



राष्ट्रीय पुस्तक त्वास. भारत  
NATIONAL BOOK TRUST, INDIA

**NATIONAL BOOK TRUST, INDIA**  
**Nehru Bhawan, 5 Institutional Area, Phase-II**  
**Vasant Kunj, New Delhi-110070**

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Advertisement No. Estt./40/2020  
03<sup>rd</sup> September, 2020

**VACANCY NOTICE**

There is requirement of Editorial Assistants (Major Indian Languages) full time purely on contract basis for a period of six months, extendable as per the requirement of the organization, to assist the Language Editors in promotion and publication of books in major Indian Languages.

The Editorial Assistants shall perform all duties as assigned to them by the Language Editors in Publication and promotion of books/literature. In addition, as part of the official duties, the Editorial Assistants so appointed may have to travel in India in connection with work.

S. No.	Name of the Post	No. of Posts	Period of Engagement	Qualification/Job Requirement	Remuneration
1.	<b><u>Editorial Assistant</u></b>		Purely on short-term contract basis for a period of six months which can be extended as per the requirement or depending on the performance of the candidate/need of the organization	<b><u>ESSENTIAL</u></b> a. A Bachelor's degree from a recognized university. b. Proficiency in the specified language. c. Working knowledge of English & Hindi. d. Three years' work experience with knowledge of proof reading, editing, translation, book assessment writing, content development, booklet layout designing etc. e. Knowledge of working on PageMaker, Excel and other software.	Rs. 30,000/- to 40,000/-
	Assamiya(One)	1	<b>Below 45 Years</b>		
	Bangla (One)	1			
	English (Three)	3			
	Gujarati (One)	1			
	Hindi (Two)	2			
	Kannada (One)	1			
	Marathi (One)	1			
	Malayalam (One)	1			
	Oriya (One)	1			
	Tamil (One)	1			
	Telugu(One)	1			
	Urdu(One)	1			
	<b>Total</b>	<b>15</b>			



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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 \_\_\_\_\_

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	Pay Band + Grade Pay	Period		Nature of Wor
			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 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 : \_\_\_\_\_

## **GENERAL TERMS AND CONDITIONS:**

- 1) Posts may be increased 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 and Hindi.
- 4) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 5) The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
- 6) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 7) Candidates should possess the essential qualifications as on the closing date of application.
- 8) Age will be determined on the last date of the receipt of applications.
- 9) Canvassing in any form will result in disqualification.
- 10) Applicants must superscribe the envelope with "Application for the post of \_\_\_\_\_".
- 11) 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 **23<sup>rd</sup> September, 2020**

**Last Date for receipt of application is 23<sup>rd</sup> September, 2020**

### **NOTE:**

- Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached 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 prescribed tests/interview.