



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-II, वसंतकुंज,
नई दिल्ली -110070

Advt. No-74 /2021
Date-05.04.2021

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the eligible candidates filling up the following post purely on contract basis (full time) initially for the period of three months which can be extendable as per requirement for the Trust. The details are as under:

1	Name of the post	Programme Officer, BPC Bhopal
2.	No. of Post	01
3.	Salary	Rs. 30,000-40,000/- p.m.
4.	Place of Posting	Bhopal, Nature of Job includes extensive travel in Madhya Pradesh, Chhattisgarh
7	Period of Engagement & Age limit	Purely on short term contract basis for a period of three month which can be extended depending on the performance of the candidate/need of the organization. Age limit: 65 years
8	Qualification and Experience	<u>Essential</u> a) Graduation from a recognized University. b) Fluency in Hindi, Working knowledge of English. c) Three years' experience in organizing events/ managing projects related to books, schools/ education. d) Working knowledge of computer is must. <u>Desirable</u> a) Post-graduation/ MBA (Marketing) b) One year experience in sales and marketing of books in an organization of repute or a Publishing House. c) Person has own conveyance.

The NBT reserves the right not to fill up the post, as advertised, if circumstances so warrant.

Advertisement is for short term appointment. Terms of service may be changed as per the organisational needs of NBT-India.

Interested candidates who fulfil the minimum eligibility criteria may apply to the Deputy Director (Admn. & Estt.), 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 within 10 days from the date of issue of this advertisement.

GENERAL TERMS AND CONDITIONS:

- 1) Posts may be increased/ decreased 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, Hindi and Regional Languages.
- 4) During his/her service with the Trust he/she may be required to serve in any part of India under an office of this office.
- 5) During the tenure with NBT, it is not allowed to work concurrently with any other organisation of the similar field/ nature.
- 6) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 7) The NBT reserves the right not to fill up the vacancies as advertised.
- 8) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 9) Candidates should possess the essential qualifications as on the closing date of advertisement.
- 10) Age will be determined on the last date of the receipt of applications.
- 11) Canvassing in any form will result in disqualification.
- 12) Applicants must superscribe the envelope with "Application for the post of _____".
- 13) The application duly completed in all respect should reach the Deputy Director (Estt. & Admn.) National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 by **15th April, 2021**

Last Date for receipt of application is 15th April, 2021

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 interview.



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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 _____

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 : _____