



NATIONAL BOOK TRUST, INDIA
Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj,
New Delhi-110070

Adv. No. 08/2024/Estt.

Dated: 30.07.2024

VACANCY NOTICE

National Book Trust, India under the Ministry of Education invites applications from the eligible candidates for filling up the following posts purely on contractual basis through placement agency initially for three months which can be extended depending on the performance of the candidate/requirement of the Trust. The details are as under:

S. No.	Name of post	No. of post	Monthly Salary (Rs)	Upper Age Limit	Qualifications & Experience
1	Accountant	02	45,000 to 50,000/-	Below 45 years	<p>Essential</p> <ul style="list-style-type: none">• Commerce Degree from a recognized university.• Desirable CE(Inter)/ICWAI(Inter)/MBA (Finance)• 03 years' experience in accounts/book keeping in public sector organisations or private sector organizations including BRS work, Income Tax & GST compliance.• Knowledge & work experience in TALLY or other accounting software (BUSY).• Knowledge of Govt. Financial Rules (GFR), GST & Tax compliance. <p>Desirable: Experience of working with Govt./PSU/Autonomous bodies</p>
2	Audit Assistant	01	45,000 to 50,000/-	Below 45 years	<ul style="list-style-type: none">• Commerce Degree from a recognized university.• Desirable CE(Inter)/ICWAI(Inter)/MBA (Finance)• 03 years' experience in accounts/book keeping in public sector organisations or private sector organizations including BRS work, Income Tax & GST compliance.• Knowledge & work experience in TALLY or other accounting software (BUSY).• Knowledge of Govt. Financial Rules (GFR), GST & Tax compliance.

National Book Trust, India reserves the right not to fill up the posts as advertised, if circumstances so warrant. Interested candidates who fulfil the minimum eligibility criteria may apply to the Joint Director (A&F), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 in the prescribed format as given on the website i.e. www.nbtindia.gov.in. Last date for submission of applications is 15 days from the date of publishing of this advertisement on NBT website/social media.

GENERAL TERMS AND CONDITIONS

1. Posts may be increased/ decreased at the discretion of the Competent Authority.
2. Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
3. The candidate should have good communication skills.
4. During his/her service with the Trust he/she may be required to serve anywhere in India under an office of this office.
5. During the tenure with NBT, it is not allowed to work concurrently with any other organization of the similar field/ nature.
6. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
7. National Book Trust, India reserves the right not to fill up the vacancy against advertisement.
8. Applications which do not meet the minimum qualifications given the advertisement and/or incomplete applications will be summarily rejected. No quarries shall be entertained in this regard.
9. Applications will not be accepted after last date of the receipt of applications
10. Age will be determined on the last date of the receipt of applications.
11. Canvassing in any form will be treated as disqualify.
12. Application duly completed in all respect should reach the Joint Director (A&F), National Book Trust, India, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.

Note:

1. 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.
2. No T.A./D.A. will be paid for attending the interview.



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज
नई दिल्ली-110070

Place a self-attested
passport size
photograph
here

Post applied for _____

Advt. No _____ Dated _____

Name (in block letters as recorded in matriculation certificate):

Father's/Husband's Name (in block letters as recorded in matriculation certificate):

(i) **Date of Birth** (in Christian Era) : _____

In words: _____

(ii) **Age:** _____ **Years:** _____ **Months** (as on closing date):

Religion : _____ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)

Category : _____ (SC/ST/OBC/General)

Whether Ex-Serviceman : _____ (Yes/No)

Nationality: _____

Sex : _____ (Male/Female)

Marital Status : _____ (Married/Unmarried)

(i) **Whether Physically Disabled :** _____ (Yes/No)

Correspondence Address:

_____ **Pin Code:** _____

Contact No. _____ **Email.**

ID. _____

Fax No. _____

Permanent

Address: _____

_____ Pin Code: _____

Educational Qualifications (beginning from Matriculation or equivalent) :

Examination(s) passed	University/Board	Year of passing	Subjects covered	Division / Grade	% of Marks

Professional qualifications, if any :

Experience (in ascending order) :

Office/Department	Designation	Pay Band + Grade Pay	Period		Nature of Work
			From	To	

Details of Computer literacy: _____

Any other relevant information:

I do hereby declare that the statements made in the Application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected or after test/interview or at any stage, my candidature will stand cancelled and all my claims for the recruitment will stand forfeited.

Note: Mark Sheet, Age Certificate, Experience Certificate, Caste Certificate etc. enclosed should be self attested and then scanned and attached with the Application. A passport size photograph should also be enclosed.

Place : _____

Signature of the applicant

Date : _____