



NATIONAL BOOK TRUST, INDIA

Ministry of Education, Govt. of India

Nehru Bhawan, 5 Institutional Area, Phase-II,

Vasant Kunj, New Delhi-110070

Phone:91-11-26707798

Email: ad.estb@nbtindia.gov.in; snarotra@nbtindia.gov.in

Advt. No. 94/2021

08/11/2021

VACANCY CIRCULAR

APPLICATIONS ARE INVITED FOR FILLING UP THE FOLLOWING POST ON DEPUTATION BASIS:

| S. No. | Name of the post | No. of posts & Age limit | Pay Matrix & Level | Eligibility |
|--------|--------------------|--|------------------------------|--|
| 1. | Assistant Director | 2 Posts Age should not exceed 56 years as on the closing date of receipt of application | Rs. 56100-177500 Level-10 | Essential : a) A degree from a recognised university. b) Proficiency in English or Hindi, c) 5 years regular service as Accounts Officer in the Pay Matrix: Rs. 44900-142400, Level-7 or 8 years regular service as Superintendents in the Pay Matrix: Rs. 35400-112400, Level-6 in one or more of the following fields from any govt./semi govt./autonomous organisation: 1. Sales & Marketing 2. Publicity & Public relations. 3. Fairs and Exhibitions. 4. Establishment & Office Admn. <u>Desirable:</u> Diploma in one or more of the following fields. i. Business Management. ii. Advertising & Marketing. iii. Personnel Management. |



राष्ट्रीय पुस्तक न्यास, भारत

NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,
नई दिल्ली -110070

Post applied _____

Advt. No _____ Dated _____

Paste a self
attested
passport size
photograph

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)

(Category under which age relaxation is claimed): _____

4. Category : _____ (SC/ST/OBC/General/ EWS)

(Attached necessary certificate issued by Competent Authority)

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

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. Have you ever been convicted by court of law or is there any criminal/ disciplinary/ vigilance case pending against you? If yes give details in separate sheet.

13. Correspondence Address:

Pin Code: _____

Contact No. _____ Email. ID. _____

14. Permanent Address: _____

Pin Code: _____

15. Educational Qualifications (beginning from Matriculation or equivalent on words):

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

16. Professional qualification, if any: _____

17. Experience (in ascending order):

| Office/Department | Designation with Pay Matrix & Level /Consolidated | Period | | Nature of Work |
|-------------------|--|--------|----|----------------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

18. Details of Computer literacy: _____

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.

Place: _____

Date: _____

Head of the Institution

Terms and Conditions

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.

1. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.
2. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
3. The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
4. Candidates are required to send their applications through proper channel. In case the application is not routed through proper channel **No Objection Certificate & Cadre Clearance Certificate are** required to be produced at the time of interview.
5. Only shortlisted candidates will be called for interview to be held at New Delhi.
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. Fare to and fro by the shortest route as per DoPT rules shall be reimbursed to the outstation candidates who are called for the interview.
9. Age will be determined on the closing date of receipt of applications.
10. No interim correspondence will be entertained with the candidates who are not screened in for test/personal interview/appointment. A list of screened candidates will be posted at NBT website for the notice of candidates. No queries/ RTI in this regard will be entertained by Employer U/S 8 of the RTI Act.
11. Canvassing in any form will be a disqualification.
12. Deputationist appointed to the post is not eligible for absorption.
13. The person holding the post on regular basis in the concerned Pay Matrix, Level is eligible to apply.
14. Applicants must superscribe the envelope with **"Application for the post of ON DEPUTATION BASIS.**
15. 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 - 110070 within **30 days** from the date of publication of this advertisement in the Employment News and other daily newspapers.

16. Application alongwith Bio-Data (in duplicate) in the prescribed proforma of the eligible candidates whose services can be spared immediately on selection together with the certificate from the forwarding Authority alongwith the following documents:

- 1) Integrity Certificate
2. List of major /minor penalties imposed, if any, on the official during the last 10 years, if no penalty has been imposed a NIL certificate should be enclosed.
- 3) Departmental Enquiry/Vigilance Clearance Certificate.
- 4) 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 may be forwarded to the Deputy Director (Estt.& Admin.), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase II, Vasant Kunj, New Delhi 110070.

17. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

- **Candidates who have educational qualification & experience but do not belongs to service under the government should not apply as their application would summarily rejected itself.**
- **Application(s) received after the last date due to postal delay or any other reason(s) thereof or incomplete in any form, 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 i.e. **07 Dec, 2021**