

23

Details of Recruitment Rules in NBT (method) for Group 'A', 'B' & 'C' posts

Sr. No.	Name of the Post	Pay Band+ Grade Pay (as per 6 th CPC)	Pay Matrix & Level(as per 7 th CPC)	Sanctioned Strength	As per DOPT	As per other Organization	Specially made for NBT as per functional requirement
01	Director	37400-67000+8700	118500-214100 Level 13	01	DOPT (+)	-	DOPT and functional requirement of NBT
02	Joint Director	15600-39100+7600	78800-209200 Level 12	01	DOPT (+)	-	DOPT and functional requirement of NBT
03	Chief Editor & Joint Director	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
04	Joint Director (Prod.)	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
05	Manager (S&M)	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
06	Deputy Director	15600-39100+3600	67700-208700 Level 11	04	DOPT(+)	-	DOPT and Qualification as per existing RRs of NBT
07	Deputy Director (C&F)	15600-39100+6600	67700-208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
08	Deputy Director (Art)	15600-39100+6600	67700-208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
09	Editor	15600-39100+6600	67700-208700 Level 11	04	-	NCERT(+)	NCERT and functional requirement of NBT
10	Assistant Director	15600-39100+5400	56100-177500 Level 10	08	DOPT(+)	-	DOPT and Qualification as per existing RRs of NBT
11	Assistant Director (Prod.)	15600-39100+5400	56100-177500 Level 10	05	-	NCERT(+)	NCERT and functional requirement of NBT
12	Assistant Editor	15600-39100+5400	56100-177500 Level 10	15	-	NCERT(+)	NCERT and functional requirement of NBT
13	Library- cum- Documentation Officer	15600-39100+5400	56100-177500 Level 10	01	DOPT	-	-
14	PS to Chairman	15600-39100+5400	56100-177500 Level 10	01	-	Authority for Advance Rulings, Ministry of Finance	-

	Accounts Officer	9300-34800+4600	44900-142400 Level 7	02	DOPT	-	-
	Computer Programmer	9300-34800+4600	44900-142400 Level 7	01	DOPT	-	-
17	Sr. PA to Director	9300-34800+4600	44900-142400 Level 7	01	DOPT	-	-
18	Superintendent	9300-34800+4200	354000-112400 Level 6	06	-	-	Functional requirement of NBT
19	Accountant	9300-34800+4200	354000-112400 Level 6	09	DOPT	-	-
20	Librarian	9300-34800+4200	354000-112400 Level 6	01	DOPT	-	-
21	Editorial Assistant	9300-34800+4200	354000-112400 Level 6	07	-	NCERT	-
22	Production Assistant	9300-34800+4200	354000-112400 Level 6	06	-	-	Functional requirement of NBT
23	Artist	9300-34800+4200	354000-112400 Level 6	01	-	NCERT	-
24	Assistant	9300-34800+4200	354000-112400 Level 6	26	-	Ministry of Parliamentary Affairs	-
25	Sr. Stenographer	9300-34800+4200	354000-112400 Level 6	08	DOPT	-	-
26	Jr. Hindi Translator	9300-34800+4200	354000-112400 Level 6	01	DOPT	-	-
27	Marketing Executive	5200-20200+2800	29200-92300 Level 5	05	-	NCERT	-
28	Library Assistant	5200-20200+2800	29200-92300 Level 5	02	-	NCERT	-
29	Data Entry Operator	5200-20200+2800	29200-92300 Level 5	02	DOPT	-	-
30	Upper Division Clerk	5200-20200+2400	25500-81100 Level 4	22	DOPT	-	-
31	Telephone Operator -cum-Receptionist	5200-20200+2400	25500-81100 Level 4	01	-	NCERT	-
32	Jr. Stenographer	5200-20200+2400	25500-81100 Level 4	19	DOPT	-	-
33	Shop Assistant	5200-20200+2400	25500-81100 Level 4	03	-	-	Functional requirement of NBT
34	Jr. Artist	5200-20200+2400	25500-81100 Level 4	01	-	NCERT	-
35	Lower Division Clerk	5200-20200+1900	19900-63200 Level 2	35	DOPT	-	-
36	Hindi Typist	5200-20200+1900	19900-63200 Level 2	01	DOPT	-	-
37	Jr. Library Assistant	5200-20200+1900	19900-63200 Level 2	01	-	NCERT	-
38	Gestetner Operator	5200-20200+1900	19900-63200 Level 2	02	-	-	Functional requirement of NBT
39	Driver	5200-20200+1900	19900-63200 Level 2	10	DOPT	-	-
40	Multi-Tasking Staff (Group 'D')	4440-7440+1800	18000-56900 Level 1	53	DOPT	-	-

NATIONAL BOOK TRUST, INDIA
an Autonomous Body under Ministry of Human Resource Development
Government of India

Date : October 2018

(Recruitment and Promotions) 2018
Notification

National Book Trust, India in exercise of powers conferred under Rule 42 of the Memorandum of Association (MoA) of the Trust hereby makes the following regulation, regulating the method of the recruitment of salaried posts in the National Book Trust, India and matters related thereto :

1. Short title and commencement.–

- (1) These rules may be called the National Book Trust, India Regulations (Officers and Staff Recruitment and Promotions), 2018
- (2) They shall come into force on the date of its notification by the Trust.

2. Authorized permanent strength and temporary strength of the service:


- (1) The number of posts, its classification and scale of pay attached thereto, shall be as specified in the Schedule annexed hereto.

3. Future maintenance of service :

- (1) The Executive Committee or the Board of Trustees of the Trust may add such other posts in the Schedule subsequently after the Notification of these Regulations.

4. Method of Recruitment, age limit and other qualifications:

- (1) The method of recruitment to various posts, age limit, qualifications and other matters relating thereto, shall be as specified in the Schedule to this regulations.
- (2) The upper age limit for departmental candidate to Group C posts in the Trust against direct recruitment quota shall be relaxed up to 40 years provided they have rendered at least three years regular service in the Trust.
- (3) The upper age limit to Group A and B posts in the Trust against direct recruitment quota shall be relaxable for Government servants including Departmental candidates of the Trust, employees of Statutory and Central Autonomous bodies up to 5 years provided they have rendered at least three years regular service in the same or allied field.
- (4) The upper age-limit prescribed for direct recruitment shall be relaxable in the case of candidates belonging to Schedule Casts & Scheduled Tribes and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government.


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

- (5) The qualification regarding experience is relaxable at the discretion of the appointing authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the appointing authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
- (6) The crucial date for determining the age-limit shall be the closing date for receipt of applications.
- (7) The composition of selection committee for appointments/promotion to various categories of posts under the Trust shall be as given in Appendix-1 to the Schedule.
- (8) The Recruitment year for promotions will be a calendar year. In cases where promotion has been prescribed as a method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the cadre as on 1st January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee. However, this shall not be applied in the case of officers who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.
- (9) Wherever regular service has been prescribed for promotion/appointment to a post under the schedule means the service rendered by an officer in the cadre on a regular basis in the Trust other than deputation/contract basis.
- (10) All direct recruits should be possessing hands on experience in computers.

5. **Probation**

- (1) Every direct recruit shall initially be appointed on probation. The period of probation shall be two years from the date of appointment, which may be extended by another two years by the competent authority for reasons to be recorded in writing.
- (2) When an employee appointed to a post on probation has completed his/her probation to the satisfaction of the appointing authority, he/she shall be eligible for confirmation of appointment or continuance therein.
- (3) In case of promotion, there shall be no probation except in the cases where such promotion amounts to change of Group (viz. from Group C to B, from Group B to A).

6. **Disqualification :** No person who has entered into or contracted a marriage with a person having a spouse living; or who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the posts in the schedule to this rules.

Provided that the appointing authority may, if, satisfied that such marriage is permissible under the personal law applicable to such person and the

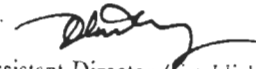
other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

7. In regard to matters not specified/referred in these regulations, the employees holding the posts specified in the Schedule shall be governed by the regulations and order applicable to the employees of the Trust in general.
8. **Power to relax:** Where the Chairman, NBT is of the opinion that it is necessary or expedient so to do, he may, for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons.
9. **Retention of Existing eligibility service:** DOPT OM No. AB.14017/48/2010-Estt.(RR) dated 31.12.2010 will follow.
10. **Saving:** Nothing in these rules shall affect reservation, relaxation of in upper age-limit and other concessions required to be provided for the Scheduled Castes, the Schedules Tribes, other Backward Classes, Persons with Disabilities, ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India, applicable from time to time in this regard.
11. **Interpretation :**

If any difficulty arises in the implementation or operation of any of the provisions of these regulations, the Chairman, NBT may from time to time, issue with the approval of the Executive Committee/Board of Trustees, such general or specified directions not inconsistent with the provisions of these regulations, which appear to be necessary for the purpose of removing such.



Director
National Book Trust, India



Assistant Director (Establishment)
National Book Trust, India

Composition of Selection Committee

Name of the Post/Group	Composition of the Selection Committee
All Group A posts except Director, NBT	(i) Chairman, NBT – Chairperson (ii) Director, NBT – Member (iii) One representative from MHRD, Government of India (iv) One SC/ST representative (v) Two experts to be nominated by Chairman, NBT (Representative from OBC, Minority & Women as per DOPT guidelines)
All Group B & C posts	(i) Director, NBT – Chairperson (ii) One representative from MHRD, Government of India (iii) Two experts to be nominated by the Chairperson of the Committee (iv) Representative of SC/ST, OBC, Minority, Woman as per DOPT guidelines



Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

Details of Recruitment Rules in NBT (method) for Group 'A', 'B' & 'C' posts

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01	Director	37400-67000+8700	118500-214100 Level 13	01	DOPT (+)	-	DOPT and functional requirement of NBT
02	Joint Director	15600-39100+7600	78800-209200 Level 12	01	DOPT (+)	-	DOPT and functional requirement of NBT
03	Chief Editor & Joint Director	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
04	Joint Director (Prod.)	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
05	Manager (S&M)	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
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07	Deputy Director (C&F)	15600-39100+6600	67700-208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
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12	Assistant Editor	15600-39100+5400	56100-177500 Level 10	15	-	NCERT(+)	NCERT and functional requirement of NBT
13	Library- cum- Documentation Officer	15600-39100+5400	56100-177500 Level 10	01	DOPT	-	
14	PS to Chairman	15600-39100+5400	56100-177500 Level 10	01	-	Authority for Advance Rulings, Ministry of Finance	




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National Book Trust, India



Director
National Book Trust, India

	Accounts Officer	9300-34800+4600	44900-142400 Level 7	02	DOPT	-	-
16	Computer Programmer	9300-34800+4600	44900-142400 Level 7	01	DOPT	-	-
17	Sr. PA to Director	9300-34800+4600	44900-142400 Level 7	01	DOPT	-	-
18	Superintendent	9300-34800+4200	354000-112400 Level 6	06	-	-	Functional requirement of NBT
19	Accountant	9300-34800+4200	354000-112400 Level 6	09	DOPT	-	-
20	Librarian	9300-34800+4200	354000-112400 Level 6	01	DOPT	-	-
21	Editorial Assistant	9300-34800+4200	354000-112400 Level 6	07	-	NCERT	-
22	Production Assistant	9300-34800+4200	354000-112400 Level 6	06	-	-	Functional requirement of NBT
23	Artist	9300-34800+4200	354000-112400 Level 6	01	-	NCERT	-
24	Assistant	9300-34800+4200	354000-112400 Level 6	26	-	Ministry of Parliamentary Affairs	-
25	Sr. Stenographer	9300-34800+4200	354000-112400 Level 6	08	DOPT	-	-
26	Jr. Hindi Translator	9300-34800+4200	354000-112400 Level 6	01	DOPT	-	-
27	Marketing Executive	5200-20200+2800	29200-92300 Level 5	05	-	NCERT	-
28	Library Assistant	5200-20200+2800	29200-92300 Level 5	02	-	NCERT	-
29	Data Entry Operator	5200-20200+2800	29200-92300 Level 5	02	DOPT	-	-
30	Upper Division Clerk	5200-20200+2400	25500-81100 Level 4	22	DOPT	-	-
31	Telephone Operator -cum-Receptionist	5200-20200+2400	25500-81100 Level 4	01	-	NCERT	-
32	Jr. Stenographer	5200-20200+2400	25500-81100 Level 4	19	DOPT	-	-
33	Shop Assistant	5200-20200+2400	25500-81100 Level 4	03	-	-	Functional requirement of NBT
34	Jr. Artist	5200-20200+2400	25500-81100 Level 4	01	-	NCERT	-
35	Lower Division Clerk	5200-20200+1900	19900-63200 Level 2	35	DOPT	-	-
36	Hindi Typist	5200-20200+1900	19900-63200 Level 2	01	DOPT	-	-
37	Jr. Library Assistant	5200-20200+1900	19900-63200 Level 2	01	-	NCERT	-
38	Gestetner Operator	5200-20200+1900	19900-63200 Level 2	02	-	-	Functional requirement of NBT
39	Driver	5200-20200+1900	19900-63200 Level 2	10	DOPT	-	-
40	Multi-Tasking Staff (Group 'D')	4440-7440+1800	18000-56900 Level 1	53	DOPT	-	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

Statement of Post wise Vacant Position with Pay Matrix & Level wise of NBT, India (as on 1.8.2018)									
Sr. No.	Name of the Post	6th CPC Pay Band	6th CPC Grade Pay	7th CPC Pay Matrix	Level	Sanctioned Strength	In Position	Vacant	Remarks
1	Director	37400-67000	8700	118500-214100	13	1	1	0	
2	Joint Director(A&F)	15600-39100	7600	78800-209200	12	1	0	1	
3	Joint Director (Prod.)	15600-39100	7600	78800-209200	12	1	0	1	
4	Chief Editor & Joint Director	15600-39100	7600	78800-209200	12	1	0	1	
5	Manager (Sales & Marketing)	15600-39100	7600	78800-209200	12	1	0	1	
6	Deputy Director (Cost & Finance)	15600-39100	6600	67700-208700	11	1	0	1	
7	Deputy Director (Art)	15600-39100	6600	67700-208700	11	1	1	0	
8	Deputy Director	15600-39100	6600	67700-208700	11	4	4	0	
9	Editor	15600-39100	6600	67700-208700	11	4	4	0	
10	Editor (Trg & Promotional Activities)	15600-39100	6600	67700-208700	11	1	1	0	
11	Regional Manager	15600-39100	6600	67700-208700	11	3	2	1	
12	Assistant Director	15600-39100	5400	56100-177500	10	8	7	1	
12	Assistant Director (Production)	15600-39100	5400	56100-177500	10	5	5	0	As 1 AD(P) - officer in charge in (SRO)
14	Assistant Editor	15600-39100	5400	56100-177500	10	15	12	3	As 1 AE ON DEPUTATION IN (ERO NBT OFFICE)
15	Library-cum-Documentation Officer	15600-39100	5400	56100-177500	10	1	0	1	
16	PS to Chairman	15600-39100	5400	56100-177500	7	1	1	0	
17	Accounts Officer	9300-34800	4600	44900-142400	7	2	2	0	
18	Computer Programmer	9300-34800	4600	44900-142400	7	1	0	1	
19	Sr. PA to Director	9300-34800	4600	44900-142400	7	1	1	0	
20	Artist	9300-34800	4200	44900-142400	7	1	1	0	
21	Librarian	9300-34800	4200	44900-142400	7	1	0	1	
22	Superintendent	9300-34800	4200	35400-112400	6	6	6	0	
23	Accountant	9300-34800	4200	35400-112400	6	9	8	1	
24	Editorial Assistant	9300-34800	4200	35400-112400	6	7	6	1	
25	Production Assistant	9300-34800	4200	35400-112400	6	6	6	0	
26	Assistant	9300-34800	4200	35400-112400	6	26	19	7	
27	Jr. Hindi Translator	9300-34800	4200	35400-112400	6	1	1	0	
28	Sr. Stenographer	9300-34800	4200	35400-112400	6	8	5	3	
29	Marketing Executive	5200-20200	2800	29200-92300	5	5	4	1	
30	Data Entry Operator	5200-20200	2800	29200-92300	5	2	2	0	
31	Library Assistant	5200-20200	2800	29200-92300	5	2	2	0	
32	Upper Division Clerk	5200-20200	2400	25500-81100	4	22	19	3	
33	Jr. Stenographer	5200-20200	2400	25500-81100	4	19	12	7	
34	Shop Assistant	5200-20200	2400	25500-81100	4	3	3	0	
35	Telephone Operator-cum-Receptionist	5200-20200	2400	25500-81100	4	1	0	1	
36	Jr. Artist	5200-20200	2400	25500-81100	2	1	1	0	
37	Lower Division Clerk	5200-20200	1900	19900-63200	2	35	11	24	
38	Hindi Typist	5200-20200	1900	19900-63200	2	1	1	0	
39	Jr. Library Assistant	5200-20200	1900	19900-63200	2	1	1	0	
40	Driver	5200-20200	1900	19900-63200	2	10	5	5	
41	Gestner Operator	5200-20200	1900	19900-63200	2	2	1	1	
42	Multi-Tasking Staff (Group 'D')	5200-20200	1800	18000-56900	1	53	34	19	
	Total					275	189	86	

