



NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
Nehru Bhawan, 5 Institutional Area,
Phase-II, Vasant Kunj, New Delhi-110070
Email: snarotra@nbtindia.gov.in

Advt. No.94/2021
8.11.2021

VACANCY NOTICE

APPLICATIONS ARE INVITED FOR FILLING UP THE FOLLOWING POST ON DIRECT RECRUITMENT BASIS:-

S. No.	Name of the Post	Age	No. of Posts	Pay Matrix/ Level	Educational Qualification
1	Computer Programmer	30 Years	01 post	Pay Matrix Rs. 44900-142400 Level-7	Essential Qualifications: a) i) Master's degree in Computer Applications/ Computer Science or M. Tech (with specialisation in Computer Application) or B.E/B. Tech in Computer Engg./Computer Science/Computer Technology of a recognised university or equivalent. ii) 3 years' experience of electronic data processing work including experience of actual programming. Or b) i) Degree in Computer Application/ programming/Computer Science or Degree in Electronics/Electronic & Communication Engg. from a recognised university or equivalent. ii) Four years' experience in Electronic data processing work including experience of actual programming. Or b) (i) Master's degree or recognised university with Economics/maths/ statistics or Post Graduate Diploma in Computer Programming/Application with five years' experience in electronic data processing work including experience of actual programming. Or

					<p style="text-align: center;">Or</p> <p>b) Graduate with 'A' level Diploma under DOEACC programmer or a Post Graduate Diploma in Computer applications/programming awarded by state Council of Technical Education with minimum 5 years of working experience of electronic data processing and programming in a reputed organisation.</p>
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Terms and Conditions

1. National Book Trust is an apex body established by the Government of India in the year 1957 to publish books and promote reading habits in the country.
2. Experience should be in the relevant field.
3. Candidates should have working knowledge of computer and have good communication skills.
4. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the written test/interview.
5. The NBT reserves the right to: (a) Conduct written and/ or trade test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants (b) not to fill any or all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of selection for available candidate by direct recruitment (d) reject any or all the applications without assigning any reasons thereof (e) any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment (f) Increase/ Decrease the number of posts without giving any reason. The number of position is thus open to change.
6. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, caste certificate (if any) etc.) will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
7. Direct recruiter shall be governed by the provisions under New Pension Scheme (NPS) of Government of India with all its amendments made from time to time and other allowances admissible to Central Government employees.
8. 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./State Govt./Universities and Autonomous Organizations will be considered as per Govt. of India rules:
 - a. The upper age limit is relaxable to the candidates belonging to the SC/ST – 5 years, OBC – 3 years and Physically Challenged (UR) – 10 years for the reserved posts.
 - 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 the reserved category post.
 - 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.

9. For availing the benefits of OBC category, the applicant may enclose with the application form OBC (Non Creamy Layer) certificate issued by the Competent Authority not earlier than one year prior to the last date for receipt of application. The OBC Certificate should be on the proforma prescribed by the Government of India.
10. Reservation for Economically Weaker Sections (EWS) is applicable as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt. (Res) dated 19th January 2019. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

11. Probation period for all regular positions is 2 (two) years.
12. Person employed in Government /Semi Government Organisation/ Autonomous Bodies should submit their application through proper channel with Vigilance clearance. However, they may send an **advance copy** of the application. Those who are unable to process their application through proper channel may submit '**NO OBJECTION CERTIFICATE (NOC)**' mentioning clearly regarding vigilance clearance from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.
13. 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.
14. Candidates shall have to produce original documents at the time of test/ interview for verification.
15. No corresponding will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/Interview, reasons for not being called etc.
16. NBT, India strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
17. Applicants must super scribe the envelope with '**Application for the post of**

18. Canvassing in any form on behalf of any candidate will disqualify such candidate.
19. In case any mistake in selection process is detected, the Trust reserves the right to modify/ withdraw/cancel any communication made to the candidates.
20. Any dispute with regard to the selection/ recruitment process will be subject to Courts/ Tribunals having jurisdiction over Delhi.

21. 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 and other daily newspapers along with a Demand Draft for **Rs. 500/- (non-refundable)** (no fee for SC/ST/PWD, Ex- Serviceman and EWS (UR) category) in favour of **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.**

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 (UPTO 07TH DECEMBER 2021).

राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इन्स्टीट्यूशनल 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/ EWS)

(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/ Transgender)

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. _____

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 Matrix & Level /Consolidated	Period		Nature of Work
		From	To	

17. Details of Computer literacy: _____

18. Demand Draft No. _____ Dated _____

19. 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) Income Certificate (for EWS candidate) etc. enclosed should be self-attested. Passport size photograph may be pasted on the front of application form.

Signature of the applicant

Place : _____

Date : _____

Details of enclosures, If space provided is not sufficient, attach separate sheet in the format given below:

S. No.	Description	Page No.

NOTE: All the enclosures should be self-attested and serially page numbered.

ENDORSEMENT BY EMPLOYER

1. 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.

2. Attested photocopies of the ACRs/ APARs for the last five year authenticated on each page by an officer not below the rank of an Under Secretary to the Govt. of India or equivalent, for the candidates serving in Central Govt./ State Govt./ Universities & Autonomous Organizations.

Place: _____

Date: _____

Head of the Institution