

**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./03/2012**Date: 8th September 2012**

The National Book Trust, an apex body established by the Government of India in the year 1957 for the promotion of books and reading habits in the country is looking for young, dynamic and motivated candidate fulfilling eligibility conditions, for the following position as detailed below:

1.(i)	Name of the post:	Production Assistant – Group 'B'
(ii)	Number of Post:	One Post (Un-reserved)
(iii)	Pay Band:	Pay Band-2 Rs.9300-34800 + GP 4200/- (Total emoluments Rs.28,000/- approx. including HRA)
(iv)	Essential Qualification & Experience:	a) Matriculation pass or equivalent with three years Diploma in Printing Technology from a recognized institute or a Degree from a recognized university with two years Post Graduate Diploma in Book Publishing with specialization in book production; b) Three years practical experience in production of books in a press/publishing house of repute. Desirable: Knowledge of typography and layout.
(v)	Job Requirement:	To look after printing of books, etc.
(vi)	Age Limit:	30 years
(vii)	Initial Posting:	Head Office, New Delhi

For further details and application form, etc. please log on to the National Book Trust, India's Website www.nbtindia.gov.in.

The application duly completed in all respects, along with a Demand Draft for Rs.100/- (no fee for SC/ST/PWD category) in favour of Director, National Book Trust, India payable at New Delhi, should reach the Joint Director (Admn. & Finance), 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.

Important 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 have been obtained after possessing the essential/qualifying educational qualification. Experience should be in the relevant field i.e. in secretarial work including noting, drafting, handling of routine correspondence files, fixing appointments/engagements arranging meeting, attending to telephone calls etc. in the Government or reputed private bodies.
- 3) Candidates should be computer savvy and familiarity with relevant software packages, 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/Public Sector Undertakings are required to send their applications through proper channel.
- 7) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 8) Candidates should possess the essential qualifications as on the closing date of application.
- 9) The Trust may hold a written test to shortlist the candidates and no railway fare will be given for attending written test.
- 10) Single 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.
- 11) Age will be determined on the last date of receipt of applications.
- 12) Upper age limit is relaxable to Ex-Servicemen as per Govt. of India instructions.
- 13) 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.
- 14) Canvassing in any form will be a disqualification.
- 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) The application duly completed in all respects should reach the Joint Director (Admn. & Finance), 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 along with a Demand Draft for Rs.100/- (no fee for SC/ST/PWD category) in favour of Director, National Book Trust, India payable at New Delhi.

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

Appl. No.

(To be filled in by the office)



NATIONAL BOOK TRUST, INDIA

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

Post applied

Advt. No. Dated

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

Please paste duly
attested passport
size photograph
here

1. Name (in block letters):

2. Father's/Husband's Name:

3. (i) Date of Birth (in figures)

(in words):

(ii) Age: Years: Months (as on date):

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

5. Postal Address:

..... Pin Code:

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

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P.T.O.

11. Educational Qualifications:

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

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:

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13. Experience, if any:

Office in which worked/working	Designation	Period		Length of Experience	
		From	To	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. Details of Demand Draft (if applicable):

No.: Dated : Amount:

17. 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

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.
- (iii) One passport size photograph should be pasted on the application form.
- (iv) The incomplete application form will be rejected.
- (v) No T.A./D.A. will be paid for attending the prescribed tests/interview.