Assistant Director (Establishment)
National Book Trust, India

Director
National Book Trust, India

QUALIFYING SERVICE FOR PROMOTION

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion		Qualifying Service (in years)
From Grade Pay (in Rs)	To Grade Pay (in Rs)	
1800	1900	3 years
1900	2000	3 years
1900	2400	8 years
2000	2400	5 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4200	4800	6 years
4200	5400	8 years
4200	6600	10 years
4600	4800	2 years
4600	5400	3 years
4600	6600	7 years
4800	5400	2 years
4800	6600	6 years
5400	6600	5 years
6600	7600	5 years
6600	8700	10 years
7600	8700	5 years
7600	8900	6 years
8700	8900	2 years
8700	10000	3 years
8900	10000	2 years
10000	HAG	3 years
HAG	HAG + Scale	1 year
HAG	Apex Scale	2 years
HAG - Scale	Apex Scale	1 year

OM No. AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated





Director

National Book Trust, India

RECRUITMENT RULES PROPOSED BY THE NBT TO BE AMENDED

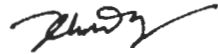
S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 and taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Director	Director	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Administrative)	Group 'A' (Administrative)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.14300-400-18300	Rs.1,18,500 - Rs.2,14,100 (Level 13)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Not applicable	Mode of filling up only deputation/ short term contract
6.	Age limit for direct recruits	Below 50 years	Below 56 years for deputation	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<u>Essential:</u> a) A Bachelor's Degree from a recognized university with 15 years' experience at senior management levels in the fields of administration, organization and management of editorial and/or production/sales and/or promotional activities in a leading publishing house or a Government Department or an autonomous organization engaged in publishing activity.	Not applicable	Direct Recruitment not proposed as mode of filling up.
8.	Whether age and	Qualifications will apply	Not Applicable	Direct recruitment not proposed

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

	educational qualifications prescribed for direct recruits will apply in the case of promotees			
9.	Period of probation, if any, for the direct recruits	One year (as per the terms of contract ordinarily one year).	Not applicable	As per DOPT guidelines
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of vacancies to be filled by various methods.	By direct recruitment (on contract) for five years in the first instance or by deputation.	The mode of appointment should be on deputation among the suitable officers working in Govt./Govt. bodies. The tenure of appointment on deputation/short term contract should be for three years and extendable as per DOPT deputation norms.	Being an isolated post mode of filling up by deputation/short-term contract -(Pl. see Para 29 & 30 of FAQs on RRs, DOPT. As per DOPT deputation norms
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Senior level officers in the grade of Rs.12000-375-16500 (Pre-revised) in Pay Band of Rs.15600-39100 + Grade Pay Rs.7600 (Revised) or an analogous scale serving in a Government Department or an organization, functionally adequate managerial and professional experience.	<u>Deputation/Short Term Contract :</u> Amongst Senior level officers serving in Central Government Department/State Government/UTs or Statutory/Autonomous Bodies with (i) A post graduate degree from a recognized university with good academic records. (ii) Holding analogous post on regular basis in the parent cadre/department in Level 13 (Rs.118500-214100/-) or with five years regular service in Level 12 (Rs.78800-209200) with adequate managerial and professional experience in Book Publishing, Book Promotion/author of repute. (iii) At least 12 years functionally adequate managerial and professional experience in Group A level posts. Note :	Justification for Post Graduate qualification:- The incumbent is the Principal Administrative Officer of the NBT whose functions include apart from administrative/financial functions interacting with authors of national/international repute, attend seminars, organizing book fairs of national/international nature etc. for discharging functions which are more of creative/innovative nature, a good academic background at

			The eligible departmental candidates below the age of 56 years and fulfill the above eligibility conditions can also apply against deputation, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT norms. Departmental candidate, if appointed, will be treated as Short Term Contract.	least of Post Graduate level is considered essential. It may also be noted that for effective hierarchical management control over incumbents holding editorial posts with academic excellence, the Director should have at least post graduate qualification, in the interest of administrative efficiency.
12.	If a departmental Promotion Committee exists, what is the composition?	Departmental Promotion Committee/Selection Committee as the case may be for 'A' category posts.	Selection Committee as fixed by MHRD	-

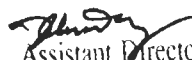



Assistant Director (Establishment)
National Book Trust, India



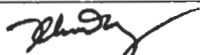
Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1	2	3	4	5
1.	Name of Post	Joint Director (Admn. & Finance)	Joint Director (Admn. & Finance)	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Administrative)	Group 'A' (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.12000-375-16500	Rs.78,800 - 2,09,200 (Level 12)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Not applicable	Mode of filling up only deputation/ short term contract
6.	Age limit for direct recruits	Below 50 years	Below 56 years for deputation	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<u>Essential:</u> A Bachelor's Degree from a recognized university with 10 years administrative experience in a managerial capacity with sound knowledge of Government Administrative and Financial Rules and Regulations and Office Procedure in Govt./Semi Govt./autonomous organization.	Direct recruitment is not suggested as a mode of filling-up.	Direct recruitment at this level is not considered advisable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications will apply	Not applicable	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

9.	Period of probation, if any, for direct recruits	Two years	Not applicable	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract), failing which by direct recruitment. The eligible departmental candidates can also apply for deputation, and if selected, he/she will be appointed for a tenure of three years extendable by maximum one year.	Deputation/Short Term Contract	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis or with 5 years regular service in the posts in the pay scale of Rs.10000-325-15200 in the Govt./Semi Govt./autonomous organizations and possessing qualifications as prescribed for direct recruitment.	<p><u>Deputation/Short Term Contract :</u> Amongst the Officers serving in Central Government Department/State Government/UTs/Statutory/Autonomous Bodies with</p> <p>(i) A Bachelor's Degree from a recognized university (ii) Holding analogous post on regular basis in the parent cadre/department in Level 12 (Rs. 78800 - 209200) or five years regular service in Level 11 (Rs.67700 - 208700/-) (iii) At least 10 years administrative experience in a managerial capacity with sound knowledge of Government of India Rules pertaining to Establishment, General Administration and Financial Rules and Regulations and Office Procedure.</p> <p><u>Note :</u> The eligible departmental candidates below the age of 56 years and fulfill the above eligibility conditions can also apply against deputation/short term contract, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT deputation norms.</p>	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-


Assistant Director (Establishment)

 Director
National Institute of Technology

5. No	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1	2	3	4	5
1.	Name of Post	Chief Editor & Joint Director	Chief Editor & Joint Director	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group 'A' (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.12000-375-16500	Rs. 78800-209200 (Level 12)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection	-
6.	Age limit for direct recruits	Below 50 years	Not Exceeding 50 years	-
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) A Master's degree from a recognized university. b) With 10 years experience in senior editorial capacity in a publishing organization engaged in production of books or with newspaper or magazine or public institute of repute and adequate experience of developing, writing and editing books. <u>Desirable :</u> a) A doctoral degree in the field of Indian literature/language. b) Knowledge of the production of books.	<u>Essential</u> a) A post graduate degree from a recognized university with good academic records b) At least 10 years experience in a senior editorial capacity (comparable to Group A post) in Government organisation in the Editorial Department of the Government or private organisation of repute engaged in publishing of books/magazines/print media. c) Adequate knowledge and experience of developing books of wide range of readership including e-contents. <u>Desirable :</u> a) M.Phil or Ph.D b) Research work/Published work/Publication c) Adequate knowledge of production and experience	As per model RR of NCERT (copy enclosed). Experience as per DOPT guidelines.

Assistant Director (Establishment)
National Book Trust, India

Director
National Book Trust, India

			in marketing of books.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Age : No Educational Qualification : Yes	-
9.	Period of probation, if any	Two Years	02 Years for Direct Recruitment	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By promotion through selection, failing which by deputation, failing which by direct recruitment	By promotion through selection failing which by deputation/short term contract failing both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion by selection from the Editors under the Trust in the grade of Rs.10000-15200 and having five years of regular service in the grade, failing which by deputation from among the officers holding analogous posts or holding posts in the pay scale of Rs.10000-325-15200 on regular basis having five years regular service thereto having total minimum of working experience of ten years at senior managerial level in the editorial work in the govt./semi Govt./autonomous/public sector institution/ organization	<u>Promotion :</u> Promotion by selection from the Editors in NBT in Level 11 (Rs.67700-208700) and having five years of regular service in the grade, failing which by deputation. <u>Deputation/Short Term Contract:</u> From amongst the officers holding analogous posts or holding posts in Level 11 (Rs.67700-208700) on regular basis having five years regular service thereto having total minimum of working experience of ten years at senior managerial level in the editorial work in Central govt./State Govt// UTs/ Semi Govt./ Autonomous/ Public Sector Institution/ Organization	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 nominated members including one representative from the Controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-

Assistant Director (Establishment)
National Book Trust, India

Director
National Book Trust, India

Recruitment Rules for the post of Chief Editor, NCERT


Sl.No.	Details of the Post	Recruitment Rules
1	Name of Posts	Chief Editor
2	No of Posts	One (01)
3	Classification	Not applicable
4	Scale of Pay	PB-III Rs1 5600-39100 Grade pay Rs 6600/-
5	Whether Selection post or non selection Post	Non-Selection
6	Age limit for direct recruits	Not Exceeding 40 years Relaxable for Govt servant's upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. Note: The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7	Educational and other qualifications required for direct recruits	Essential : 1) A post graduate degree from a recognized University. 2) Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject. 3) Minimum 10 years' experience in compiling, editing, planning and supervising of publications especially school textbooks, monographs & reports in organization in a responsible capacity. 4) Knowledge of books Production techniques, modern process of printing, typography and should be proficient in English. Desirable: 1) Word processing and techniques of online editing.
8	Whether age and educational qualifications for direct recruits will apply to promotees	Age } Educational Qualification } No
9	Period of probation, if any	2 Years for direct recruitments
10	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by promotion, failing which by deputation and failing both by direct recruitment.
11	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	For Promotion: By promotion from amongst the Editors having not less than 05 years regular service in the GP of Rs. 6600/- in the Council. Note 1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or


62

Assistant Secretary
National Book Trust, India


Director
National Book Trust, India


		<p>eligibility service by more than half of such qualifying or eligibility service of 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p>For Deputation By deputation from the Officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre OR Officers having 05 years regular service in the post drawing Grade Pay of Rs 6600, and having the requisite educational qualification prescribed for direct recruitment.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>										
12.	If a Departmental Promotion Committee exists, what is the composition?	<p>Departmental Promotion/Confirmation Committee:</p> <table border="0"> <tr> <td>(i) Director, NCERT</td> <td>- Chairperson.</td> </tr> <tr> <td>(ii) Joint Director, NCERT</td> <td>- Member</td> </tr> <tr> <td>(iii) Secretary, NCERT</td> <td>- Member</td> </tr> <tr> <td>(iv) One Representative SC/ST category (nominated by Director, NCERT)</td> <td>- Member</td> </tr> <tr> <td>(v) One Representative Minority Community nominated by Director, NCERT</td> <td>- Member</td> </tr> </table>	(i) Director, NCERT	- Chairperson.	(ii) Joint Director, NCERT	- Member	(iii) Secretary, NCERT	- Member	(iv) One Representative SC/ST category (nominated by Director, NCERT)	- Member	(v) One Representative Minority Community nominated by Director, NCERT	- Member
(i) Director, NCERT	- Chairperson.											
(ii) Joint Director, NCERT	- Member											
(iii) Secretary, NCERT	- Member											
(iv) One Representative SC/ST category (nominated by Director, NCERT)	- Member											
(v) One Representative Minority Community nominated by Director, NCERT	- Member											


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust

5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Joint Director (Production)	Joint Director (Production)	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.12000-375-16500	Rs. 78800-209200 (Level 12)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection	-
6.	Age limit for direct recruits	Below 50 years	Not exceeding 50 years	-
7.	Educational and other qualification required for direct recruits	a) A Bachelor's degree from a recognized university b) Post-graduate Diploma in book publishing with specialization in production, or three years Diploma in Printing Technology c) 10 years experience in Production in senior managerial capacity in a leading publishing house or an autonomous organization engaged in printing activities	Essential: a) A Graduate Degree in printing technology from a recognized University/ Institution. OR Graduate Degree with Post Graduate Diploma in Book Publishing with specialization in Printing from a recognized University. b) At least 10 years' experience in Print production of books, journals etc. in a senior managerial capacity in a reputed private or public body/Government department engaged in book publishing or printing activities. c) Working knowledge regarding cover design, lay-out, paper blocks and all aspects of printing technology.	Qualification to be in tune with the job content. As per Model RR of NCERT (copy enclosed) plus functional requirements. As per DOPT guidelines

 Assistant Director (Establishment)
 National Book Trust, India

 Director
 National Book Trust.

			d) Familiarity in latest computer based printing process.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications will apply	Age : No Educational Qualification : Yes	
9.	Period of probation, if any	Two Years	Two Years for Direct Recruitment	As per DOPT guidelines
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract) failing which by direct recruitment. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year	Promotion failing which by deputation/short term contract failing both by direct recruitment.	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis or with 5 years regular service in the posts in the scale of Rs.10000-375-15200 or equivalent, and possessing the educational and technical qualifications and experience as prescribed for direct recruits	<u>Promotion :</u> Amongst the Deputy Director (Production) in Level 11 (Rs. 67700-208700/-) with five years regular service or Assistant Director (Production) in Level 10 (Rs. 56100-177500/-) with ten years regular service in the grade and possessing a Degree in Printing Technology from a recognized University or Three years Diploma in Book Publishing with specialization in Printing from a Polytechnic recognized by Govt. <u>Deputation/Short Term Contract:</u> From among the officers holding analogous posts or holding posts in Level 11 (Rs.67700-208700) on regular basis having five years regular service thereto having total minimum of working experience	Justification for incorporating graduate degree in printing as essential qualification -one of the major activities of NBT is printing and publication of books and the Joint Director incharge of this function should have a good academic background of printing technology. For the same reason, familiarity in art work, cover design etc.


Assistant Director (Establishment)


National Book Trust, India

Director

National Book Trust, India


			of ten years at senior managerial level in the Printing/Publishing work in the Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization.	and latest computer level printing process as desirable qualification is indicated.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	



 Assistant Director (Establishment)
 National Book Trust, India


 Director
 National Book Trust, India

Recruitment Rules for the post of Chief Production Officer, NCERT


S.No	Details of the Post	Recruitment Rules
1.	Name of Posts	Chief Production Officer
2.	No. of Posts	One (01)
3.	Classification	Not applicable
4.	Scale of Pay	15600-39100 Grade Pay 7600/-
5.	Whether Selection post or Non-selection Post	Non-selection
6.	Age limit for direct recruits	Not Exceeding 50 years. Relaxable for Govt. servant's upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. Note: The crucial date for determining the age limit shall be closing the date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep).
7.	Educational and other qualifications required for direct recruits	Essential for Direct Recruitment: 1) Bachelors Degree in Printing Technology from a recognized University. OR Bachelors Degree in any subject with Diploma in Printing Technology 2) At least 10 yrs experience in Print Production of textbooks, general publications, journals etc in reputed publishing/Printing organization 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology. 4) Familiarity in computer based printing processes.
8.	Whether age and educational qualifications for direct recruits will apply to promotees	Age : Yes Educational qualification : No
9.	Period of probation, if any	02 Years for Direct Recruitment.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by promotion failing which by deputation, and failing both by direct recruitment.
11.	In case of recruitment by promotion/deputation/transfer grade which promotion/ deputation/transfer to be made	For promotion <i>From amongst the Production Officers having 05 years regular service in the Grade pay of Rs. 6600 in the Council.</i> Note 1 Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust.


