill up the post, as advertised, if circumstances so warrant.

Interested candidates who fulfil 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 – 110070 within 21 days from the date of issue of this advertisement.

For details about educational qualification, experiences, age limit, format of application and other terms and conditions, **Please visit NBT Website www.nbtindia.gov.in**



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
Ministry of Human Resource Development, Government of India
'Nehru Bhawan', 5, Institutional Area, Phase-II,
Vasant Kunj, New Delhi-110070
Email: office.nbt@nic.in Phone: 011-26707700, 26707721

Post applied _____

Advt. No. _____ Dated _____

(Please read the notes given at the end before filling the Form)

1. Name (in block letters): _____

2. Father's/Husband's Name: _____

3. Date of Birth _____

4. Nationality _____ Male/Female: _____ Married/Unmarried _____

5. Postal Address: _____

Please paste duly
attested passport size
photograph
here

PIN Code: _____

Contact No. _____

Email. ID. _____

6. Permanent Address: _____

Pin Code: _____

7. Do you belong to Scheduled Caste/Scheduled Tribe or OBC? If so, state the name of the Caste/Tribe and attach a Certificate: _____

8. Are you Ex-service-man/Disabled Defence Personnel/Dependent of Defence Personnel killed in action? If so, attach certificates: _____

9. Are you a Physically Disabled person (OH/VH/HH)? If so, give details - _____

10. Educational Qualifications:

Examination passed	Name of the University/Board and School/ College attended	Division with % of Marks obtained	Year of passing	Subject offered

11. Languages known:

Speak	Read	Write

12. Are you attending any part-time/whole-time course of study? If so, state the name of the Course and the Institution you have joined: _____

13. Experience, if any:

Office in which worked/working	Designation	Period		Remuneration
		From	To	

14. Indicate the time you will require to join, if selected _____

15. Have you applied for any other post in the Trust? If so, state the name of the post and date when applied: _____

16. Any other information: _____

Dated: _____

Signature of the Applicant

Declaration :

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Dated: _____

Signature of the Applicant

Advt. No.Estt./26/2017

General Terms and Conditions:

- 1) Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
- 2) The candidate should have good communication skills in English and Hindi.
- 3) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 4) The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
- 5) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 6) Candidates should possess the essential qualifications as on the closing date of application.
- 7) Age will be determined on the last date of receipt of applications.
- 8) Canvassing in any form will be a disqualification.
- 9) Applicants must superscribe the envelope with "Application for the post of _____".
- 10) 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 within 21 days for from the date of publication of this advertisement.

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

Notes:

- (i) Self Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and if selected, at the time of joining.
- (ii) One passport size photograph should be pasted on the application form.
- (iii) The incomplete application form will be rejected.
- (iv) No T.A./D.A. will be paid for attending the prescribed tests/interview.