



**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: [recruitment@nbtindia.gov.in](mailto:recruitment@nbtindia.gov.in)

Advt. No. Estt./04/2025

Date: 31/03/2025

## 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.	<b>Manager (Sales &amp; Marketing)</b> Transfer on Deputation (including short term Contract)	<b>01 Post</b> Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs 78800-209200, <b>Level-12</b>	<b>Essential Qualifications:</b> a) A bachelor's degree from a recognised university. b) 12 years' experience in sales and marketing in a senior managerial position, preferably in a reputed publishing house of the public/ private sector. c) Proficiency in English and Hindi. d) Post Graduate Diploma in Sales or Marketing. Incumbents holding analogous posts or having 5 years minimum regular service in the <b>Pay Matrix Rs 56100-177500, Level-10</b> under Govt./ state govt./ semi-govt./public sector institutions/autonomous bodies. The 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.

Last date of submission of the applications within 15 days (i.e. 12/04/2025) from the date of issue of this advertisement.

## 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 Dy. Director (Establishment), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi - 110 070 within **15 days upto (12/04/2025)** 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 Dy. Director (Estt.), 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 15 days from the date of issue of the advertisement in the Employment News i.e. 29/03/2025

APPLICATION FOR THE POST OF \_\_\_\_\_ ON DEPUTATION BASIS

APPLICATION PROFORMA

Affix one recent  
passport size  
photograph

1. Name ( in block letters)

\_\_\_\_\_

2. Address ( in block letters)

\_\_\_\_\_

(i) State: \_\_\_\_\_ (ii) Telephone No. (R) \_\_\_\_\_

(iii) Mobile No. \_\_\_\_\_ (iv) E.-Mail ID \_\_\_\_\_

(v) Telephone No. (Office) \_\_\_\_\_

3. Date of Birth (in Christian era): \_\_\_\_\_

4. Age (as on date of closing): \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

5. Category: General/ ST/ SC /OBC/ PWD

6. Date of retirement under Central/State Govt: \_\_\_\_\_

7. Educational Qualifications (Certificate enclosed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Technical Qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Please state clearly whether in the view of entries made by you above. Do you meet the requirements of the post? \_\_\_\_\_

10. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

SI No	Office/ Institute/ Org.	Post held	From	To	Scale of Pay / Level and Pay Matrix	Nature of duties

11. Nature of present post held. Whether held on:

- a) Ad hoc/ Deputation/ Temporary/ Permanent.....
- b) Basic pay/ Pay Matrix/ Level at present.....

12. In case the present employment is held on deputation/contract basis, please state:

- a) Date of joining: \_\_\_\_\_
- b) Period of appointment on deputation /contractual appointment:  
\_\_\_\_\_

c) Name of the parent office/organization you belong:  
\_\_\_\_\_

13. Additional details about present employment. Please state whether working under:

- a) Central Government                      b) State Government
- c) Autonomous Organization            d) Govt. Undertaking
- e) Universities

**NOTE:-**\*\*\*NOC & Cadre clearance from present employer (Ref:-T&C Sl.4)

14. (a) Under which Ministry your parent Organization belongs to:

b) Whether the Organization is Ministry/ Department under Ministry/ Statutory Organization in Ministry/ Autonomous Organization \_\_\_\_\_

(c) Corporation under Central Govt./State Govt. \_\_\_\_\_

15. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the revised scale. \_\_\_\_\_

16. Total emoluments per month now drawn:

\_\_\_\_\_

17. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

\_\_\_\_\_

\_\_\_\_\_

Remarks (if any) \_\_\_\_\_

Address :

Date :

Signature of the candidate

Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against him.

Head of the Department of Present Organization