		<p>have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p>For Deputation By deputation from the Officials of the Central Govt /State Govt /Central Autonomous organization holding analogous post on regular basis in the parent cadre <i>OR</i> Officers having <i>05 years regular service in posts drawing Grade Pay Rs 6600 and having the requisite educational qualification for direct recruitment.</i></p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>										
12.	If a Departmental Promotion Committee exists, what is the composition?	<p>Departmental Promotion/Confirmation Committee:</p> <table border="0"> <tr> <td>(i) Director, NCERT</td> <td>- Chairperson</td> </tr> <tr> <td>(ii) Joint Director, NCERT</td> <td>- Member</td> </tr> <tr> <td>(iii) Secretary, NCERT</td> <td>- Member</td> </tr> <tr> <td>(iv) One Representative SC/ST category (nominated by Director, NCERT)</td> <td>- Member</td> </tr> <tr> <td>(v) One Representative Minority Community (nominated by Director, NCERT)</td> <td>- Member</td> </tr> </table>	(i) Director, NCERT	- Chairperson	(ii) Joint Director, NCERT	- Member	(iii) Secretary, NCERT	- Member	(iv) One Representative SC/ST category (nominated by Director, NCERT)	- Member	(v) One Representative Minority Community (nominated by Director, NCERT)	- Member
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(v) One Representative Minority Community (nominated by Director, NCERT)	- Member											




Director 
National Institute of Educational Research and Training

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Manager (Sales & Marketing)	Manager (Sales & Marketing)	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.12000-325-16500/-	Rs.78,800 - 209200/-(Level 12)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection	-
6.	Age limit for direct recruits	Below 45 years	Not exceeding 50 years	-
7.	Educational and other qualification required for direct recruits	a) A Bachelor's degree from a recognized university b) 12 years experience in sales and marketing in a senior managerial position preferably in a reputed publishing house of the public/private sector c) Proficiency in English and Hindi d) Post-graduate Diploma in Sales or Marketing	<u>Essential:</u> a) A Master's degree in Business Administration/Business Development from a recognized university OR A Graduate Degree from a recognized University with Two years' Post Graduate Degree/Diploma in Business Administration/Marketing Management/ Sales & Marketing Management. b) Having 10 years experience in sales and marketing in a senior managerial position preferably in a reputed publishing house of the public/private sector c) Proficiency in English and Hindi <u>Desirable:</u> Working knowledge of Computer.	To impart more professionalism and considering the level of the post, Post Graduate qualification is considered necessary. As per Model RR of NCERT (copy enclosed) plus functional requirements of NBT

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Only qualifications will apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract). The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year	Promotion failing which by deputation/Short Term Contract failing which both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts or having 5 years minimum regular service in the grade of Rs.8000-275-13500 under govt./state govt./semi. Govt./public sector institutions/Autonomous bodies and possessing qualifications as prescribed for the Direct recruits.	<u>Promotion</u> Amongst the Deputy Directors in Level 11 (Rs.67700 - 208700/-) with five years of regular service <u>Deputation/Short Term Contract:</u> Amongst the officers of Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization iii) holding analogous posts on regular basis in the parent cadre/department in Level 12 (Rs.78800 - 209200/-) or with 5 years regular service in Level 11 (Rs. 67700-208700/-). (ii) At least 10 years supervisory experience in Book Promotion/ Exhibition/Sales & Marketing of books.	To provide promotional avenue for departmental candidates. As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

Recruitment Rules for the post of Chief Business Manager, NCERT

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Chief Business Manager
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay Rs.7600/-*
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 50 years.
8.	Educational and other qualification required for direct recruits	Essential: 1. A Graduate Degree from a recognized University. 2. Two years Post Graduate Degree/Diploma in Business Administration/Marketing Management/Sales & Marketing Management. 3. Having atleast 10 years Experience in Sales and Sales Promotion in a large publishing Organization. Desirable: 1. Working Knowledge of Computer
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By Direct Recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulations

* Post is to be upgraded from grade pay of Rs.6600/- to Rs.7600/- and age from 40 to 50 years. It needs the approval of MHRD.





Assistant Director (Establishment)
National Book Trust, India




Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Deputy Director	Deputy Director	-
2.	No. of Posts	Four (04)	Seven (07)	The existing three posts of Regional Manager is to be merged with four posts of Deputy Director as both are same nature of duties and Level.
3.	Classification	Group 'A' (Administrative)	Group A (Non-Ministerial)	As per job contents
4.	Pay Band and Grade Pay/Pay Scale	Rs.10000-375-15200	Rs.67,700-2,08,700 (Level 11)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection	-
6.	Age limit for direct recruits	Below 45 years	Not exceeding 45 years	-
7.	Educational and other qualification required for direct recruits	<u>Essential:</u> a) A Degree from a recognized university b) Proficiency in English or Hindi c) 5 years experience in the scale of Rs.8000-13500 or equivalent in one or more of the following fields from any Govt./Semi Govt./ Autonomous Bodies/Public Sector Institutions/Organizations: 1. Sales & Marketing 2. Publicity & public relations	<u>Essential:</u> a) A Degree from a recognized university b) 5 years experience in Level 10 (56100-177500) or equivalent in one or more of the following fields from Central Govt./State Govt./Semi Govt./ UTs/Autonomous Bodies/Public Sector Institutions/Organizations: (i) Sales & Marketing (ii) Publicity & public relations (iii) Fairs & Exhibitions	Qualification as per existing RR of NBT. As per DOPT guidelines

 Assistant Director (Establishment)
National Book Trust, India


 Director
National Book Trust, India

		<p>3. Fairs & Exhibitions 4. Establishment & Office Admn. <u>Desirable:</u></p> <p>Diploma in one of the following fields</p> <p>i) Business Management ii) Advertising & Marketing iii) Personnel Management</p>	<p>(iv) Establishment & Office Admn. (v) Inventory Management C) Good communication skills</p> <p><u>Desirable:</u> Diploma in one of the following fields i) Business Management ii) Advertising & Marketing iii) Personnel Management</p>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Will not apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Not applicable	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	<p>a) 66.66% by promotion failing which by deputation. b) 33.33% by deputation c) Failing A&B above by direct recruitment</p>	Promotion by selection/ failing which by deputation failing which both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><u>For Promotion</u> Assistant Directors of the Trust having minimum of five years of regular service in the grade. <u>For Deputation</u> Incumbents holding analogous posts on regular basis or having five years of regular service in the post carrying scale of the pay of Rs.8000-13500 or equivalent and possessing the educational qualifications and experience as prescribed for direct recruitment. The departmental candidates can also apply for deputation and if selected</p>	<p><u>Promotion:</u> 66.66% by Promotion by selection amongst the Assistant Directors in Level 10 (56100-177500) with five years of regular service failing which by deputation failing which by direct recruitment.</p> <p>33.33% by Promotion by selection amongst the Asstt. Director (Production) and Assistant Editors in Level 10 (56100-177500) with five years in the Trust with regular service failing which by deputation failing which by direct recruitment.</p>	To provide equitable promotional avenues for departmental candidates.


Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India


		will be appointed on a tenure of three years extendable by maximum one year.	<p>Deputation: Amongst the officers of Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization</p> <p>(i) holding analogous posts on regular basis in the parent cadre/department in Level 11 (67700-208700) or with 5 years regular service in Level 10 (56100-177500) from Central govt./State Govt// UTs/ semi Govt / autonomous/ public sector institution/ organization.</p> <p>(ii) At least 10 years supervisory experience in one or more fields related to Establishment & Administration/Book Promotion & Exhibition/Sales & Marketing etc.</p>	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	


Assistant Director (Establishment)
National Book Trust, India

Director 
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Deputy Director (Cost & Finance)	Deputy Director (Cost & Finance).	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Administrative)	Group 'A' (Non Ministerial)	To reflect the functions of the job.
4.	Pay Band and Grade Pay/Pay Scale	Rs.10000-325-15200	67700-208700 (Level 11)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Not applicable	Mode of filling up is by Deputation/Short Term Contract-
6.	Age limit for direct recruits	45 years	Below 56 years for deputation	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>a) A Bachelor's Degree in Commerce from a recognized university</p> <p>b) Member of ICWA of India/Chartered Accountant of India or equivalent</p> <p>c) A minimum of 10 years of post qualification experience of Financial Management Auditing work at the Managerial level</p> <p>Knowledge of Government Financial Rules</p>	<p>Essential:</p> <p>a) A Bachelor's Degree in Commerce from a recognized university OR 10+2 with CA/ICWA/Company Secretary.</p> <p>b) Member of ICWA of India/Chartered Accountant of India or equivalent</p> <p>c) A minimum of 10 years of post qualification experience of Financial Management Auditing work at the Managerial level. Knowledge of Government Financial Rules</p>	As per Model RR of NCERT (copy enclosed).

 Assistant Director (Management)
National Book Trust, India

 Director
National Book Trust, India


8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Age : No Qualification will apply as per Col.11	-
9.	Period of probation, if any	Two Years for direct recruits	Two Years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By deputation falling which by direct recruitment	Deputation/Short Term Contract falling which by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis or holding posts in the grade of Rs.8000-13500 or equivalent on regular basis with at least five years service in the grade and having minimum of total ten years of working experience at managerial level in the finance/accounts in the Govt./Semi Govt./State Government/Autonomous/ Public Sector Institution/ organization. The eligible departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years expendable by one year.	<u>Deputation/Short Term Contract:</u> Amongst the officers in any of the organized Accounts Service or Central govt./State Govt/UTs/ semi Govt./ autonomous/ public sector institution/ organization and (i) holding analogous posts on regular basis in the parent cadre/department in Level 11 (67700-208700) or with 5 years regular service in Level 10 (56100-177500) or with seven years regular service in Level 7 (44900-142400). (ii) Passing SAS/SOG or equivalent examination	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	



Assistant Director (Establishment)
National Book Trust, India


EST, India


Recruitment Rules for the post of Senior Accounts Officer, Publication Division of NCERT


Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Sr. Accounts Officer
2.	No. of Posts	4
3.	Classification	Central Civil Service Group 'A'(Gazetted Ministerial)
4.	Scale of Pay	PB-III of Rs.15600-39100+GP Rs. 6600/-
5.	Whether Selection post or non selection Post	Non-Selection
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 40 years
8.	Educational and other qualifications required for direct recruits	1. Graduate in Commerce. OR 10+2 with CA/ICWA/Company Secretary 2. Holding Analogous post on regular basis OR 7 Years regular service in GP Rs. 4600/- in an organised Accounts Departments of Central Govt./State Govt./ Semi-Govt./Autonomous or Statutory Organizations
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification - No
10.	Period of probation, if any	2 Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% By promotion failing which by deputation/direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	100% by promotion on the basis of seniority, subject to rejection of the unfit from amongst the Accounts Officer having not less than 7 years of regular service as Accounts Officer in the Pay Band -II Rs.93200-34800 with GP Rs. 4600.
13.	If a DPC exists, what is the composition	As per NCERT's Regulation


Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Deputy Director (Art)	Deputy Director (Art)	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.10000-325-15200	Rs.67700-208700 (Level 11)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Non-Selection	-
6.	Age limit for direct recruits	45 years	Not exceeding 40 years.	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<p>a) A degree in commercial/applied art from a recognized Institution</p> <p>b) 7 years experience in commercial/applied art</p> <p>c) Experience of designing books including the preparation of illustrations, colour designs, jacket design and layout for books and magazines, posters, press advt. etc. in a reputed Institution/organization</p> <p><u>Desirable :</u></p> <p>a) Experience of exhibition display and photography</p> <p>b) Knowledge of production of books</p>	<p><u>Essential:</u></p> <p>(a) Four Year Bachelor Degree of Fine Arts with specialization in Applied Art/Commercial Art from a recognized University/Institution.</p> <p>(b) At least 8 years experience in the preparation of illustrations, cover/jacket designs, posters, layout work etc. of books and periodicals in a publishing house of repute.</p> <p>(c) Ability to use latest software for designing of books and other promotional materials.</p> <p>(d) Experience of designing and creating exhibitions/display</p> <p><u>Desirable:</u></p> <p>a) Knowledge of printing techniques.</p> <p>b) Knowledge of photography and its applications to designing.</p> <p>c) Working knowledge of computer and its software for designing</p>	<p><u>Justification</u></p> <p>A professional degree with specialization in Applied Art is necessary to cope up with the current publication scenario and to impart professionalism.</p> <p>As per Model RR of NCERT (copy enclosed) plus functional requirements of NBT.</p>


 Assistant Director (Administration)
 National Book Trust, India


 Director
 National Book Trust, India

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualifications will apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Two Years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract), failing which by direct recruitment	Promotion failing which by deputation/short term contract failing both by direct recruitment	To create avenues for career growth of Young qualified officials as well as officials as per seniority.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis. Or With 5 years regular service in posts in the scale of Rs.8000-13500 or equivalent, and possessing the educational qualifications and experience prescribed for direct recruits. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year	<u>Promotion :</u> Artist in the Level 6 (35400-112400) with ten years' regular service in the Trust, failing which by deputation <u>Deputation/Short Term Contract:</u> Incumbents holding analogous posts on regular basis from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization Or With 5 years regular service in post in Level 10 (Rs.56100-177500) or equivalent from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization and possessing the educational qualifications and experience prescribed for direct recruits. Departmental candidate, if appointed, will be treated as short term contract.	Minimum qualifying service as per DOPT norms.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-


 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

Recruitment Rules for the post of Art Officer, Publication Division of NCERT

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Art Officer
2.	No. of Post	One (01)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 6600
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 40 years.
8.	Educational and other qualification required for direct recruits	Essential: 1. Degree in Bachelor of Fine Art with specialization in Applied Art (Commercial Art) from a recognized Institution 2. At least 8 years experience in the preparation of black and white and colour illustrations, cover-designs, layout work etc of books and periodicals in a publishing house of repute Desirable: 1. Knowledge of printing techniques 2. Knowledge of photography and its application to designing 3. Working Knowledge of computer and its software for designing
	Whether age and educational qualifications specified for direct recruits will apply in the case of promotes	Age: No Educational Qualification: Yes
10.	Period of probation if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion through selection from amongst the Senior Artists having not less than 5 years regular service in the Council as Senior Artists failing which by direct Recruitment
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulations


Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Editor	Editor	-
2.	No. of Posts	Four (04)	Five (05) (which include one post of Editor Training and Promotional Activities under the supervision of Chief Editor & Joint Director)	Since there is no promotional avenues for the post of Editor (Training & Promotional Activities), the post is being merged with the common cadre of Editor with same Level.
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.10000-325-15200	67700-208700 (Level 11)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection	-
6.	Age limit for direct recruits	45 years	Not exceeding 40 years	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) A Master's degree from a recognized university. b) High proficiency in the language specified. c) Adequate knowledge of English d) 7 years experience of editing/writing/ translation in a publishing house or newspaper/magazine of standing. e) Good knowledge of Indian Literature and Culture	<u>Essential :-</u> a) A Post Graduate Degree from a recognized University/Institution with a good academic record. b) Post Graduate Diploma in Book Publishing (Editing) c) At least 8 years of experience of editing/writing/ translation in a publishing house or newspaper/magazine of standing. d) Good knowledge of Indian Literature and Culture	Taking into account the wide job content, qualification have been elaborated for improving professionalism, efficiency and as per Model RR of NCERT

[Signature]
 Assistant Director
 National Book Trust, India


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 Director
 National Book Trust, India

		Culture	<p>e) Adequate knowledge and experience of developing books for wide range of readerships including e-contents.</p> <p>f) Working knowledge of Hindi/English or one Indian language.</p> <p><u>Desirable</u></p> <p>a) Published research work/publication.</p> <p>b) Experience in Translation work.</p> <p>c) Adequate knowledge of production and/or marketing of books.</p> <p>d) Experience of organizing workshops/seminars etc.</p>	(copy enclosed) plus functional requirements of NBT.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Will not apply	<p>Age : No</p> <p>Qualification : Yes</p>	-
9.	Period of probation, if any	Two Years	Two Years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By promotion & direct recruitment i.e. 50% by direct recruitment (However, in case of promotion quota, age and educational qualification as prescribed for DR would not be applicable)	Promotion by selection failing which by deputation failing both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Assistant Editors with at least five years regular service in the grade	<p><u>Promotion:</u> Amongst the Assistant Editors in Level 10 (56100-177500) with five years regular service in the Trust.</p> <p><u>Deputation</u> Incumbents holding analogous posts on regular basis from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization</p>	To improve promotional avenues to departmental candidates.-

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India


			<p>Or</p> <p>With 5 years regular service in post in Level 10 (Rs.56100-177500) or equivalent from Central govt./State Govt/ UTs/ semi Govt./ autonomous/ public sector institution/ organization and possessing the educational qualifications and experience prescribed for direct recruits. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable as per DOPT norms.</p>	
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 nominated members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	-



Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

Recruitment Rules for the post of Editor, Publication Division of NCERT

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Editor
2.	No. of Post	Eight (08)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 6600
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 40 years
8.	Educational and other qualification required for direct recruits	Direct Recruitment 1) A Post Graduate degree from a recognized University. 2) Post Graduate Diploma in Book Publishing (Editing) 3) At least 8 years experience in editing, Producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. 4) Knowledge of books Production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu Desirable: 1) Working Knowledge of Computer & publication related software
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	1. 50% by direct recruitment. 2. 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Promotion through selection on the basis of merit from amongst the Assistant Editors in the language concerned having not less than 5 years regular service as Assistant Editor in the Council, failing which by direct recruitment.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation


 Assistant Director (Establishment)
 National Book Trust, India


 Director
 National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Assistant Director	Assistant Director	-
2.	No. of Posts	Eight (08)	Eight (08)	-
3.	Classification	Group 'A' (Administrative)	Group A (Non Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275-13500	56100-177500 (Level 10)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection in case of Limited Departmental Examination/Non-selection for promotion by seniority-cum-fitness	-
6.	Age limit for direct recruits	<u>35 years</u>	Not exceeding 35 years	-
7.	Educational and other qualification required for direct recruits	<u>Essential:</u> a) A Degree from a recognized university b) Proficiency in English or Hindi c) A minimum of 5 years experience in a supervisory capacity in one or more of the following fields from any Govt./Semi Govt./ Autonomous Organization: 1. Sales & Marketing 2. Publicity & public relations 3. Fairs & Exhibitions 4. Establishment & Office Admn. Desirable: Diploma in one or more of the following fields from any Govt./Semi Govt./ Autonomous Organization: 1. Sales & Marketing 2. Publicity & public relations 3. Fairs & Exhibitions 4. Establishment & Office Admn.	<u>Essential:</u> a) A Graduate Degree from a recognized University. b) At least three years post qualification experience in a post which carries not less than in Level 7 (Rs.44900-142400) in a Government or Autonomous organization in General Administration, & Establishment/Finance/Sales & Marketing/Fairs & Exhibitions etc.	Qualification as per existing RR of NBT. As per DOPT guidelines

[Signature]
 Assistant Director (Establishment)
 National Book Trust, India


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 Director
 National Book Trust, India


		fields i) Business Management ii) Advertising & Marketing Personnel Management		
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Will not apply	Age: No Educational qualification: Yes, Experience as per Column. 11	Considering the level and job content, educational qualification required.
9.	Period of probation, if any	Two Years	Two Years for Direct Recruits and Promotes	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	a) 50% by promotion by selection on the basis of service records and interview failing which by direct recruitment b) 50% by direct recruitment	50% by promotion by seniority-cum-fitness failing which by deputation failing which both by direct recruitment. 50% by promotion by selection on the basis of written test and interview failing which deputation failing both by direct recruitment.	Deputation suggested if promotion fails.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	5 years regular service as Accounts Officer or 8 years regular service as Superintendents	<u>Promotion by Seniority</u> 50% by promotion by seniority-cum-fitness amongst the Accounts Officer with three years regular service/ Accountant with eight years' regular service and 50% from Superintendent with eight years' regular service failing which by deputation failing which by direct recruitment. Promotion will be on rotational basis @ 50% from accounts cadre and 50% by Superintendent <u>Promotion by selection</u> 50% by promotion by selection with written test followed by interview from amongst the Level 7 (Rs.44900-142400) with three years' regular service OR in Level 6 (Rs.35400-112400) with eight years' regular service in the Trust failing which by deputation failing which by direct recruitment.	To provide promotional avenues for departmental candidates.

Assistant Director (Personnel)
National Book Trust, India

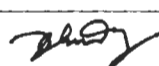
Director
National Book Trust, India


			<p><u>Deputation</u></p> <p>(a) Officers from Central govt /State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization (12) holding analogous posts on regular basis in the parent cadre/department; or (ii) with 3 years' regular basis in posts in Level 7 (44900-142400)</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits as Col. 7, Failing which by direct recruitment.</p>	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the Controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	-


 Assistant Director (Establishment)
 National Book Trust, India



 Director
 National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Assistant Editor	Assistant Editor	-
2.	No. of Posts	Fifteen (15)	Fifteen (15)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275-13500	56100-177500 (Level 10)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Selection	Selection	-
6.	Age limit for direct recruits	35 Years	Not exceeding 35 years	-
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) A Master's degree from a recognized university b) Proficiency in the specified language c) Good knowledge of the literary scene of the specified language d) Working knowledge of English or Hindi e) 5 years experience in editing, translating proof-reading and book production <u>Desirable :</u> Good knowledge of Indian Literature and Culture	<u>Essential :</u> 1) A Master degree with graduate in a specialized language concerned from a recognized university with a good academic record 2) At least five years experience comparable to Group B posts in Government organization out of which at least five years experience in a supervisory capacity in the editorial department of a reputed private or public organization engaged in publishing of books/magazines/print media. 3) Adequate knowledge and experience of developing books for wide range of readerships including e-contents. 4) Working knowledge of Hindi/English or one Indian language. 5) Experience in translation <u>Desirable :-</u> a) Experience in translation from English to Hindi or vice-versa Or English/Hindi to other Indian language	Taking into account wide job content, qualification have been elaborated for improving professionalism and efficiency.


 Assistant Director (Establishment)
 National Book Trust, India


 Director
 National Book Trust, India

			or vice-versa Note: Depending upon the requirement of the Trust, each time, the language at (a) above will be specified in the advertisement.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Will not apply for promotion quota	Not applicable	
9.	Period of probation, if any	Two Years	Two years for direct recruits and promotees	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	a) 50% by promotion, failing which by direct recruitment b) 50% by direct recruitment	100% by Promotion (If Editorial Assistant in the specified language is available) failing which by direct recruitment	To improve promotional avenues to departmental candidates.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Editorial Assistants with required proficiency in the specified language and having five years of regular service in the post under the Trust	Promotion from the Editorial Assistants in Level 6 (Rs.35400-112400) with eight years' regular service in the grade in the Trust failing which by direct recruitment.	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 nominated members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	

 Assistant Director (Administration)
National Book Trust, India

Director 
National Book Trust, India

Recruitment Rules for the post of Assistant Director (Production), Publication Division of NCERT


Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Assistant Production Officer <i>AD (Prod.)</i>
2.	No. of Post	Seven (07)
3.	Classification	Group 'A'
4.	Scale of Pay	15600-39100 Grade Pay 5400
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 35 years
8.	Educational and other qualification required for direct recruits	For Direct Recruitment Essential : 1) Degree in Printing Technology from a recognized University. 2) At least 05 years experience in Print Production of textbooks, general publications, journals etc., in a reputed publishing/printing organization. 3) Working knowledge regarding cover design, lay-out, paper, blocks and all aspects of printing technology. 4) Familiarity in computer based printing processes.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : 1. Bachelor in any subject with three years Diploma in Printing Technology (For the candidate who do not possess B.Tech Degree in Printing Technology). 2. Employees of the Council not having the requisite qualification as required for Direct Recruitment will have to undergo appropriate training programme successfully, as decided by the Council from time to time. 3. Other conditions for direct recruitment will be applicable.
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	1. 50% direct recruitment 2. 50% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	By promotion through selection on the basis of merit from amongst the Production Assistant having not less than 8 years regular service in the council.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation

[Signature]
Assistant Director (Establishment)
National Book Trust, India

Director *[Signature]*
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Assistant Director (Production)	Assistant Director (Production)	-
2.	No. of Posts	Five (05)	Five (05)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275-13500	56100-177500 (Level 10)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Not applicable	Non-Selection	-
6.	Age limit for direct recruits	35 years	Not exceeding 35 years	-
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) A Bachelor's degree from a recognized university b) Two years Post-graduate Diploma in Book Publishing with specialization in book production OR Senior Secondary or equivalent with three years Diploma in Printing Technology from a recognized Institute c) 7 years practical experience in production of books in press/publishing house. d) Skill in typography and layout	<u>Essential :</u> a) A Bachelor's degree from a recognized university b) Two years Post-graduate Diploma in Book Publishing with specialization in printing OR Senior Secondary or equivalent with three years Diploma in Printing Technology from a recognized Institute c) Five years practical experience in production of books in press/publishing house. d) Working knowledge regarding cover design, layout, paper blocks, and all aspects of printing technology. e) Skill in typography and layout.	As per Model RR of NCERT (Copy enclosed) and functional requirement of NBT.
8.	Whether age and educational qualifications	Will not apply	Age: No	-


 Assistant Director (Establishment)
 National Book Trust, India


 Director
 National Book Trust, India

	prescribed for direct recruits will apply in the case of promotes		Educational qualification: : Yes	
9.	Period of probation, if any	Two Years	Two Years for Direct Recruits and Promotes	As per DOPT guidelines
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	a) 60% by promotion, failing which by direct recruitment b) 40% by direct recruitment	100% by promotion by seniority-cum-fitness failing which by deputation failing both by direct recruitment.	To provide upward mobility for suitable departmental candidates.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion by selection from Production Assistants with seven years of regular service in the post in the Trust	<u>Promotion</u> : Promotion from Production Assistants in Level 6 (Rs.35400-112400) with eight years regular service in the grade. <u>Deputation</u> (a) Officers from Central govt./State Govt/ UTs/ semi Govt./ autonomous/ public sector institution/ organization (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with 3 years' regular basis in posts in Level 7 (44900-142400) Possessing the educational qualifications and experience prescribed for direct recruits as Col. 7.	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 nominated members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	



Assistant Director (Establishment)
National Book Trust, India

Director
National Book Trust, India

Recruitment Rules for the post of Assistant Editor, NCERT

Sl.No.	Details of the Post	Recruitment Rules
1.	Name of Posts	Assistant Editor
2.	No. of Posts	10 (Ten) (Subject to variation)
3.	Classification	Not applicable
4.	Scale of Pay	PB-III of Rs 15600-39100 GP of Rs. 5400(Direct)
5.	Whether Selection post or non selection Post	Not applicable
6.	Age limit for direct recruits	Not Exceeding 35 years Relaxable for Govt. servant's upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. Note: The crucial date for determining the age limit shall be closing the date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	Essential: 1) A Bachelor degree from a recognized University 2) Post Graduate Diploma in Book Publishing/Mass Communication/Journalism, where editing is one of the subject. 3) At least 5 years' experience in editing, producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity. 4) Knowledge of books production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu Desirable: Word processing and techniques of online editing.
8.	Whether age and educational qualifications for direct recruits will apply to promotees	Age : Educational Qualification } : No
9.	Period of probation, if any	2 Years for direct recruitments
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	1. 50% by direct recruitment 2. 50% by promotion, failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	For Promotion 50% promotion from amongst Editorial Assistants in the language concerned (Hindi/ Urdu/ English) having 08 years regular service in the Grade Pay of Rs. 4200 in the Council. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and

		<p>have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission</p> <p>For Deputation: By deputation from the Officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre <i>OR</i> Officers possessing <i>the requisite educational qualification for direct recruitment and having 08 years regular service in the Grade Pay of Rs 4200/- /having 03 years regular service in the Grade Pay of Rs 4600/- /having 02 years regular service in the Grade Pay of Rs. 4800/-.</i></p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation</p>										
12.	If a Departmental Promotion Committee exists, what is the composition?	<p>Departmental Promotion/Confirmation Committee:</p> <table border="0"> <tr> <td>(i) Director, NCERT</td> <td>- Chairperson.</td> </tr> <tr> <td>(ii) Joint Director, NCERT</td> <td>- Member</td> </tr> <tr> <td>(iii) Secretary, NCERT</td> <td>- Member</td> </tr> <tr> <td>(iv) One Representative SC/ST category (nominated by Director, NCERT)</td> <td>- Member</td> </tr> <tr> <td>(v) One Representative Minority Community (nominated by Director, NCERT)</td> <td>- Member</td> </tr> </table>	(i) Director, NCERT	- Chairperson.	(ii) Joint Director, NCERT	- Member	(iii) Secretary, NCERT	- Member	(iv) One Representative SC/ST category (nominated by Director, NCERT)	- Member	(v) One Representative Minority Community (nominated by Director, NCERT)	- Member
(i) Director, NCERT	- Chairperson.											
(ii) Joint Director, NCERT	- Member											
(iii) Secretary, NCERT	- Member											
(iv) One Representative SC/ST category (nominated by Director, NCERT)	- Member											
(v) One Representative Minority Community (nominated by Director, NCERT)	- Member											

Assistant Director (Establishment) Director
 National Book Trust, India National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Librarian-cum-Documentation Officer	Librarian-cum-Documentation Officer	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275-13500	(56100-177500) (Level 10)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Not applicable	Non-Selection	-
6.	Age limit for direct recruits	35 Years	Not exceeding 35 years	-
7.	Educational and other qualification required for direct recruits	<p>a) Graduate of a recognized university with Bachelor's degree in Library/Information Science</p> <p>b) 5 years experience of dealing preferably with children's literature in a reputed library relaxable to 3 years for candidates possessing Master degree in Library Information Science</p> <p>Knowledge of modern technique of documentation & retrieval of information</p>	<p>Essential:</p> <p>a) A Master's degree in Library Science or Library and Information Science of a recognized University/Institute.</p> <p>b) 5 years professional experience in a Library under Central/ State Government/ Autonomous or statutory organization/ PSU/ University OR recognized Research OR Educational Institutions.</p> <p>Desirable:</p> <p>a) One year's experience of computerizing library activities in a Library under Central/State Government/Autonomous /Statutory organization PSU/ University OR recognized Research OR Educational Institutions.</p> <p>b) Experience in Children's library</p>	<p>Post graduate qualification prescribed to improve professionalism and functional efficiency.</p> <p>As per Model RR of DOPT.</p> <p>As per job requirement.</p>


Assistant Director (Establishment)


National Book Trust, India

Director

National Book Trust, India


			c) PG Diploma or Degree in Computer Science Age : No	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Only qualification will apply	a) Qualification - No, but must possess at least Bachelors Degree in Library Science or Library and Information Science of a recognized University/Institute.	As per Model RR of DOPT.
9.	Period of probation, if any	Two Years	Two Years for direct recruits and promotees	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract) failing which by direct recruitment. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a fixed tenure of three years extendable by maximum one year.	By promotion failing which by deputation failing both by direct recruitment The eligible departmental candidates can also apply for deputation and if selected he/she will be treated as short term contract for a period of three years extendable as per DOPT norms.	As per Model RR of DOPT.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Incumbents holding analogous posts on regular basis or with 5 years regular service in the posts in the scale of Rs.5500-9000 or equivalent, and possessing the educational qualification and experience prescribed for direct recruits	<u>Promotion :</u> Librarian in Level 6 (Rs. 35400-112400) with eight years' regular service in the grade <u>Deputation/Short Term Contract:</u> Holding analogous posts on regular basis in the parent cadre/department in Level 10 (56100-177500) or with three years regular service in Level 7 (44900-142400) from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization/Universities/ Research Institutions.	As per Model RR of DOPT.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 nominated members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	-

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY & INFORMATION OFFICER

Name of Post	Number of post	Classification	Pay Band and Grade Pay/ Scale	Whether selection post or non-selection post	Age limit for direct recruits
1.	2.	3.	4.	5.	6.
Library & Information Officer	Number *(Year of framing) *subject to variation dependent on workload	General Central Service Group A Gazetted, Non-Ministerial	Pay Band 3 Rs.15600-39100 Grade Pay Rs. 6600	Not applicable – In case promotion is not a method of recruitment or composite method of recruitment is there. "Selection" if promotion is one of the methods of recruitment.	"Not exceeding 40 years". (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be as advertised by the UPSC. (Not applicable –in case direct recruitment is not a method of recruitment).



Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

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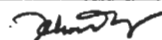
Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
7.	8.	9.	10.
<p><u>Essential</u></p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University / Institute;</p> <p>(ii) Five years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable:</u></p> <p>(i) One year experience of computerizing Library activities in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or recognized Research or educational Institution.</p> <p>(ii) One year Professional experience in the specific areas of activities of the Department / Ministry viz technical or scientific, if any, to be specified at the time of framing RRs.</p> <p>(iii) Diploma in Computer Application from a recognized University or Institute.</p> <p>Note 1: Qualifications are relaxable for reasons to be recorded at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is / are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	<p>Age : No</p> <p>Educational Qualification: No, but must possess at least Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute</p>	<p>One year for direct recruits</p>	<p>Any one or combination of the following methods of recruitment based on number of sanctioned posts in the feeder grade—</p> <ol style="list-style-type: none"> 1) Promotion, failing which by deputation (including short term contract). 2) Promotion / deputation* (including short term contract). 3) --- percentage by promotion, failing which by deputation including short term contract, , and --- percent by direct recruitment. 4) Deputation (including Short Term Contract) / absorption failing which by direct recruitment <p>(% for promotion or direct recruitment may be fixed taking into account the number of sanctioned posts / regular officers in the feeder grade).</p> <p>*In case it is suggested to take officer from non-Government bodies e.g. Universities, recognized Research Institutions, Public Undertakings, autonomous bodies etc.</p>


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Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India


In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
11.	12.	13.
<p><u>Promotion</u></p> <p>Assistant Library & Information officer Pay Band 2 Grade Pay Rs. 4600 with 7 years' regular service in the grade possessing qualification as in col.8 and successfully completed training of --- weeks in the field of Library and Library Science *.</p> <p>*The duration of the training between 2 weeks to 4 weeks may be decided by the Ministry/Deptt. at the time of framing/ amendment of RRs based on the requirement of training for such post and availability of infrastructure of the Organization for providing training.</p> <p><u>Deputation / Including Short Term Contract / Absorption</u></p> <p>Officers under the Central Government / State Government/ Union Territories –</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) With 7 years' regular service in posts in the Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4600 or equivalent; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p> <p>Note:</p> <p>1. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed four years.</p> <p>3. The maximum age limit for appointment by deputation (including Short Term Contract) / absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>4. The provision for absorption will be applicable in the case of Central/ State Government and Union Territory Government officials only.</p>	<p>Group 'A' Departmental Promotion Committee (for promotion / confirmation for direct recruits/ promotees may be indicated separately).</p> <p>(i) Chairman/ Member, UPSC - Chairman</p> <p>(ii) - Member</p> <p>(iii) - Member</p>	<p>Consultation with the Union Public Service Commission is necessary on each occasion.</p>

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	PS to Chairman	PS to Chairman	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'A' (Non-Ministerial)	Group A (Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.8000-275=13500	56100-177500 (Level 10)	As per 7 th CPC Pay Matrix
5.	Whether selection post or non-selection post	Not applicable	Not applicable	-
6.	Age limit for direct recruits	40 years	Not applicable	-
7.	Educational and other qualification required for direct recruits	a) A degree from a recognized university b) Shorthand & typing speed of 120 wpm & 45 wpm in English or 100 wpm & 40 wpm in Hindi c) 5 years experience as Sr. PA in the pay scale of Rs.6500-10500 (Rev.) or 10 years experience as Sr. Steno in the pay scale of Rs.5500-9000 with experience in secretarial work, including noting, drafting, handing of routine correspondence files, fixing appointments/engagements arranging meeting, attending to telephone calls etc. In other words the incumbent should be able to perform the duties of the office secretary.	Not applicable	As per Model RR of Authority for Advance Rulings, Ministry of Finance, Deptt. Of Revenue (copy enclosed).

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualifications will apply.	Not applicable	-
9.	Period of probation, if any	Two Years	Two years for promotees	As per DOPT norms
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract)/ promotion failing which by direct recruitment. As the field of promotion consists of only one post, the departmental candidates may also apply for deputation, in case he/she is selected it would be treated as having been filled by promotion.	By Promotion failing which by deputation. <u>Deputation:</u> As the field of promotion consists of only one post, the departmental candidates may also apply for deputation, in case he/she is selected it would be treated as having been filled by promotion.	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Sr. PA to Director with 5 years regular service in the post/Sr. Steno (English/Hindi) with 10 years regular service in the post in the Trust	<u>Promotion:</u> Sr. PA to Director with three years regular service in the post/Sr. Steno (English/Hindi) with eight years regular service in the post in the Trust <u>Deputation:</u> Holding Level 7 (Rs.44900 - 142400) with three years services in Central govt./State Govt/ UTs/ semi Govt./ autonomous/ public sector institution/ organization	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and four members including one representative from the controlling Ministry.	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-

Assistant Director (Establishment)

National Book Trust, India

Director


National Book Trust, India


**RECRUITMENT RULES FOR THE POST OF PRINCIPAL PRIVATE SECRETARY IN
AUTHORITY FOR ADVANCE RULINGS**

SCHEDULE

Name of the post	No. of post	Classification	Level in the Pay Matrix.	Whether Selection post or non-selection post	Age limit for direct recruit
1	2	3	4	5	6
Principal Private Secretary	3* (2017) (1- Principal Bench, 1 -NCR Bench and 1- Mumbai Bench)) *Subject to variation depending on workload	General Central Service Group 'A' Gazetted Ministerial	Level-11 (Rs. 67700-150800)	Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and Educational al qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/ absorption grade from which promotion/ deputation to be made
7	8	9	10	11
Not applicable	Not applicable	Not applicable	Promotion/Deputation	Promotion/Deputation 1. Officers under the Central Government or State Government:


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

(a) (i) holding analogous post on regular basis in the parent cadre/Department.

Or

(ii) Senior Private Secretary in the Level 8(Rs. 47600-105900) with 6 years regular service in the grade.

Or

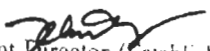
(iii) Private Secretary in the Level 7(Rs. 44900-99800) with 7 years regular service in the grade.

(b) working knowledge of computer.

The Departmental Sr. Private Secretaries in the Level 8(Rs. 47600-105900) with 6 years regular service in the grade will also be considered alongwith the outsiders. In case, he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.


The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.


Assistant Director (Establishment)
National Book Trust, India

Director 
National Book Trust, India

If a Departmental Promotion Committee exists, what is its composition	Circumstances, in which Union Public Service Commission is to be consulted in making recruitment.
12	13
Not Applicable	Consultation with UPSC necessary on each occasion.


 Assistant Director (Establishment)
 National Book Trust, India


 Director
 National Book Trust, India

Statement of Post wise Vacant Position with Pay Matrix & Level wise of NBT, India (as on 1.8.2018)									
Sr. No.	Name of the Post	6th CPC Pay Band	6th CPC Grade Pay	7th CPC Pay Matrix	Level	Sanctioned Strength	In Position	Vacant	Remarks
1	Director	37400-67000	8700	118500-214100	13	1	1	0	
2	Joint Director(A&F)	15600-39100	7600	78800-209200	12	1	0	1	
3	Joint Director (Prod.)	15600-39100	7600	78800-209200	12	1	0	1	
4	Chief Editor & Joint Director	15600-39100	7600	78800-209200	12	1	0	1	
5	Manager (Sales & Marketing)	15600-39100	7600	78800-209200	12	1	0	1	
6	Deputy Director (Cost & Finance)	15600-39100	6600	67700-208700	11	1	0	1	
7	Deputy Director (Art)	15600-39100	6600	67700-208700	11	1	1	0	
8	Deputy Director	15600-39100	6600	67700-208700	11	4	4	0	
9	Editor	15600-39100	6600	67700-208700	11	4	4	0	
10	Editor (Trg & Promotional Activities)	15600-39100	6600	67700-208700	11	1	1	0	
11	Regional Manager	15600-39100	6600	67700-208700	11	3	2	1	
12	Assistant Director	15600-39100	5400	56100-177500	10	8	7	1	
12	Assistant Director (Production)	15600-39100	5400	56100-177500	10	5	5	0	As 1 AD(P) - officer in charge in (SRO)
14	Assistant Editor	15600-39100	5400	56100-177500	10	15	12	3	As 1 AE ON DEPUTATION IN (ERO NBT OFFICE)
15	Library-cum-Documentation Officer	15600-39100	5400	56100-177500	10	1	0	1	
16	PS to Chairman	15600-39100	5400	56100-177500	7	1	1	0	
17	Accounts Officer	9300-34800	4600	44900-142400	7	2	2	0	
18	Computer Programmer	9300-34800	4600	44900-142400	7	1	0	1	
19	Sr. PA to Director	9300-34800	4600	44900-142400	7	1	1	0	
20	Artist	9300-34800	4200	44900-142400	7	1	1	0	
21	Librarian	9300-34800	4200	44900-142400	7	1	0	1	
22	Superintendent	9300-34800	4200	35400-112400	6	6	6	0	
23	Accountant	9300-34800	4200	35400-112400	6	9	8	1	
24	Editorial Assistant	9300-34800	4200	35400-112400	6	7	6	1	
25	Production Assistant	9300-34800	4200	35400-112400	6	6	6	0	
26	Assistant	9300-34800	4200	35400-112400	6	26	19	7	
27	Jr. Hindi Translator	9300-34800	4200	35400-112400	6	1	1	0	
28	Sr. Stenographer	9300-34800	4200	35400-112400	6	8	5	3	
29	Marketing Executive	5200-20200	2800	29200-92300	5	5	4	1	
30	Data Entry Operator	5200-20200	2800	29200-92300	5	2	2	0	
31	Library Assistant	5200-20200	2800	29200-92300	5	2	2	0	
32	Upper Division Clerk	5200-20200	2400	25500-81100	4	22	19	3	
33	Jr. Stenographer	5200-20200	2400	25500-81100	4	19	12	7	
34	Shop Assistant	5200-20200	2400	25500-81100	4	3	3	0	
35	Telephone Operator-cum-Receptionist	5200-20200	2400	25500-81100	4	1	0	1	
36	Jr. Artist	5200-20200	2400	25500-81100	2	1	1	0	
37	Lower Division Clerk	5200-20200	1900	19900-63200	2	35	11	24	
38	Hindi Typist	5200-20200	1900	19900-63200	2	1	1	0	
39	Jr. Library Assistant	5200-20200	1900	19900-63200	2	1	1	0	
40	Driver	5200-20200	1900	19900-63200	2	10	5	5	
41	Gestner Operator	5200-20200	1900	19900-63200	2	2	1	1	
42	Multi-Tasking Staff (Group 'D')	5200-20200	1800	18000-56900	1	53	34	19	
	Total					275	189	86	

Assistant Director (Establishment)

Director

National Book Trust

National Book Trust, India

QUALIFYING SERVICE FOR PROMOTION

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion		Qualifying Service (in years)
From Grade Pay (in Rs)	To Grade Pay (in Rs)	
1800	1900	3 years
1900	2000	3 years
1900	2400	8 years
2000	2400	5 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4200	4800	6 years
4200	5400	8 years
4200	6600	10 years
4600	4800	2 years
4600	5400	3 years
4600	6600	7 years
4800	5400	2 years
4800	6600	6 years
5400	6600	5 years
6600	7600	5 years
6600	8700	10 years
7600	8700	5 years
7600	8900	6 years
8700	8900	2 years
8700	10000	3 years
8900	10000	2 years
10000	IIAG	3 years
IIAG	IIAG + Scale	1 year
IIAG	Apex Scale	2 years
IIAG - Scale	Apex Scale	1 year

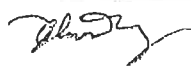
OM No. AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated


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National Book Trust, India

Details of Recruitment Rules in NBT (method) for Group 'A', 'B' & 'C' posts

Sr. No.	Name of the Post	Pay Band+ Grade Pay (as per 6 th CPC)	Pay Matrix & Level(as per 7 th CPC)	Sanctioned Strength	As per DOPT	As per other Organization	Specially made for NBT as per functional requirement
01	Director	37400-67000+8700	118500-214100 Level 13	01	DOPT (+)	-	DOPT and functional requirement of NBT
02	Joint Director	15600-39100+7600	78800-209200 Level 12	01	DOPT (+)	-	DOPT and functional requirement of NBT
03	Chief Editor & Joint Director	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
04	Joint Director (Prod.)	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
05	Manager (S&M)	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
06	Deputy Director	15600-39100+6600	67700-208700 Level 11	04	DOPT(+)	-	DOPT and Qualification as per existing RRs of NBT
07	Deputy Director (C&F)	15600-39100+6600	67700-208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
08	Deputy Director (Art)	15600-39100+6600	67700-208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
09	Editor	15600-39100+6600	67700-208700 Level 11	04	-	NCERT(+)	NCERT and functional requirement of NBT
10	Assistant Director	15600-39100+5400	56100-177500 Level 10	08	DOPT(+)	-	DOPT and Qualification as per existing RRs of NBT
11	Assistant Director (Prod.)	15600-39100+5400	56100-177500 Level 10	05	-	NCERT(+)	NCERT and functional requirement of NBT
12	Assistant Editor	15600-39100+5400	56100-177500 Level 10	15	-	NCERT(+)	NCERT and functional requirement of NBT
13	Library- cum- Documentation Officer	15600-39100+5400	56100-177500 Level 10	01	DOPT	-	-
14	PS to Chairman	15600-39100+5400	56100-177500 Level 10	01	-	Authority for Advance Rulings, Ministry of Finance	-



Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

	Accounts Officer	9300-34800+4600	44900-142400 Level 7	02	DOPT	-	-
16	Computer Programmer	9300-34800+4600	44900-142400 Level 7	01	DOPT	-	-
17	Sr. PA to Director	9300-34800+4600	44900-142400 Level 7	01	DOPT	-	-
18	Superintendent	9300-34800+4200	354000-112400 Level 6	06	-	-	Functional requirement of NBT
19	Accountant	9300-34800+4200	354000-112400 Level 6	09	DOPT	-	-
20	Librarian	9300-34800+4200	354000-112400 Level 6	01	DOPT	-	-
21	Editorial Assistant	9300-34800+4200	354000-112400 Level 6	07	-	NCERT	-
22	Production Assistant	9300-34800+4200	354000-112400 Level 6	06	-	-	Functional requirement of NBT
23	Artist	9300-34800+4200	354000-112400 Level 6	01	-	NCERT	-
24	Assistant	9300-34800+4200	354000-112400 Level 6	26	-	Ministry of Parliamentary Affairs	-
25	Sr. Stenographer	9300-34800+4200	354000-112400 Level 6	08	DOPT	-	-
26	Jr. Hindi Translator	9300-34800+4200	354000-112400 Level 6	01	DOPT	-	-
27	Marketing Executive	5200-20200+2800	29200-92300 Level 5	05	-	NCERT	-
28	Library Assistant	5200-20200+2800	29200-92300 Level 5	02	-	NCERT	-
29	Data Entry Operator	5200-20200+2800	29200-92300 Level 5	02	DOPT	-	-
30	Upper Division Clerk	5200-20200+2400	25500-81100 Level 4	22	DOPT	-	-
31	Telephone Operator -cum- Receptionist	5200-20200+2400	25500-81100 Level 4	01	-	NCERT	-
32	Jr. Stenographer	5200-20200+2400	25500-81100 Level 4	19	DOPT	-	-
33	Shop Assistant	5200-20200+2400	25500-81100 Level 4	03	-	-	Functional requirement of NBT
34	Jr. Artist	5200-20200+2400	25500-81100 Level 4	01	-	NCERT	-
35	Lower Division Clerk	5200-20200+1900	19900-63200 Level 2	35	DOPT	-	-
36	Hindi Typist	5200-20200+1900	19900-63200 Level 2	01	DOPT	-	-
37	Jr. Library Assistant	5200-20200+1900	19900-63200 Level 2	01	-	NCERT	-
38	Gestetner Operator	5200-20200+1900	19900-63200 Level 2	02	-	-	Functional requirement of NBT
39	Driver	5200-20200+1900	19900-63200 Level 2	10	DOPT	-	-
40	Multi-Tasking Staff (Group 'D')	4440-7440+1800	18000-56900 Level 1	53	DOPT	-	-

[Signature]


Assistant Director (Establishment)
National Book Trust, India

[Signature]

Director
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Accounts Officer	Accounts Officer	-
2.	No. of Posts	Two (02)	Two (02)	-
3.	Classification	Group 'B' (Non-Ministerial).	Group B (Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.7450-225-11500	44900-142400 (Level 7)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	N.A.	Selection	-
6.	Age limit for direct recruits	40 years	Not exceeding 30 years	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<u>Essential:</u> a) A Bachelor's Degree in Commerce from a recognized university b) Seven years experience in a supervisory capacity in maintenance and administration of accounts in Public Sector Organization c) Knowledge of Government Financial Rules <u>Desirable:</u> i) ICWA ii) MBA (Finance)	<u>Essential:</u> a) A Bachelor's Degree in Commerce from a recognized university b) Three years experience in cash, accounts and budget work in Government office/PSU/Autonomous Body/Statutory Body. c) Knowledge of Government Financial Rules <u>Desirable:</u> (i) ICWA/CA/ SAS (ii) MBA (Finance)/M.Com	As per DOPT guidelines


 Director (Establishment)
 National Book Trust, India


 Director
 National Book Trust, India

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Will not apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Promotion by Selection failing which by transfer on deputation failing which by Direct Recruitment	By Promotion failing which by deputation failing both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion of Accountants of the Trust with 5 years regular service failing which by <ul style="list-style-type: none"> • transfer on deputation: from Officers under the Central Govt./autonomous/public sector organization Holding analogous posts on regular basis; or 5 years regular service in the revised pay scale of Rs.5500-175-9000 working in the accounts branches and having passed SAS exam.	<u>Promotion:</u> Promotion amongst the Accountants in Level 6 (35400-112400) with five years of regular service in the grade. <u>Deputation</u> a) Holding analogous posts on regular basis in the parent cadre/department or five years' regular service in Level 6 (Rs.35400-112400) from Central govt./ State Govt// UTs/ semi Govt./ autonomous bodies/ public sector institutions. b) Possessing any one of the following qualifications: (i) A pass in the SAS or equivalent examination conducted by any on the organized department/Central Government ; (ii) Successful completion of training in the Cash and Accounts Work in the ISTM .	As per Model RR of DOPT (copy enclosed)
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-

A.O

No. AB-14017/32/2012-Estt. (RR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training
New Delhi

Dated the 31st October, 2013

OFFICE MEMORANDUM

Subject: Model Recruitment Rules for the various posts of Accounts Cadre-reg.

