



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

Advt. No. 11 /2024

Dated: 11/09/2024

VACANCY NOTICE

National Book Trust, India under the Ministry of Education invites applications from the eligible candidates for filling up the following posts purely on contractual basis (Through Placement Agency) initially for three months which can be extended depending on the performance of the candidate/requirement of the Trust. The details are as under:-

S. No.	Name of Post	No. of Post	Monthly Salary (Rs.)	Age Limit	Educational Qualifications & Experience	Mode of Engagement
01	Accountant	02	45,000 to 50,000/-	Below 45 years	Essential: A Commerce degree from a recognized University. Desirable: M.com, MBA (Finance), ICWAI (Inter), CA (Inter), Knowledge of Govt. Financial Rules, GST & Tax Compliance. Experience: 03 Years' experience in accounts/ book keeping in public sector organizations or private sector organizations of repute. Desirable: Knowledge & Work experience in Tally or other accounting software.	Through approved Placement Agency
02	Consultant (Finance)	01	80,000 to 100,000/-	Below 50 years	Essential: Bachelor degree from a recognized University. Desirable: Member of ICAI or ICWAI Experience: 05 Years' experience in Finance, Audit, Accounts and Budget related Matters on supervisory level out of which 2 years should be in any PSU/ Govt. Organisation. Desirable: Knowledge of GFR Rules, GST & Income Tax.	Through approved Placement Agency

The NBT reserves the right not to fill up the post, as advertised, if circumstances so warrant. Interested candidates who fulfil the minimum eligibility criteria may apply to the Joint Director (Admin. & Fin.), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 in the prescribed format as given on the website i.e. www.nbtindia.gov.in. **Last date for submission of applications is 15 days** from the date of publishing of this advertisement on NBT website/Social Media.

The eligibility criteria for the following post is as under:

A. Accountant:

1.	Essential Qualification Desirable Qualification	Essential: A Commerce Degree from a recognised University. Desirable: M.Com, MBA (Finance), ICWAI (Inter), CA (Inter), Knowledge of Govt. Financial Rules, GST & Tax Compliance.
2.	Essential Work Experience Desirable Work Experience	Essential: 3 years' experience in accounts/book keeping in public sector organisations or private sector organisations of repute. Desirable: Knowledge & work experience in TALLY Prime or other accounting software.
3.	Upper Age Limit	Below 45 years
4.	Monthly Salary	Rs.45000/- to Rs.50000/-.
5.	Period of Engagement	Initially for 3 months extendable on review of performance.
6.	Mode of Engagement	Through NBT, India or approved Manpower Agency
7.	Mode of Selection	Interview

B. Consultant (Finance):

1.	Essential Qualification & Desirable Qualification	Essential: Bachelor Degree from a Recognised University. Member of ICAI or ICWAI
2.	Experience required & Desirable Experience	Five years' experience in Finance, Audit, Accounts and Budget related matters on supervisory level out of which 2 years should be in any PSU/Govt. Organisation Knowledge of GFR Rules, GST & Income Tax.
3.	Upper Age Limit	Below 50 years
4.	Monthly Salary	Rs.80000/- to Rs.100000/-
5.	Period of Engagement	Initially for a period of 3 months & extendable on review of performance.
6.	Mode of Engagement	Through NBT, India or approved Manpower Agency
7.	Mode of Selection	Interview

ADP
13/8/24



राष्ट्रीय पुस्तक न्यास, भारत
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 _____

Name (in block letters as recorded in matriculation certificate):

Father's/Husband's Name (in block letters as recorded in matriculation certificate):

(i) **Date of Birth** (in Christian Era) : _____

In words: _____

(ii) **Age**: _____ **Years**: _____ **Months** (as on closing date):

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

Category : _____ (SC/ST/OBC/General)

Whether Ex-Serviceman : _____ (Yes/No)

Nationality: _____

Sex : _____ (Male/Female)

Marital Status : _____ (Married/Unmarried)

(i) **Whether Physically Disabled** : _____ (Yes/No)

Correspondence Address:

_____ **Pin Code**: _____

Contact No. _____ **Email.**

ID. _____

Fax No. _____

Permanent

Address: _____

_____ Pin Code: _____

Educational Qualifications (beginning from Matriculation or equivalent) :

Examination(s) passed	University/Board	Year of passing	Subjects covered	Division / Grade	% of Marks

Professional qualifications, if any :

Experience (in ascending order) :

Office/Department	Designation	Pay Band + Grade Pay	Period		Nature of Work
			From	To	

Details of Computer literacy: _____

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 enclosed.

Place : _____

Signature of the applicant

Date : _____