



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

Adv.No.01/2015

24th March, 2015

**RECRUITMENT TO THE POST OF ASSISTANT-CUM-DATA
ENTRY OPERATOR ON CONTRACTUAL BASIS FOR NBT
HEADQUARTERS AT NEW DELHI**

Invites applications from eligible and suitable candidates to fill-up the following post on purely contract basis for NBT HQrs at New Delhi.

Sl. No.	Name of the post	No. of Posts	Consolidated Salary per month
1	Assistant-cum-Data Entry Operator	01	Rs. 16,000/-

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

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Advt. No. Estt./01/2015**Date: 24th March , 2015**

NBT, India invites applications from interested candidates for appointment to the post of Assistant-cum-Data Entry Operator (on contractual basis) for NBT Headquarters at New Delhi.

I. Assistant-cum-Data Entry Operator – One Post (Contractual)

(i)	Salary	Rs. 16,000/- (consolidated) per month (equivalent to Grade Pay of Rs 1900 in Pay Band-1 + Dearness Allowance)
(ii)	Essential Qualification & Experience:	a) Bachelor Degree in any discipline. b) Working Knowledge of English and Hindi c) Minimum three Years' experience of working on book-related projects like thematic book exhibitions, understanding of cataloguing and classification of books, liaison with institutions and publishers, preparation of data-base/ mailing list, E-Mail handling and internet searches and telephonic skills d) Computer literate in all main Microsoft Office applications <u>Desirable</u> a) A six-month basic course of computer b) Basic knowledge of filing, noting and diarizing system of a government department
(ii)	Key Tasks	a) MS Outlook diary management / emails and MS databases via Excel b) Devising and / or typing correspondence or other documents for the team c) Assisting in the coordination and delivery of book-related projects, exhibitions and events like seminars and workshops d) A lot of initiative and ability to work under pressure and to maintain deadlines e) Ability to work maintaining confidentiality f) Ability to work as part of a team.
(iii)	Job Requirement	a) Assisting on various national and international book-related projects as may be undertaken by the Research and Innovation Cell (RIC) of the Trust b) To assist Project In-Charge of RIC
(iv)	Age Limit:	30 years
(v)	Posting:	New Delhi
(vi)	Duration	Initially for a period of one year extendable on year to year basis based on performance

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 Deputy Director (Estt), NBT, India at the above address by post or e-mail.

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

**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

Appl. No.

(To be filled in by the office)

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:

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

**RECRUITMENT TO THE POST OF ASSISTANT-CUM-DATA ENTRY
OPERATOR ON CONTRACTUAL BASIS FOR NBT HEADQUARTERS,
NEW DELHI**

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 on computer and should be familiar with the relevant soft wares.
- 3) The candidate should have good communication skills in Hindi and English.
- 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 Deputy 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.