The Model RRs for the posts of Junior Accounts Officer/Accountant and Accounts officer of Accounts Cadre issued by this Department have been reviewed in the light of 6th CPC recommendations.

2. The designation with pay scale for various posts of Accounts Cadre shall be as below:-

Sr. No.	Designation	Pay Scale
1.	Junior Accounts Officer/Accountant	PB-2, GP-Rs. 4200
2.	Accounts Officer	(i) PB-2, GP-Rs. 4600 (ii) PB-2, GP-Rs. 4800

Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries/Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.


3. Hindi version will follow.

(Mukta Goel)
Director (Estt-I)
Tel. 2309 2479

To


1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi
3. The Vice-President's Secretariat, New Delhi.


Director 
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER

Name of post	No. of posts	Classification	Scale of pay	Whether selection post or non-selection post
1 Accounts Officer	2 [(number)* (year of framing)] *(subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.)	3 General Central Service, Group B, Gazetted, Non-Ministerial	4 i) Pay Band-2 (Rs. 9300-34800), Grade Pay of Rs. 4600 ii) Pay Band-2 (Rs. 9300-34800), Grade Pay of Rs. 4800	5 Selection ('Not Applicable' if promotion is not one of the methods of recruitment.)

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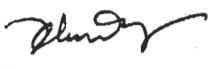
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment - whether by direct recruitment or by promotion/or by deputation/ and percentage of posts to be filled by various methods
<p>6</p> <p>30 Years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya,</p>	<p>7</p> <p>Essential</p> <p>i) Degree of a recognized University/Institute</p> <p>ii) 3 years experience in Cash, Account and Budget work in a Government Office/ PSU/Autonomous body/ Statutory Body. (4 years experience if the post is in the PB-2, GP of Rs. 4800)</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2: Qualifications</p>	<p>8</p> <p>Not applicable</p>	<p>9</p> <p>2 years for Direct Recruits</p>	<p>10</p> <p>Any one or combination of the following methods of recruitment as per the requirements in each case:</p> <p>(i) Direct Recruitment</p> <p>(ii) Promotion failing which by deputation;</p> <p>(iii), Deputation /Absorption failing which by Direct Recruitment</p>

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National Book Trust, India

<p>Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)</p>	<p>regarding experience is/are relaxable at the discretion of the Union Public Service Commission [Competent Authority] in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Union Public Service Commission/Competent Authority is of the opinion that sufficient number of candidates possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>			
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 Director
 National Book Trust
 India


 Assistant Director (Expenditure)
 National Book Trust
 India

In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><u>Promotion</u></p> <p>Junior Accounts Officer/Accountant in PB-2, Rs. 9300-34800 with Grade Pay of Rs. 4200 with 5 years regular service in the grade (6 years regular service in the grade if the higher post is in the PB-2, GP of Rs. 4800)</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing</p>	<p><u>Group B DPC (for promotion)</u></p> <p>(The composition may be given if promotion is one of the modes of recruitment)</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation)</p> <p>(The composition may be given if Direct Recruitment is one of the modes of recruitment)</p> <p>Otherwise "Not Applicable".</p>	<p>Constitution with UPSC is necessary for direct recruitment and when an officer is in the field of consideration for appointment on absorption basis.</p>


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.
(To be omitted if promotion is not one of the methods of recruitment)

Deputation or deputation /absorption

- a) officers under the Central Government:-
i) holding analogous posts on regular basis in the parent cadre/department or
ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in Pay Band-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200 or equivalent in the parent cadre/department;
(with 6 years' service in the grade rendered after appointment thereto)


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

on a regular basis in Pay Band -2 (Rs. 9300-34800) with Grade Pay of Rs. 4200 or equivalent in the parent cadre/department); and


b) Possessing any one of the following qualifications:-


i) A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government;

ii) Successful completion of training in the Cash and Accounts Work in the ISTM or equivalent training course and a minimum of 3 years experience (4 years if the post is in PB-2 (Rs. 9300-34800, GP Rs. 4800) in Cash, Accounts and Budget work.

Note-1

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.


Director
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Assistant Director (Establishment)
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
Note-2


The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the last date of receipt of applications

Note 3:

For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will

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National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Computer Programmer	Computer Programmer	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'B' (Non-Ministerial)	Group 'B' (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.7450-225-11500	44900-142400 (Level 7)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection by Limited Departmental Examination	Promotion being mode of filling up
6.	Age limit for direct recruits	30 years	Not exceeding 30 years	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) i) Master's degree in Computer Applications/ Computer Science or M. Tech (with specialization in Computer Application) or B.E./B. Tech in Computer Engg./ Computer Science/ Computer Technology of a recognized university or equivalent ii) 3 years experience of electronic data processing work including experience of actual programming. <u>Or</u> b) i) Degree in Computer application/programming/Computer Science or Degree in Electronics/Electronic & Communication Engg. from a recognized university or equivalent Four years experience in Electronic data processing work including experience of actual	<u>Essential :</u> Master's degree in Computer Applications/Information Technology/ Computer Science of a recognized university/institute OR B.E./B. Tech in Computer Engg./ Computer Science/Computer Technology/Computer Science & Engineering/Information Technology from a recognized university/Institute	As per Model RR of DOPT

		<p>programming. <u>Or</u></p> <p>c) i) Master's degree or recognized university with Economics/maths/ statistics or Post-graduate Diploma in Computer Programming/ Application with five years experience in electronic data processing work including experience of actual programming. <u>Or</u></p> <p>d) Graduate with 'A' level Diploma under DOEACC Programme or a Post-graduate Diploma in Computer applications/ Programming awarded by State Council of Technical Education with minimum 5 years of working experience of electronic data processing and programming in a reputed organization.</p>		
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualifications will apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Two years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract) failing which by direct recruitment. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.	Promotion failing which by deputation (including short-term contract) failing both by direct recruitment	As per DOPT norms
11.	In case of recruitment by promotion/deputation, grades from which	Incumbents holding analogous posts on regular basis. <u>Or</u> With 5 years regular service in posts in the scale	<u>Promotion:</u> Promotion through selection amongst the Data Entry Operator in Level 5 (29200-92300) with ten years of regular service in the grade.	To impart upward mobility to departmental candidates.


Assistant Director (Establishment)


National Book Trust, India

Director


National Book Trust, India


	promotion/deputation to be made	of Rs.6500-10500 or equivalent, 8 years regular service in posts in the scale of Rs.5500-9000 or equivalent and possessing the essential academic and professional qualifications and experience as prescribed	<u>Deputation/Short Term Contract :</u> Incumbents holding analogous posts on regular basis. From Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions <u>Or</u> With 5 years regular service in post in Level 6 (35400-112400) or eight years regular service in post in Level 5 (29200-92300) or equivalent, from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the essential academic and professional qualifications and experience as prescribed	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

1	2	3	4	5	6	7
Data Processing Assistant/Data Entry Operator Grade-"D"	* (year of framing) *(subject to variation dependent on workload)	General Central Service Group B Gazetted Non-Ministerial	Pay Band- 2, 9300-34800 with Grade Pay-4600	Selection (if promotion is one of the methods) Or "Not Applicable" (If promotion is not included as a method of recruitment)	Not exceeding 30 years (relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	(i) Master's Degree in Computer Applications/ Information Technology/Computer Science of a recognized University/Institute; or B.E./B.Tech in Computer Engineering/ Computer Science/Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute. Note1:- Qualifications are relaxable at the discretion of the U.P.S.C., for reasons to be recorded in writing, in case of candidates otherwise well qualified.


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

8	9	10	11	12	13
Not Applicable (If promotion/ direct recruitment is not the method of recruitment) If both the methods are prescribed, then the following entry shall be made:- Age : No Educational qualification: No	Two years for direct recruits	Any one or a combination of the following methods of recruitment according to the requirements and availability of feeder posts in each case:- Promotion failing which by deputation (including short-term contract) failing both by direct recruitment Or Deputation (including Short Term Contract) failing which by direct recruitment Or Direct Recruitment (In case the	Promotion (Designation of the feeder post) in PB-2, Rs. 9300-34800/- with Grade Pay of Rs. ___ with ___ years' regular service in the grade and have successfully completed training of----weeks in the relevant areas (to be prescribed). (Qualifying service to be laid down on the basis of DOPT OM No. AB 14017/61/2008-Esst. (RR) dated 24.03.2009. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service	(i)Group 'B' DPC (for considering promotion) (The detailed composition may be given if promotion is one of the methods or recruitment) (ii)Group 'B' DPC (for considering confirmation) (The detailed composition may be given if direct recruitment is one of the methods or recruitment) (iii)'Not applicable' if deputation (including short term contract or promotion/deputation (including short term contract) is the method of recruitment	Consultation with UPSC necessary while making appointment by Deputation (including short term contract) or by Direct Recruitment





Assistant Director (Establishment)
National Book Trust, India




Director
National Book Trust, India


		<p>higher post is filled 100% by promotion, the ratio between the higher post vis-à-vis the feeder post shall be as per Para 3.11.2 of the guidelines contained in the DOP&T's OM No. AB-14017/48/2010-Estt. (RR) dated 31.12.2010).</p>	<p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation [including short-term contract]</u></p> <p>Officers under the Central/State Governments/Universities/Recognized Research Institutes/Public Sector Undertakings/Semi-Government Statutory or Autonomous organizations.</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department</p> <p>(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band 2, Rs. 9300-34800/- with Grade Pay Rs. 4200 or</p>		
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Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

			<p>equivalent in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under Col.7.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by</p>	
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Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

			<p>an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	
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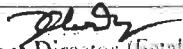
Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust

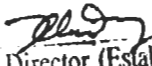
S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1	2	3	4	5
1.	Name of Post	Sr. PA to Director	Sr. PA to Director	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'B' (Ministerial)	Group 'B' (Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.6500-200-10500	44900-142400 (Level 7)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Non-Selection	Promotion mode of filling up
6.	Age limit for direct recruits	Below 45 years	Not applicable	-
7.	Educational and other qualification required for direct recruits	a) A degree from a recognized university b) Shorthand & typing speed of 120 wpm & 45 wpm in English or 100 wpm & 40 wpm in Hindi c) A minimum of working experience of 5 years as Sr. Steno in the pay scale of Rs.5500-9000 or equivalent and other jobs of an office secretary in any govt./semi govt./ autonomous/public sector organization with experience in word processing and secretarial practice including noting drafting, handling of routine correspondence files	Not applicable	Promotion mode of filling up
8.	Whether age and educational qualifications prescribed for direct recruits will apply in	Not applicable	Not applicable	-

Director 
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

	case of promotes			
9.	Period of probation, if any,	Two Years	Not applicable	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Promotion by selection failing which by direct recruitment	100% Promotion	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Sr. Steno (English/Hindi) with 5 years regular service in the post in the Trust	<u>Promotion:</u> Amongst the Senior Stenographers with five years regular service in Level 6 (35400-112400) in the Trust.	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-

Director 
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY IN NON-SECRETARIAT ORGANISATIONS

1	2	3	4	5	6
Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-selection Post	Age limit for direct recruits
Private Secretary	* (year of framing) * subject to variation dependent on workload	General Central Service Group B Gazetted, Ministerial	Pay Band -2 Rs. 9300-34800 plus Grade Pay Rs. 4600	Selection	Not applicable

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

7	8	9	10	11	12	13
Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
Not applicable	Not applicable	Not applicable	By promotion failing which by deputation	<p>Promotion: Stenographers Grade I in the Pay Band 2 with Grade Pay of Rs. 4200 with five years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>	Particulars of the Departmental Promotion Committee must be given while framing Recruitment Rules	Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules

Director
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India


Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission.

Note: Officers who were holding the post in pre-revised scale of Rs.5500-9000 on regular basis on 1st January, 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs.5000-8000.

Deputation:
Officers holding the post of
Stenographer under the Central
Government

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years regular service in the Stenographers

Director 
National Book Trust, India

Assistant Director 
(Establishment)
National Book Trust, India

grade in the Pay Band 2 with Grade Pay of Rs.4200 or equivalent in the parent cadre or department.

Note 1:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2:


The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications

Note 3:


For the purpose of appointment on deputation/absorption basis, the

Director 
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.


Director
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018, 30 & 31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1	2	3	4	5
1.	Name of Post	Computer Programmer	Computer Programmer	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'B' (Non-Ministerial)	Group 'B' (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.7450-225-11500	44900-142400 (Level 7)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection by Limited Departmental Examination	Promotion being mode of filling up
6.	Age limit for direct recruits	30 years	Not exceeding 30 years	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) i) Master's degree in Computer Applications/ Computer Science or M. Tech (with specialization in Computer Application) or B.E./B. Tech in Computer Engg./ Computer Science/ Computer Technology of a recognized university or equivalent ii) 3 years experience of electronic data processing work including experience of actual programming. <u>Or</u> b) i) Degree in Computer application/programming/Computer Science or Degree in Electronics/Electronic & Communication Engg. from a recognized university or equivalent Four years experience in Electronic data processing work including experience of actual	<u>Essential :</u> Master's degree in Computer Applications/Information Technology/ Computer Science of a recognized university/institute OR B.E./B. Tech in Computer Engg./ Computer Science/Computer Technology/Computer Science & Engineering/Information Technology from a recognized university/Institute	As per Model RR of DOPT

		<p>programming. <u>Or</u></p> <p>c) i) Master's degree or recognized university with Economics/maths/ statistics or Post-graduate Diploma in Computer Programming/ Application with five years experience in electronic data processing work including experience of actual programming. <u>Or</u></p> <p>d) Graduate with 'A' level Diploma under DOEACC Programme or a Post-graduate Diploma in Computer applications/ Programming awarded by State Council of Technical Education with minimum 5 years of working experience of electronic data processing and programming in a reputed organization.</p>		
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualifications will apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Two years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short-term contract) failing which by direct recruitment. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.	Promotion failing which by deputation (including short-term contract) failing both by direct recruitment	As per DOPT norms
11.	In case of recruitment by promotion/deputation, grades from which	Incumbents holding analogous posts on regular basis. <u>Or</u> With 5 years regular service in posts in the scale	<u>Promotion:</u> Promotion through selection amongst the Data Entry Operator in Level 5 (29200-92300) with ten years of regular service in the grade.	To impart upward mobility to departmental candidates.


Assistant Director (Establishment)


National Book Trust, India

Director

National Book Trust, India


	promotion/deputation to be made	of Rs.6500-10500 or equivalent, 8 years regular service in posts in the scale of Rs.5500-9000 or equivalent and possessing the essential academic and professional qualifications and experience as prescribed	<p>Deputation/Short Term Contract : Incumbents holding analogous posts on regular basis. From Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions</p> <p><u>Or</u></p> <p>With 5 years regular service in post in Level 6 (35400-112400) or eight years regular service in post in Level 5 (29200-92300) or equivalent, from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the essential academic and professional qualifications and experience as prescribed</p>	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Chairman, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Chairman, NBT as Chairman of the Committee, Director, NBT and three other members including one representative from the controlling Ministry.	-



Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

Computer
Programmer

1	2	3	4	5	6	7
Data Processing Assistant/Data Entry Operator Grade-"D"	* (year of framing) *(subject to variation dependent on workload)	General Central Service Group B Gazetted Non-Ministerial	Pay Band-2, 9300-34800 with Grade Pay-4600	Selection (if promotion is one of the methods) Or "Not Applicable" (If promotion is not included as a method of recruitment)	Not exceeding 30 years (relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	(i) Master's Degree in Computer Applications/ Information Technology/Computer Science of a recognized University/Institute; or B.E./B.Tech in Computer Engineering/ Computer Science & Technology/Computer Science & Engineering/Information Technology from a recognized University/Institute. Note1:- Qualifications are relaxable at the discretion of the U.P.S.C., for reasons to be recorded in writing, in case of candidates otherwise well qualified.


