



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

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:-

Name of the Post	Educational & Qualification	No. of post	Remuneration
Junior Stenographer (Hindi)	a) 12 th class pass or equivalent from a recognized Board or University. b) Skill Test Norms: Dictation – 10 mts @ 80 w.p.m. with translation or 65 mts (Hindi) on Computer Experience: 02 years'	01	Rs.30,000 - Rs.35,000/- (fixed per month)

Interested candidates who fulfill the minimum eligibility criteria may apply to the emailing addresses: nbtmanpower@gmail.com & ehrc2015@gmail.com.

Last date of submission of Applications is 10/08/2024



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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 : _____