



राष्ट्रीय पुस्तक न्यास, भारत
ज्ञानय संसाधन विकास मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Human Resource Development, Govt. of India

NATIONAL BOOK TRUST, INDIA
Nehru Bhawan, 5 Institutional Area, Phase-II
Vasant Kunj, New Delhi-110070
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Advertisement No. Estt./10/2020

March 2020

Applications (via e-mail) are invited for filling up the following posts purely on contract basis (Full time) initially for a period of six months which can be extended as per requirement:

S. N.	Name of the post and Age Limit	Remuneration	No. of posts	Eligibility	Job Description
01	PR Assistant <i>Age Limit</i> Below 45 years	Rs.30,000/- -- Rs.40,000/- <i>plus incentives based on performance</i>	01 Post Purely on short-term contract basis, initially for six months which can be extended depending on the performance of the candidate/need of the organization	ESSENTIAL a) Graduation degree in any discipline from a recognized university and/or Degree/Diploma in Journalism/Mass Communication b) At least 02 years experience of having worked in a position related to public relations, media coordination, social media etc.	a) Report to Assistant Director (Public Relations) b) Draft and design press releases and presentations c) Maintain contact databases and mailing lists with updates d) Create project-specific media lists to support PR team e) Responsible for press clip archives and materials for periodical reports

				<ul style="list-style-type: none"> c) Experience of having handled successful digital and social media campaigns of various social media platforms for brand advertising and augmentation d) Computer proficient, knowledge of working on MS Office, Photoshop, database software etc. e) Excellent communication and writing skills and in-depth knowledge of both English and Hindi f) Strong interpersonal and organizational skills 	<ul style="list-style-type: none"> f) Assist with research including analysis of media coverage and online conversations g) Coordinate projects and events including inviting media, preparing press kits, attending events and preparing reports h) Knowledge of Drafting and Copywriting i) Use current social media tools for the benefit of the organization j) Provide administrative support to the PR team
02	<p>Consultant (Establishment)</p> <p><i>Age Limit</i> Below 65 years (in very deserving case the age factor may be extended with approval of Competent Authority)</p>	<p>Rs.45,000/-</p> <p>(Maximum should not exceed last pay drawn-Pension)</p>	<p>01 Post</p> <p>Purely on short-term contract basis initially for six months which can be extended depending on the performance of the candidate/need of the organization</p>	<p style="text-align: center;"><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> a) Section Officer and above from Central Govt. / Autonomous bodies with minimum ten years of experience in matters relating to Establishment b) Should have good communications and interpersonal skills, fair knowledge of Computer applications like MS Word, MS Excel, Power Point etc. 	<ul style="list-style-type: none"> a) Complete Establishment work related to preparation of Seniority list, financial up-gradation under MACP, pay fixation, Pensioner & Retirement benefit, statistical information etc. b) To assist the matters relating to LTC, leave encashment, Reservation Roster (SC/ST/OBC+PH) etc. c) To assist the matters of Court Cases, CGHS/Medical Cases, etc. d) All RTI matters, Vigilance Cases

03	Production Executive <i>Age Limit</i> Below 45 years	Rs.30,000/- -- Rs.40,000/-	01 Post Purely on short-term contract basis initially for six months which can be extended depending on the performance of the candidate/need of the organization	<p style="text-align: center;"><u>ESSENTIAL</u></p> a) Matriculation pass or equivalent with three years Diploma for Printing Technology from a recognized Institute or A degree from a recognized university with two years Post graduate diploma in book publishing with specialization in book production. b) Three years practical experience in production of books in a press/publishing house of repute. <p style="text-align: center;"><u>DESIRABLE</u></p> Knowledge of typography and layout	a) Preparation of the cost of Production by segregating the one-time cost, net cost, total cost and per unit cost for the sale price as per the print run. b) Knowledge to Examine of manuscript and marking of typography and selection of illustration. c) Knowledge of typographical planning according to the age group and readership,
04	Admn. Executive <i>Age Limit</i> Below 45 years	Rs.30,000/- -- Rs.40,000/-	01 Post Purely on short-term contract basis initially for six months which can be extended depending on the performance of the candidate/need of the organization	<p style="text-align: center;"><u>ESSENTIAL</u></p> a) Applicants should be Graduates from a reputed University b) Experience in facility management, protocol, supervision of security & housekeeping	a) Responsible for maintenance and upkeep of the building infrastructure and manpower b) Ability to use computerized office systems c) Ability to work efficiently and accurately d) Making travel arrangement, such as booking flights, car and marking hotel

					<p>reservations etc.</p> <p>e) Ability to work in a team and achieve team goals.</p> <p>f) Excellent oral and written communication skills in English</p>
05	<p>Marketing Assistant</p> <p><i>Age Limit</i> Below 45 years</p>	Rs.30,000/- -- 40,000/-	<p>01 Post</p> <p>Purely on short-term contract basis initially for six months year which can be extended depending on the performance of the candidate/need of the organization</p>	<p><u>ESSENTIAL</u></p> <p>a) A degree from a recognized university.</p> <p><u>DESIRABLE</u></p> <p>MBA / PG Diploma in Marketing, Sales, Distribution & Exports</p>	<p>a) Good communication skills</p> <p>b) Excellent knowledge of English and Hindi</p> <p>c) Three years experience in Marketing/Sales</p>



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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 _____

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	Pay Band + Grade Pay	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 etc. enclosed should be self attested and then scanned and attached with the Application. A passport size photograph should also be uploaded.

Place : _____

Signature of the applicant

Date : _____

GENERAL TERMS AND CONDITIONS:

- 1) Number of Posts may be increased 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 and Hindi.
- 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 as advertised, if the circumstances so warrant.
- 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) Age will be determined on the last date of the receipt of applications.
- 9) Canvassing in any form will result in disqualification.
- 10) Applicants are required to send their **Applications via E-MAIL ONLY. NOT BY POST**. The **subject line of the e-mail** should say: **APPLICATION FOR THE POST OF _____**. The covering note should be addressed to **Deputy Director (Estt. & Admn.)**, National Book Trust, India, New Delhi-110070. **Last date for receipt of applications is 13th April 2020.**

NOTE:

- Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached as scanned images with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining.
- One passport size photograph should be placed on the Application Form.
- Incomplete Applications will be rejected.
- No T.A./D.A. will be paid for attending the prescribed tests/interview.