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

8	9	10	11	12	13
Not Applicable (If promotion/ direct recruitment is not the method of recruitment) If both the methods are prescribed, then the following entry shall be made:- Age : No Educational qualification: No	Two years for direct recruits	Any one or a combination of the following methods of recruitment according to the requirements and availability of feeder posts in each case:- Promotion failing which by deputation (including short-term contract) failing both by direct recruitment Or Deputation (Including Short Term Contract) failing which by direct recruitment Or Direct Recruitment (In case the	Promotion (Designation of the feeder post) in PB-2, Rs. 9300-34800/- with Grade Pay of Rs. ___ with ___ years' regular service in the grade and have successfully completed training of----weeks in the relevant areas (to be prescribed). (Qualifying service to be laid down on the basis of DOPT OM No. AB 14017/61/2008-Esst. (RR) dated 24.03.2009. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.	(i)Group 'B' DFC (for considering promotion) (The detailed composition may be given if promotion is one of the methods or recruitment) (ii)Group 'B' DFC (for considering confirmation) (The detailed composition may be given if direct recruitment is one of the methods or recruitment) (iii)'Not applicable' if deputation (including short term contract or promotion/deputation (including short term contract) is the method of recruitment	Consultation with UPSC necessary while making appointment by Deputation (including short term contract) or by Direct Recruitment





Assistant Director (Establishment)
National Book Trust, India




Director
National Book Trust, India


		<p>higher post is filled 100% by promotion, the ratio between the higher post vis-à-vis the feeder post shall be as per Para 3.11.2 of the guidelines contained in the DOP&T's OM No. AB-14017/48/2010-Estt. (RR) dated 31.12.2010).</p>	<p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation [including short-term contract]</u></p> <p>Officers under the Central/State Governments/Universities/Recognized Research Institutes/Public Sector Undertakings/Semi-Government Statutory or Autonomous organizations.</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department</p> <p>(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band 2, Rs. 9300-34800/- with Grade Pay Rs. 4200 or</p>		
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Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

			<p>equivalent in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under Col.7.</p> <p>Note 1:The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by</p>		
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Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

			<p>an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust

S. No	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Superintendent	Superintendent	-
2.	No. of Posts	Six (06)	Six (06)	-
3.	Classification	Group 'B' (Ministerial)	Group B (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs. 35400-112400 (Level 6)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	Promotion mode of filling up
6.	Age limit for direct recruits	Below 30 years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits	a) A Degree from a recognized university b) Five years experience in Administration, Exhibition, Sales or Publicity	a) A Degree from a recognized university b) Six years experience in Level 5 (Rs.29200-92300) in Administration, Exhibition, Sales or Publicity from Govt./Semi Govt./UTs/Autonomous Bodies/PSUs. c) Knowledge of administration or establishment work.	Qualification as per existing RR of NBT. As per DOPT norms
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualifications will apply	Not applicable	-
9.	Period of probation, if any,	Two Years	Not applicable	As per DOPT norms
10.	Method of recruitment whether by direct recruitment or by	By promotion with 5 years regular service in the pay scale of Rs.5000-8000 in the Trust	By promotion failing which deputation failing both by direct recruitment	As per DOPT norms

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

	promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	failing which by direct recruitment		
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	All employees with 5 years regular service in the pay scale of Rs.5000-8000 in the Trust	<p>Promotion : 50% by promotion amongst the Assistants in Level 6 (Rs.35400-112400). 50% by promotion amongst the Senior Stenographers in Level 6 (35400-112400)</p> <p>Deputation : Incumbents holding analogous posts on regular basis in Level 6 (35400-112400) from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions Or With six years regular service in post Level 5 (29200-92300) or equivalent, from Central govt./ State Govt/ UTs/ semi Govt./ autonomous/ public sector institutions and possessing the essential academic and professional qualifications and experience as prescribed</p>	<p>To impart upward mobility to departmental candidates.</p> <p>As per DOPT norms</p>
12.	If a departmental Promotion Committee exists, what is the composition?	A Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from Controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India


S. No	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Accountant	Accountant	-
2.	No. of Posts	Nine (09)	Nine (09)	-
3.	Classification	Group 'B' (Non-Ministerial)	Group B (Non- Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs. 35400-112400 (Level 6)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	21-30 years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>a) A Degree from a recognized university</p> <p>b) 5 years experience in accounts/book keeping in Public Sector Organizations of repute</p> <p>Desirable:</p> <p>Knowledge of Government Financial Rules</p>	<p>Essential:</p> <p>(i) B.Com from a recognized university/ Institute.</p> <p>(ii) Two years experience in Cash, Accounts and Budget work in a Government Office/ PSU/Autonomous body/ Statutory body.</p> <p>Desirable:</p> <p>Knowledge of Government Financial Rules and handling of accounting software.</p>	As per Model RR of DOPT
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Age : No Qualification will apply.	-
9.	Period of probation, if any	Two years	02 Years for Direct Recruitment	-
10.	Method of recruitment whether by direct	Direct Recruitment	100 % Direct recruitment	-

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

	recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.			
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the Controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


 Director
 National Book Trust, India


 Assistant Director (Establishment)
 National Book Trust, India

RECRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTS OFFICER/ACCOUNTANT

Name of post	No. of posts	Classification	Scale of pay	Whether selection post or non-selection post
1	2	3	4	5
Junior Accounts Officer/Accountant	*(subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.)	General Central Service, Group 'B', Non-Gazetted, Ministerial	Pay Band-2 (Rs. 9300-34800), Grade Rs. Pay of 4200	Selection ('Not Applicable' if promotion is not one of the methods of recruitment.)

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India


Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment - whether by direct recruitment or by promotion/or by deputation/ and percentage of posts to be filled by various methods
6	7	8	9	10
<p>30 Years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam.</p>	<p>Essential</p> <p>(i) Degree of a recognized University/Institute.</p> <p>(ii) 2 years experience in Cash, Account and Budget work in a Government Office/ PSU/Autonomous body/ Statutory body.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p>	<p>Not applicable</p>	<p>Two years</p>	<p>Any one or combination of the following methods of recruitment as per the requirements in each case:</p> <p>(i) Promotion failing which by deputation;</p> <p>(ii) Deputation/ absorption failing which by Direct Recruitment</p> <p>(iii) By Direct Recruitment</p>

<p>Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)</p>	<p>Note 2: Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission/Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Staff Selection Commission/Competent Authority is of the opinion that sufficient number of candidates possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>			
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Director 
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13
<p><u>Promotion</u></p> <p>... (Designation of the feeder post) with ... years of regular service in the grade and have qualified the training in Cash & Accounts Work conducted by ISTM or equivalent.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Director</p>	<p><u>Group B DPC (for promotion)</u></p> <p>(The composition may be given if promotion is one of the modes of recruitment) otherwise: "Not Applicable".</p> <p>Group B Departmental Confirmation Committee (for confirmation)</p> <p>(The composition may be given if Absorption or Direct Recruitment is one of the modes of recruitment)</p> <p>Otherwise "Not Applicable".</p>	<p>Constitution with UPSC is necessary for direct recruitment and when an officer is in the field of consideration for appointment on absorption basis.</p>


 Assistant Director (Establishment)
 National Book Trust, India

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

(To be omitted if promotion is not one of the methods of recruitment)

Deputation / Absorption

(A) UDCs of CSCS with 8 years regular service in the grade; and
(b) who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years experience of cash, accounts and budget work; failing which,

B. Officers under the Central Government:-

(a) (i) holding analogous posts on regular basis in the parent


Assistant Director (Establishment)
National Book Trust, India

cadre/department; or

(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800 or equivalent in the parent cadre/department;

(iii) with eight years' regular service in the grade rendered after appointment thereto in PB-1 (Rs. 5200-20200) with GP of Rs. 2400 or equivalent in the parent cadre/department; and

(b) who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing two years' experience of cash, accounts and budget work.

Note-1

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Assistant Director (Establishment)
National Book Trust, India

Director

National Book Trust, India

Note-2

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.


The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.


Note 3:

For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade.

Assistant Director (Establishment)
National Book Trust, India

with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.


Director
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

S. No	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Librarian	Librarian	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'B' (Non-Ministerial)	Group B (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs.35400-112400 (Level 6)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	-
6.	Age limit for direct recruits	30 Years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits	a) A Degree in Library Science or its equivalent from a recognized university b) Five years working experience as Library Assistant or Professional Assistant in the pay scale of Rs.4500-7000 in a Library.	Essential: a) Bachelor's Degree in Library Science or Library and Information Science of a recognized university/Institute b) Two Years professional experience in a Library under Central/State Government/UTs/ Autonomous or Statutory organization/PSUs/University or Recognized Research or Educational institution. Desirable: Diploma in computer application from a recognized university or institute.	As per DOPT norms
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification will apply	Age - No Qualifications - Yes	-
9.	Period of probation, if any	Two Years	Two Years for direct recruits and promotes	As per DOPT norms

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Promotion through selection, failing which by direct recruitment	Promotion failing which by deputation/Short Term Contract failing both by direct recruitment	As per DOPT norms
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Library Assistants with five years regular service in the grade under the Trust	<p>Promotion: Amongst the Library Assistant in Level 5 (Rs. 29200-92300) with six years of regular service in the grade</p> <p>Deputation/Short Term Contract Officers under the Central govt./ State Govt/ UTs/ PSUs/Autonomous organizations:</p> <p>a) (i) Holding analogous posts on a regular basis ; or (ii) with six years regular service in the post in Level 5 (29200-92300) or equivalent</p> <p>(b) possessing the educational qualifications and experience prescribed for direct recruits under Col.7.</p>	To impart upward mobility to departmental candidates for promotion and as per DOPT norms.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

MODEL RECRUITMENT RULES FOR THE POST OF LIBRARY & INFORMATION ASSISTANT

Name of Post	Number of post	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits
1.	2.	3.	4.	5.	6.
Library & Information Assistant	Number *(Year of framing) *subject to variation dependent on workload	General Central Service Group B Non-Gazetted, Non-Ministerial	Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4200	Not applicable	Not exceeding 30 years (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangti Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep). (Not applicable – in case direct recruitment is not a method of recruitments)

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

Contd.../-

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
7.	8.	9.	10.
<p><u>Essential:</u> (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute; (ii) Two years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p><u>Desirable:</u> Diploma in Computer Application from a recognized University or Institute.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded. Note 2: The qualification(s) regarding experience is / are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	<p>Age : No</p> <p>Educational Qualification: Yes (To the extent indicated in Col. 11)</p>	<p>Two years for direct recruits.</p>	<p>Any one or combination of the following methods of recruitment keeping in view the number of sanctioned posts / regular officers in the feeder grade –</p> <ol style="list-style-type: none"> 1) Promotion/ Deputation *(including Short Term Contract) failing which by Direct Recruitment. 2) Deputation (including Short Term Contract) failing which Direct Recruitment. 3) --- percentage by promotion, failing which by deputation (including Short Term Contract), and --- percent by direct recruitment. 4) Direct recruitment <p>(% for promotion/deputation (including Short Term Contract) or direct recruitment may be fixed taking into account the number of sanctioned posts / regular officers in the feeder grade).</p> <p>*In case it is suggested to take officer from non-Government bodies e.g. Universities, recognized Research Institutions, Public Undertakings, Autonomous bodies etc. In case direct recruitment is the only method of recruitment, the following note may be inserted- Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under column 7.</p>


Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

Contd.../-

In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
11.	12.	13.
<p>Promotion/ Deputation (including Short Term Contract):</p> <p>Officers under the Central Government/State Government/Union Territories /PSUs/Autonomous Organizations-</p> <p>(a) (i) Holding analogous posts on a regular basis; or (ii) With six years of regular service in the post in the Pay Band I of Rs. 5200-20200 Grade Pay Rs. 2800 or equivalent.</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p> <p>Departmental Library Clerk(s) in Pay Band- I Rs. 5200-20200 Grade Pay Rs. 1900 with 10 years of regular service in the grade and possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute shall also be considered along with outsiders. In case he/ she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by Deputation (including Short Term Contract).</p> <p>Note:</p> <p>1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years.</p> <p>2. The maximum age limit for appointment by deputation (including Short Term Contract) / absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>	<p>Group 'B' DPC. (For considering confirmation)</p>	<p>Consultation with UPSC is necessary while making appointment by deputation *(including Short Term Contract).</p> <p>*If deputation is without Short Term Contract, UPSC consultation is not necessary.</p>

Director 
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

Contd.../-

S. No	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Editorial Assistant	Editorial Assistant	-
2.	No. of Posts	Seven (07)	Seven (07)	-
3.	Classification	Group 'B' (Non-Ministerial)	Group B (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs.35400-112400 (Level 6)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	30 Years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) A Bachelor's Degree from a recognized university b) Proficiency in the specified language c) Working knowledge of English or Hindi d) Three years working experience in editing/ translating/proof-reading <u>Desirable :</u> a) Master's degree	<u>Essential</u> 1) A Bachelor's Degree from a recognized university with a good academic record in a specified language concerned. 2) At least three years' experience in editing/ translating/proof-reading of a Government or private organization of repute engaged in publishing of books/magazines/print media. 3) Adequate knowledge and experience of wide range of readerships including e-contents. 4) Working knowledge of Hindi or English <u>Desirable :</u> a) Working knowledge of computer & publication related software b) Experience in translation from English to Hindi or vice-versa c) Knowledge of production and/or marketing of books. d) Word processing and techniques of online editing.	To impart professionalism and efficiency qualification modified and as per Model RR of NCERT (copy enclosed) plus functional requirement of NBT

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	-
9.	Period of probation, if any	Two Years	Two Years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct recruitment	100% direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

Recruitment Rules for the post of Editorial Assistant, Publication Division of NCERT

Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Editorial Assistant
2.	No. of Post	Eight (8)
3.	Classification	Group 'B'
4.	Scale of Pay	9300-34800+ Grade Pay 4200
5.	Whether Selection Post or Non-selection Post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 30 years
8.	Educational and other qualification required for direct recruits	Essential for Direct and Departmental Promotion 1) A degree from a recognized University. 2) At least 3 years experience in editing, Producing-planning and supervising publications especially school textbooks, monographs and reports in a responsible capacity 3) Knowledge of books Production techniques, modern process of printing, typography and should be proficient in English/Hindi/Urdu Desirable: 1) Working Knowledge of Computer & publication related software
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
10.	Period of probation, if any	2 years for direct recruitment.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	1. 50% by direct recruitment 2. 50% by promotion .
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	50% of the posts will filled through selection amongst employees of the Council having 6 years experience as Senior Proof Reader.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT's Regulation


 Director
 National Book Trust India


 Assistant Director (Establishment)
 National Book Trust India

S. No	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Production Assistant	Production Assistant	-
2.	No. of Posts	Six (06)	Six (06)	-
3.	Classification	Group 'B' (Non-Ministerial)	Group B (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs.35400-112400 (Level 6)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	30 years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) Matriculation pass or equivalent with three years Diploma in 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) Three years practical experience in production of books in a press/publishing house of repute <u>Desirable :</u> a) Knowledge of typography and layout	<u>Essential:</u> a) A Bachelor Degree in Printing Technology from a recognized University/Institution OR A Bachelor degree with Post Graduate Diploma in book publishing with specialization in printing. b) At least three years experience in printing /Production of books, general publication, journals, cover-design, lay-out and all aspect of printing technology etc. in a reputed publishing/printing organization dealing with printing and publishing. c) Thorough knowledge of calculating and estimating cost of production of publications.	To impart professionalism and efficiency, qualification, experience modified and as per model RR of NCERT (copy enclosed) plus functional requirement of NBT.

