



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  
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Advt. No- 115/2022

Dated: 19/05/2022

## **VACANCY NOTICE**

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

### **1. Production Assistant**

S.No.	Name of the post	Production Assistant
01	No. of Post and Posting	02 posts (two) at Headquarter, New Delhi.
02	Remuneration	<b>Rs. 30,000/- p.m.</b>
03	Period of Engagement	Purely on short term contract basis (Through placement agency) for a period of three months which can be extended depending on the performance of the candidate/need of the organization.
04	Age Limit	The age limit would be below 50 years on the closing date of application.
05	Qualifications and Experience	<u>Essential</u> a) Matriculation pass or equivalent with three years, diploma for Printing Technology from a recognized Institute or A degree from a recognized University with two years Post graduate diploma in Book publishing with specialization in book production. b) Two years experience in production of books. <u>Desirable</u> Knowledge of typography and layout.

**Last Date for receipt of applications is 07<sup>th</sup> June 2022**

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**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 any where in 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 against advertisement.
- 8) Applications which do not meet the minimum qualifications given the advertisement and/or incomplete applications will be summarily rejected.
- 9) Applications will not be accepted after the closing date as mentioned in the Advertisement.
- 10) Age will be determined on the last date of the receipt of applications.
- 11) Canvassing in any form will be treated as disqualify.
- 12) Applicants must superscribe the envelope with "Application for the post of \_\_\_\_\_".
- 13) The application duly completed in all respect should reach the Assistant Director (Estt.) National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 by **07<sup>th</sup> June 2022**.

**Last Date for receipt of application is 07<sup>th</sup> June 2022**

**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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वसंतकुंज, नई दिल्ली -110070

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 SI.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