



NATIONAL BOOK TRUST, INDIA

(An Autonomous Organization under Ministry of Human
Resource Development, Government of India)
'Nehru Bhawan', 5, Institutional Area, Phase-II,
Vasant Kunj, New Delhi-110070

Adv.No.02/2014

Date: 01.04.2014

**RECRUITMENT TO THE POSTS OF PROGRAMME OFFICER AND
PROGRAMME ASSISTANT ON CONTRACTUAL BASIS FOR NBT BOOK
PROMOTION CENTRE AT GUWAHATI (ASSAM)**

Invites applications from eligible and suitable candidates to fill-up the following posts on purely contract basis to manage its Book Promotion Centre for the State of Assam at Guwahati.

Sl. No.	Name of the post	No. of Posts	Consolidated Salary per month
1	Programme Officer	01	Rs. 25,000/-
2	Programme Assistant	01	Rs. 18,000/-

The last date of submission of application is 21 days from date of release of advertisement.

For further details please visit our website www.nbtindia.gov.in

**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

Advt. No. Estt./02/2014**Date: 01 April 2014**

NBT, India invites applications from interested candidates for appointment to the post of **Programme Officer** and **Programme Assistant** (both on contractual basis) for NBT Book Promotion Centre, Guwahati (Assam).

I. Programme Officer – One Post (Contractual)

(i)	Salary	Rs. 25,000/- (consolidated) per month
(ii)	Essential Qualification & Experience:	a) A good Bachelor or Master degree preferably in Science, Commerce, Arts or Social Science with Assamese as one of the languages at School and Graduate level. b) Minimum five years experience in coordination work in a reputed Firm / Organization at National or International level or in a Publishing House in editorial, publishing or marketing of books. c) Good oral and writing communication skills in English, Hindi and Assamese. d) Working knowledge of Computer Applications.
(ii)	Job Requirement:	a) Coordination work with stake holders of NBT for organizing Book Promotional activities in the State of Assam and North East Region. b) Organize and attend meetings, seminars, presentations from time to time on promotion of reading habits. c) Marketing of NBT Fairs and coordination with stakeholders of fairs where NBT India shall participate. d) Preparation of notes, letters, emails and other types of communications as required to be sent to the stakeholders. e) Deal with and reply to relevant incoming communication with cultural, social as well professional sensibilities. f) Perform any other allied duties related to Book Promotion.
(iv)	Age Limit:	35 years
(v)	Posting:	Guwahati
(vi)	Reference : (at least two)	

Note: The position requires multiple reporting to Regional Head as well as Editors at HQrs Office

II. Programme Assistant – One Post (Contractual)

(i)	Salary	Rs. 18,000/- (consolidated) per month
(ii)	Essential Qualification & Experience:	a) A degree preferably in Science, Commerce, Arts or Social Science; b) Working knowledge of English, Hindi and Assamese. c) Three years' experience in coordinating events connected to books, art, culture and sale and marketing of books in an organization of repute or a Publishing House. d) Working knowledge of computer is must. e) Preference will be given to person who has own conveyance.
(iii)	Job Requirement:	a) Responsible for sales and marketing of NBT books (retail and institutional sales). b) To assist the Programme Officer in book promotional activities and sale and marketing of books.
(iv)	Age Limit:	35 years
(v)	Posting:	Guwahati
(vi)	Reference : (at least two)	

HOW TO APPLY: Application in prescribed proforma with one passport size photograph and photocopy of testimonials in support of education and experience should reach the Jt. Director (A&F), NBT, India at the above address by post or email.

Last date for receipt of application is within 15 days from the date of issue of this advertisement.

Appl. No.

(To be filled in by the office)



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'Nehru Bhawan', 5, Institutional Area, Phase-II,
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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. Date of Birth

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

5. Postal Address:

..... 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

.....

P.T.O.

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:

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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./02/2014

General Terms and Conditions:

- 1) Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
- 2) Candidates should be able to work in computer and should be familiar with the relevant softwares.
- 3) The candidate should have good communication skills in English, Hindi and Assamese.
- 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) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 7) Candidates should possess the essential qualifications as on the closing date of application.
- 8) Age will be determined on the last date of receipt of applications.
- 9) Upper age limit is relaxable to Ex-Servicemen as per Govt. of India instructions.
- 10) Canvassing in any form will be a disqualification.
- 11) NBT, India strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
- 12) Applicants must superscribe the envelope with "Application for the post of _____".
- 13) 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.

Last date for receipt of application is within 30 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.