



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./10/2015

Date: 27 February 2016

VACANCY NOTICE

National Book Trust, India, an apex body engaged in publication of books and book promotion in the country, invites application from the eligible candidates for filling up the following posts on direct recruitment basis for its Head Office, New Delhi.

S.No.	Name of the post	No. of posts & Age	Pay Band
1.	Assistant Editor (Punjabi)	01 post (Reserved for OBC) AGE LIMIT: 35 years	PB-3 15600-39100 + GP Rs.5400/-
2.	Librarian	01 post (Unreserved) AGE LIMIT: 30 years	PB-2 Rs. 9300-34800 + GP Rs.4600/-
3.	Editorial Assistant (Hindi)	01 post (Reserved for OBC) AGE LIMIT: 30 years	PB-2 Rs. 9300-34800 + GP Rs.4200/-
4.	Assistant (For Western Regional Office, Mumbai)	01 post (Reserved for ST) AGE LIMIT: 30 years	PB-2 Rs. 9300-34800 + GP Rs.4200/-
5.	Senior Stenographer (English)	02 posts (01-Un-reserved and 01-- reserved for PWD-VH) AGE LIMIT: 30 years	PB-2 Rs. 9300-34800 + GP Rs.4200/-
6.	Marketing Executive (For Southern Regional Office, Bengaluru)	01 post (Un-reserved) AGE LIMIT: 21-30 years	PB-1 Rs. 5200-20200 + GP Rs.2800/-
7.	Junior Stenographer (03-English & 01- Hindi)	04 posts (02-Unreserved - both English), (02-Reserved for OBC - one each for English & Hindi) AGE LIMIT: 18-25 years	PB-1 Rs. 5200-20200 + GP Rs. 2400/-
8.	Telephone Operator- cum-Receptionist	01 post (Un-reserved) AGE LIMIT: 18-25 years	PB-1 Rs. 5200-20200 + GP Rs. 2400/-
9.	Upper Division Clerk (For Eastern Regional Office, Kolkata)	01 post (Reserved for ST) AGE LIMIT: 18-25 years	PB-1 Rs. 5200-20200 + GP Rs. 2400/-

Interested candidates who fulfill the minimum eligibility criteria may apply to the Deputy Director (Establishment), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070 within 21 days from the date of issue of this advertisement.

For details about educational qualification, experience, age-limit, format of application and other terms and conditions, please visit NBT Website www.nbtindia.gov.in.

Advertisement No. Estt./10/2015

27 February 2016

Applications are invited for filling up the following posts on regular basis:

S.No.	Name of the post	Pay Band + Grade Pay	No. of posts	Eligibility & Age-limit
01	Assistant Editor (Punjabi)	PB-3 Rs.15600-39100 + GP Rs.5400/-	01 (Reserved for OBC)	<p><u>ESSENTIAL</u></p> <p>a. A Master's degree from a recognized university.</p> <p>b. Proficiency in the specified language.</p> <p>c. Good knowledge of the literary scene of the specified language.</p> <p>d. Working knowledge of English or Hindi.</p> <p>e. 05 years' working experience in editing/translating/proof reading and book production.</p> <p><u>DESIRABLE</u></p> <p>Good knowledge of Indian literature and culture.</p> <p>AGE LIMIT: 35 years</p>
02	Librarian	PB-2 Rs.9300-34800 +GP Rs.4600/-	01 (Unreserved)	<p><u>Education & other qualifications</u></p> <p>a. A Degree in Library Science or its equivalent from a recognized university.</p> <p>b. 05 years' working experience as Library Assistant or Professional Assistant in the revised PB Rs.5200-20200 + GP Rs.2800/- in a library.</p> <p>AGE LIMIT: 30 years</p>
03	Editorial Assistant (Hindi)	PB-2 Rs.9300-34800 +GP Rs.4200/-	01 (Reserved for OBC)	<p><u>ESSENTIAL</u></p> <p>a. A Bachelor's degree from a recognized university.</p> <p>b. Proficiency in the specified language.</p> <p>c. Working knowledge of English & Hindi.</p> <p>d. Three years' working experience in editing/translating/proof reading.</p> <p><u>DESIRABLE</u></p> <p>Master's degree</p> <p>AGE LIMIT: 30 years</p>
04	Assistant (For Western Regional Office, Mumbai)	PB-2 Rs.9300-34800 +GP Rs.4200/-	01 (Reserved for ST)	<p>a) A degree from a recognized university.</p> <p>b) 05 years' experience in the revised PB Rs.5200-20200 + GP Rs.2400/- or equivalent under the Govt./Semi-Govt./State Govt./ Autonomous/Public Sector organization</p>

