



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज
नई दिल्ली-110070

Advt. No. Estt. /16/2024
25/10/2024

VACANCY NOTICE

National Book Trust, India, invites application for the following post on purely contract basis (Through Placement Agency) initially for a period of three months which can be extended depending on the performance of the candidate/requirement of the Trust. The details are given below:-

Sl. No.	Details of Post	Requirements
1.	Post Name : Editor (Odia Language)	One
2.	Qualifications:	Essential Qualifications : Graduation Desirable Qualifications: Masters Degree in Odia language/Literature.
3.	Experience: Work : Required Editorial Skill sets : Computer Skills :	a. Minimum 4 to 5 years Experience of Working in a publishing house in the Editorial department, preferably in Odia language. b. Translation, Copy Editing, Proof Reading, Excellent written & verbal communication skills. c. Knowledge of Computer application i.e. Adobe Page Maker, InDesign, Page designing, DTP composing & Typesetting etc. in the concerned language.
4.	Upper Age Limit	50 years
5.	Remuneration	Rs. 75000/- to Rs. 85000/- p.m.
6.	Mode of Engagement	Through Manpower Agency
7.	Mode of Selection	Written test and Personal Interview

Last date for submission of applications is **15 days** from the date of publishing of this advertisement in Leading Newspaper.



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NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
नेहरू भवन, 5 इस्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,
नई दिल्ली -110070

Post applied for _____

Advt. No _____ Dated _____

Place 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 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: _____