



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

5 इंस्टीट्यूशनल एरिया, फेज-2

वसंत कुंज, नई दिल्ली-1100700

Phone: 011-26707798, Email: recruitment@nbtindia.gov.in

Advt. No. 28/2023/Estt.

Date: 28/12/2023

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the eligible candidates filling up the following post purely on contract basis through placement agency. The details are as under:

Name of the post	Consultant (Establishment)
No. of Post	01 Purely on short term contract basis for a period of six months which can be extended depending on the performance of the candidate/need of the organization
Qualification & Experience	<u>Essential:</u> Post Graduate degree in any discipline from a recognized university. <u>Experience</u> Work experience of 10 years in Establishment and Administrative work. Should have good communications and skills Knowledge of Computer such as MS Word, MS Excel
Job recruitment	Recruitment and Appointment of Direct / Deputation basis Preparation of Vacancy Reservation Roster and Establishment Register, Seniority List Examination of MACP Cases Compassionate Appointment RTI Matter of Est. Section Disciplinary cases Personnel file matter Pay fixation etc.
Requirement	Section Officer and above from Central Govt./ Central Autonomous bodies with minimum 10 years' experience in Establishment matters
Remuneration	As per Government of India, Ministry of Finance, Department of Expenditure's Office Memorandum F.No.3-25/2020-E.IIIA dated 9 th December 2020
Age limits	Below 65 years (in very deserving case the age factor may be extended with the approval of the Competent Authority.
Last date submission of application	12 January 2024

The National Book Trust, India reserves the right not to fill up the post as advertised, if circumstances so warrant.

Interested candidates who fulfill the minimum eligibility criteria may apply to the the Deputy Director (Estt. & Finance), 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 receipt of application is 12/01/2024.

GENERAL TERMS AND CONDITIONS

1. Post 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 in English, Hindi and Regional Languages.
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. The 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. Applicants must super scribe the envelope with "Application for the post of Consultant (Establishment).
13. The application duly completed in all respect should reach the Deputy Director (Estt. & Finance), National Book Trust, India Nehru Bhawan, 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
Ministry of Education, Govt. of India
नेहरू भवन, 5 इस्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,
नई दिल्ली -110070

Post applied for _____

Place a self-attested
passport size
photograph
here

Advt. No _____ Dated _____

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 for claiming Age Relaxation) : _____
4. Religion : _____ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)
5. Category : _____ (SC/ST/OBC/General)
(Attach 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	Subjects covered	Division / Grade	% of Marks

15. Professional qualifications, if any :

16. Experience (in ascending order) :

Office/Department	Designation	Salary Structure	Period		Nature of Work
			From	To	

17. Details of Computer literacy: _____

18. 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 (if any) 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 : _____