05	Senior Stenographer	PB-2 Rs.9300-34800 +GP Rs. 4200/-	02(01-Unreserved and 01 reserved for PWD-VH)	<p>a. Matriculation with shorthand speed of 100 wpm in English and Hindi and transcription of 40 minutes (English), 55 minutes (Hindi).</p> <p>b. Training in Word Processing and Secretarial Practice including noting/drafting, handling of routine correspondence, files, appointments, engagement etc.</p> <p>AGE LIMIT: 30 years</p>
06	Marketing Executive (For Southern Regional Office, Bengaluru)	PB-1 Rs.5200-20200 +GP Rs. 2800/-	01 (Un-reserved)	<p>a. A degree from a recognized university.</p> <p>b. Knowledge of Kannada/Malayalam/Tamil/Telugu for Bengaluru for which the appointment is to be made.</p> <p>c. Five years' experience in book selling.</p> <p>AGE LIMIT: 21-30 years</p>
07	Junior Stenographer	PB-1 Rs.5200-20200 +GP Rs. 2400/-	02 (English) (Un-reserved) 02 (One each for English & Hindi) (Reserved for OBC)	<p>a. Matriculation with shorthand speed of 80 wpm in English and Hindi and transcription of 50 minutes (English), 65 minutes (Hindi).</p> <p>b. Working knowledge of Computer Operations.</p> <p>AGE LIMIT: 18-25 years</p>
08	Telephone Operator-cum-Receptionist	PB-1 Rs.5200-20200 +GP Rs. 2400/-	01 (Un-reserved)	<p>a. A Bachelor's degree from a recognized university.</p> <p>b. Training in the operation of PBX from a recognized university/department.</p> <p>c. Fluency in English and Hindi.</p> <p>d. Clear voice and pronunciation and pleasing personality.</p> <p>AGE LIMIT: 18-25 years</p>
09	Upper Division Clerk (For Eastern Regional Office, Kolkata)	PB-1 Rs.5200-20200 +GP Rs. 2400/-	01 (Reserved for ST)	<p>a. A Bachelor's degree from a recognized university.</p> <p>b. Three years regular service in the grade of LDC in the PB-1 5200-20200 + Grade Pay Rs.1900/-</p> <p>AGE LIMIT: 18-25 years</p>



राष्ट्रीय पुस्तकन्यास, भारत
NATIONAL BOOK TRUST, INDIA

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

Post applied _____

Advt. No _____ Dated _____

Paste a self attested
passport size
photograph
here

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

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

3. (i) Date of Birth (in Christian Era) : _____

In words: _____

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

(iii) Whether you claim Age Relaxation : _____ (Yes/No)

(Reason of claiming Age Relaxation) : _____

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

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

(Attached necessary certificate issued by Competent Authority)

6. Whether Ex-Serviceman : _____ (Yes/No)

(Attach necessary certificate issued by Competent Authority)

7. Nationality: _____

8. Sex : _____ (Male/Female)

9. Marital Status : _____ (Married/Unmarried)

10. (i) Whether Physically Disabled : _____ (Yes/No)

(If Yes, certificate from a medical officer not below the rank of Civil Surgeon should be enclosed)

(ii) Nature of Disability : _____

(iii) Percent of Disability : _____

11. Languages known : _____

12 Correspondence Address:

Pin Code: _____

Contact No. _____ Email. ID. _____

Fax No. _____

13. Permanent Address: _____

Pin Code: _____

14. Educational Qualifications (beginning from Matriculation or equivalent) :

Examination(s) passed	University/Board	Year of passing	Subject covered	Div. & % of Marks

15. Professional qualification, if any : _____

16. Experience (in ascending order) :

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

17. Speed in Shorthand and Typing : _____
(Wherever applicable)

18. Details of Computer literacy: _____

19. Demand Draft No. _____ Dated _____

20. 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. Two additional passport size photographs should also be enclosed.

Signature of the applicant

Place : _____

Date : _____

ENDORSEMENT BY EMPLOYER

This is to certify that neither any disciplinary proceedings are pending or contemplated against Shri/Miss/Mrs..... who is a permanent employee of..... since He/ She has never been dismissed from service or debarred from holding any future appointment. Neither any criminal case is pending nor has the applicant been convicted for any offence. He/She will be relieved, if selected.

Head of the Institution

Place : _____

Date : _____

Terms and 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 be in the relevant field.
3. Candidates should be computer savvy and 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 and increase or decrease the number of posts**, as advertised, if the circumstances so warrant.
6. Candidates serving in Government departments and Bodies are required to send their applications through proper channel or they have to produce NOC at the time of written test/interview failing which they may not be permitted to appear before the Selection Committee. While forwarding the application of in-service candidates, Head of the Institution should certify that no vigilance or criminal proceedings are pending or contemplated against them.
7. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, case certificate, etc.) will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
8. Direct recruiters' shall be governed by the provisions under New Pension Scheme (NPS) of Government of India with all its amendments made from time to time.
9. The Trust may hold a screening test to shortlist the candidates and no railway fare will be given for attending written test.
10. The Pay Band carries other allowances admissible to Central Government employees.
11. The Selection Committee may decide its own method of evaluating their performance of the candidates in the interview.
12. For the candidates belonging to SC/ST/OBC/PWD, age relaxation to the extent of Govt. of India instructions shall apply. Besides normal age relaxation for the reserved categories, Ex-serviceman and in-service personnel/employees of Central Govt./Stage Govt./Universities and Autonomous Organizations will be considered for age relaxation as per Govt. of India rules:
 - a) The upper age limit is relax-able to the candidates belonging to the SC/ST – 5 years, OBC – 3 years and Physically Challenged (UR) – 10 years.
 - b) In case the persons with disability belong to SC/ST/OBC category, such SC/ST-cum-Physically Challenged candidates are eligible for 15 years relaxation and OBC-cum-PH candidate are eligible for 13 years relaxation in the upper age limit prescribed for general category.
 - c) Candidates serving in Govt. Department/organization of Central and State Government including departmental candidates who are working in same or allied fields are entitled for 5 years age relaxation.

With regard to age limit, the crucial date shall be the last date of receipt of applications as mentioned in the advertisement.

13. Candidate(s) belonging to OBC category must submit a valid 'Non Creamy Layer" certificate from the appropriate authority, failing which such candidate(s) will not be considered as reserved category (OBC) candidate(s).
14. The selected candidate will also have to undergo a medical examination test from a government hospital countersigned by the Civil Surgeon or Chief Medical Officer to ascertain his/her medical fitness for the post at the time of joining.
15. Candidates shall have to produce original documents at the time of test/interview for verification.
16. No interim correspondence will be entertained with the candidates who are not screened in for test/personal interview/appointment.
17. NBT, India strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
18. Applicants must superscribe the envelope with 'Application for the post of _____'.
19. Canvassing in any form will be a disqualification.
20. The application duly completed in all respects should reach the Deputy Director (Establishment), 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 in the Employment News along with a Demand Draft for **Rs. 300/-** (no fee for SC/ST/PWD category) in favour of Director, National Book Trust, India payable at New Delhi. The Demand Draft should not be drawn before the date of issue of this advertisement. Candidates must write their names and the post applied for on the reverse of the Bank Draft. **Candidate(s) willing to apply for more than one post must submit separate application and fee, if any, for each post.**
Application(s) received after the last date due to postal delay or any other reason(s) thereof or incomplete in any form or without the application fee, shall be summarily rejected.

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