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

			Desirable: a) Familiarity in computer based printing processes	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By direct recruitment	100% direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


Director
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

Recruitment Rules for the post of Production Assistant, NCERT

Sl. No.	Details of the Post	Recruitment Rules
1.	Name of Posts	Production Assistant
2.	No. of Posts	Eleven (11) (Subject to variation)
3.	Classification	Not Applicable
4.	Scale of Pay	PB-II of Rs 9300-34800 Grade Pay 4200/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Age limit for direct recruits	Not Exceeding 30 years Relaxable for Govt. servant's upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. Note: The crucial date for determining the age limit shall be closing the date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	Essential:- 1. A Bachelor Degree in Printing Technology from a recognized Institution OR Two years post-graduate Diploma in book publishing with specialization in book Production. 2. At least 3 years experience in printing /Production of textbooks, general publication, journals, etc in a reputed publishing/printing organization dealing with printing and publishing for Diploma holders OR 01 year experience in printing /Production of textbooks, general publication, journals, etc in a reputed publishing/printing organization dealing with printing and publishing in case of Degree holder 3. Thorough knowledge of calculating and estimating cost of production of publications Desirable: 1. Familiarity in computer based printing processes.
8.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
9.	Period of probation, if any	2 Years for direct recruitments
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/deputation/transfer grade from which promotion/deputation/transfer is to be made	Not Applicable

Director 
National Book Trust, India


Assistant Director (Establishment)
National Book Trust, India

12	If a Departmental Promotion Committee exists, what is the composition?	<p>Departmental Confirmation Committee</p> <ul style="list-style-type: none"> (i) Joint Director, NCERT - Chairperson (ii) Secretary, NCERT - Member (iii) One Representative SC/ST category nominated by Director, NCERT - Member (iv) One Representative Minority Community (nominated by Director, NCERT) - Member
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Assistant Director (Establishment)
National Book Trust, India



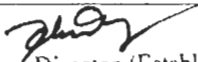
Director
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Artist	Artist	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'B' (Non-Ministerial)	Group B (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5500-175-9000	Rs.35400-112400 (Level 6)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	N.A.	Non-Selection	Promotion proposed as mode of filling up
6.	Age limit for direct recruits	Below 35 years	Not exceeding 30 years.	-
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) Matriculation pass b) 4/5 years Diploma/degree in Commercial/Applied Art from a recognized institute c) 4 years experience of Commercial/Applied Art in an advertising agency/ publishing house/public sector undertaking d) Knowledge of book designing, illustration, printing and photography	<u>Essential:</u> a) Bachelor Degree of Fine Arts (Four Years course) with specialization in Applied/Commercial Art from a recognized University/Institution. b) At least three years experience of Applied/Commercial Art in an advertising house/public sector organization with knowledge of layout, design, fine art work, calligraphy, cutting-pasting, pacemaker, etc <u>Desirable :</u> a) Experience in pavilion/exhibition designing b) Book production c) Knowledge of Photography and its application to designing d) working knowledge of computer and its software for designing	To improve professionalism and efficiency, qualification, modified and as per the model RR of NCERT (copy enclosed) plus functional requirement of NBT.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	-


 Assistant Director (Establishment)
 National Book Trust, India

Director 
 National Book Trust, India


9.	Period of probation, if any	Two years	Two Years for Direct Recruitment	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Transfer on deputation (including short term contract/promotion failing which by direct recruitment. As the field of promotion consists of only one post, the departmental candidates may also apply for deputation. In case he/she is selected it would be treated as having been filled by promotion.	Promotion by selection from Jr. Artist with ten years' experience in Level 4 (Rs. 25500-81100) failing which by deputation failing which by direct recruitment.	To impart upward mobility to departmental candidates for promotion.-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	a) Incumbents holding analogous posts on regular basis. b) With 5 years regular service in posts in the scale of Rs.4000-6000 or equivalent, and possessing the educational qualifications and experience prescribed as for direct recruits.	Promotion: Promotion from amongst Jr. Artists having not less than ten years' regular service in the Trust failing which by deputation. Deputation : Holding analogous post on regular basis in Level 6 (Rs.35400-112400) in the parent cadre or department from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment. OR Officers having six years' regular service in Level 5 (Rs.29200-92300) from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment.	To impart upward mobility to departmental candidates for promotion. As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India


Recruitment Rules for the post of Artist, NCERT

Sl. No.	Details of the Post	Recruitment Rules
1.	Name of Posts	Artist Gr-II
2	No. of Posts	02 (two) (Subject to variation)
3	Classification	Not applicable
4.	Scale of Pay	PB-II Rs 9300-34800 + Grade Pay 4200/-
5	Whether Selection post or non selection Post	Not applicable
6.	Age limit for direct recruits	Not exceeding 30 years Relaxable for Govt. servants upto 05 years in accordance with the instructions or orders issued by the Central Government 10 years age relaxation for the employees of the Council Note: The crucial date for determining the age limit shall be closing the date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	Essential: 1. Degree in Fine Art / Applied Art / Commercial Art from a recognized Institution 2. At least 03 years experience in Commercial Art in the preparation of black and white and colour illustrations, cover Designs etc. of books and periodicals in a Publishing house of repute. Desirable: 1. Knowledge of printing techniques 2. Knowledge of photography and its application to designing 3. Working Knowledge of computer and its software for designing
8.	Whether age and educational qualifications for direct recruits will apply to promotees	Age } Educational Qualification } No
9.	Period of probation, if any	2 Years for direct recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	1) 50% by direct recruitment 2) 50% by promotion failing which by deputation.
11	In case of recruitment by promotion/deputation/transfer for grade which promotion/deputation/transfer to be made	For Promotion 50% by promotion from amongst Artists Grade -III having not less than 06 years regular service in the Grade Pay of Rs 2800/- in the Council. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility


Assistant Director (Establishment)
National Book Trust, India


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National Book Trust, India


		<p>service</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission</p> <p>For Deputation</p> <p>By deputation from the Officials of the Central Govt /State Govt /Central Autonomous organization holding analogous post on regular basis in the parent cadre or department <i>and possessing the requisite educational qualification prescribed for direct recruitment.</i></p> <p style="text-align: center;">OR</p> <p>Officers having <i>05 years regular service in the post drawing Grade Pay of Rs 2800 and possessing the requisite educational qualification prescribed for direct recruitment.</i></p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
12	If a Departmental Promotion Committee exists, what is the composition?	<p>Departmental Confirmation Committee</p> <p>(i) Joint Director, NCERT - Chairperson</p> <p>(ii) Secretary, NCERT - Member</p> <p>(iii) One Representative SC/ST category - Member nominated by Director, NCERT</p> <p>(iv) One Representative Minority Community - Member nominated by Director, NCERT</p>


Assistant Director (Establishment)
National Book Trust, India


Director 
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Assistant	Assistant	-
2.	No. of Posts	Twenty Six (26)	Twenty Six (26)	-
3.	Classification	Group 'C' (Ministerial)	Group B (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5000-150-8000	Rs.35400-112400 (Level 6)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination/Non-selection for promotion by seniority-cum-fitness	Promotion proposed as mode of filling up
6.	Age limit for direct recruits	30 years	Not exceeding 30 years	-
7.	Educational and other qualification required for direct recruits	a) A Degree from a recognized university b) 5 years experience in the scale of Rs.4000-6000 or equivalent under the Govt./semi Govt./State Govt./autonomous/public sector organization	Essential a) Graduate Degree from a recognized University b) Typing speed in English with a minimum speed of 35 w.p.m. or in Hindi with a minimum speed of 30 w.p.m. on computer (35 per minutes and 30 w.p.m. correspondent to 10500 kdph/9000 kdph on an average of 5 key depression for each word). Desirable Three years experience in General Administration/ Finance/HR/ Legal/Marketing/Public Relations in a Govt. department/statutory or autonomous bodies.	-

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotions	Will not apply for promotion	Not applicable	-
9.	Period of probation, if any, for the direct recruits	Two Years	Two Years	-
10.	Method of Rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	75% by promotion failing which by direct recruitment 25% through direct recruitment	The method of appointment i.e. 50% by promotion by seniority-cum-fitness from UDCs in Level 4 (Rs.25500-81100). 25% by promotion by selection from Level 5 (29200-92300) failing which by deputation failing both by direct recruitment. 25% by promotion by selection from Level 4 (Rs.25500-81100) failing which by deputation failing both by direct recruitment.	To create avenues for career growth of young qualified officials as well as officials as per seniority equally.
11.	In case of rectt. by promotion/ deputation/transfer, grades from which promotion to be made	UDCs of the Trust having minimum five years regular service in the grade	Promotion: 50% by promotion by seniority-cum-fitness amongst the UDCs in Level 4 (Rs.25500-81100) with minimum ten years' regular service. 25% promotion by selection on the basis of written test from amongst Marketing Executive/DEO/ Library Assistants with six years' regular service in Level 5 (Rs.29200-92300) and 25% promotion by selection on the basis of written test from amongst UDCs/Telephone Operators/Jr. Stenographers/Shop Assistants with ten years' regular service in Level 4 (25500-81100) in the Trust failing which by	Minimum qualifying service below DOPT criteria is prescribed to impart more opportunities for departmental candidates. As per DOPT norms


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

			<p>direct recruitment.</p> <p>Note : Retention of existing eligibility service will be followed as per DOPT guidelines dated 31.12.2010.</p> <p>Deputation: Holding analogous post on regular basis in the parent cadre or department from Central govt./ State Govt/ UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment.</p> <p>OR</p> <p>Officers having six years' regular service in Level 5 (Rs.29200-92300) from Central govt./ State Govt/ UTs/ semi Govt./ Autonomous/ public sector institutions</p> <p>OR</p> <p>Officers having ten years' regular service in Level 4 (Rs.25500-81100) from Central govt./ State Govt/ UTs/ semi Govt./ Autonomous/ public sector institutions .</p>	
12.	If a DPC/Selection on Committee exists what is the composition	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-



Assistant Director (Establishment)
National Book Trust, India

Director 
National Book Trust, India

New Delhi, the 28th February, 2002

G.S.R 76. - In exercise of the powers conferred by the proviso to article 309 of the constitution and in supersession of the Ministry of Parliamentary Affairs (Recruitment and Conditions of Service) Rules 1963, in so far as it relates to the post of Assistant except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant in the Ministry of Parliamentary Affairs, namely:-

Short title and commencement- (1) These rules may be called the Ministry of Parliamentary Affairs, Assistant Recruitment Rules, 2002.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification and scale of pay - The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the schedule annexed hereto.

Methods of recruitment, age limit and qualifications, etc. - The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (14) of the said schedule.

Disqualification: No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

Power to relax:- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing in consultation with the Union Public Service Commission, relax any of the provision of these rules with respect to any class or category of persons.

Saving- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled castes, Schedule Tribes, Other Backward Classes, Ex-Servicemen and other special category of persons, in accordance with the orders issued by Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of post	Classification	Scale of pay	Whether selection by merit or selection-cum-sonority or non selection post	Age limit for direct recruitment
1	2	3	4	5	6
Assistant	*21(2002). * Subject: to variation on dependent on workload.	General Central Service, Group 'B' Non-Gazetted Ministerial	Rs 5500-175-9000/-		As prescribed by Staff Selection commission for combined graduate level examination (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government).

Assistant Director (Establishment)

National Book Trust, India

Director
National Book Trust, India

				Note: the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam Meghalaya Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura Sikkim, Ladakh, Division of J&K State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)
Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (pension) Rules, 1972	Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.
7	8	9	10	11
Not applicable	Essential: As prescribed by Staff Selection Commission for combined graduate level examination. Note: The qualifications are relax- able at the discretion of the Staff Selection Commission in case of candidate otherwise well qualified.	No	Two years for direct recruits and promotees	(i) 50% by promotion failing which by deputation: and (ii) 50% by direct recruitment on the basis of open competitive examination conducted by the Staff Selection Commission.
In case of requirement by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.		If a departmental Promotion Committee exists what is its composition		Circumstances in which Union Public Service Commission to be consulted in making recruitment
12		13		14
Promotion:/ Upper Division Clerks' with five years' regular service in the grade.		(For considering Promotion or confirmation): -		Consultation with Union Public Service Commission necessary while appointing officer from state

Assistant Director (Establishment)

National Book Trust, India

Director

National Book Trust, India

20-09-2018

Note: where juniors who have completed their qualifying or eligibility services are being considered for promotion, their seniors shall also be considered for promotion, provided they are not short of the requisite qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period, if prescribed.

Deputation:

Officers under the Central of State Government or Union Territories: -

(a)(i) holding analogous posts on regular basis in the parent Cadre /Department; or

(ii) With three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5000-8000/- or equivalent in the parent cadre/Department; or

(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay RS.4500-7000/- or equivalent in the Parent cadre/Department; or

(iv) with ten years' service in the grade rendered after appointment there to on a regular basis in the scale of pay of Rs. 4000-6000 or equivalent in the parent cadre/Department; and

(b) Possessing the educational qualifications prescribed under column 8.

Note: - The department Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some of other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications)

1. Secretary,
Ministry of
Parliamentary
Affairs-Chairman

2. Deputy
Secretary,
(Admn.) Ministry
of Parliamentary
Affairs-Member


3. Nominee of
other Ministry or
Department of the
rank of Under
Secretary and
above-Member

Government or Union Territories on
deputation basis


[F.NO.F.4 (1) 2001-Admn]

P.S. MALHOTRA, Under Secy.

Note. - Principal rules of the Ministry were published in the Gazetted of India, vide notification no.G.S.R.1850 dated 29th November 1963 and subsequently amended from time to time and last such amendment was made vide Notification No.GSR457 (E) dated 29th may 1995


Assistant Director (Establishment)
National Book Trust


MINISTRY OF PARLIAMENTARY AFFAIRS



Director

New Delhi, the 27 the June, 2001


National Book Trust, India


S. No	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director, NBT on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Senior Stenographer	Senior Stenographer	-
2.	No. of Posts	Eight (08)	Eight (08)	-
3.	Classification	Group 'C' (Ministerial)	Group B (Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5000-150-8000	Rs.35400-112400 (Level 6)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination/Non-selection for promotion by seniority-cum-fitness	-
6.	Age limit for direct recruits	30 years	Below 30 years	-
7.	Educational and other qualification required for direct recruits	a) Matriculation with shorthand and typing speeds of 120 wpm in English/100 wpm in Hindi and 45 wpm typewriting b) Training word processing and secretarial practice including noting/drafting, handling of routine correspondence, files, appointments, engagement etc.	Senior Secondary with shorthand and typing speeds of 100 wpm in English/100 wpm in Hindi and 45 wpm typewriting.	As per DOPT norms
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualification will apply	Not applicable	-
9.	Period of probation, if any	Two Years	Two Years for direct recruits and promotees	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	75% by promotion through selection on the basis of stenography test and service record failing which by direct recruitment 25% by direct recruitment	<u>Promotion:</u> 75% by promotion by seniority-cum-fitness 25% by promotion through selection failing which by deputation	To create avenues for career growth of young qualified person as well as officials as per seniority.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Junior Stenographers with five years regular service in the post in the Trust	<u>Promotion:</u> 75% by promotion by seniority-cum-fitness amongst Junior Stenographers in Level 4 (Rs.25500-81100) with ten years' regular service in the grade. 25% by promotion through selection from Junior Stenographer in Level 4 (Rs 25500-81100) with ten years' regular service in the Trust on the basis of shorthand and typing test at the speed of 100 w.p.m. in English/Hindi and 45 w.p.m. typewriting failing which by direct recruitment <u>Deputation:</u> Holding analogous post on regular basis in Level 6 (Rs.35400-112400 in the parent cadre or department from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment. OR Officers having ten years' regular service in Level 4 (Rs.25500-81100) from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions .	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


 Assistant Director (Establishment)
National Book Trust, India


 Director
National Book Trust, India

Sr. Steno.

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE I IN NON-SECRETARIAT ORGANISATIONS

1	2	3	4	5	6
Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-selection Post	Age limit for direct recruits
Stenographer Grade I	* (year of framing) * subject to variation dependent on workload	General Central Service, Group B Non-Gazetted, Ministerial	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200	Selection	Not applicable


Assistant Director (Establishment)
National Book Trust, India

Director 
National Book Trust, India

7	8	9	10	11	12	13
Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
Not applicable	Not applicable	Two years for promotees	By promotion failing which by deputation	<p>Promotion: Stenographers Grade II in the Pay Band I with Grade Pay of Rs. 2400 with ten years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>	Particulars of the Departmental Promotion Committee must be given while framing Recruitment Rules	Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

Note 2:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

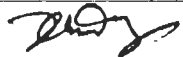
Deputation:


Officers holding the post of Stenographer under the Central Government

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with ten years regular service in the Pay Band 1 with Grade Pay of Rs.2400 or equivalent

Note 1:

The departmental officers in the feeder category who are in the direct


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2:



Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications


Note 3:


For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service


Assistant Director (Establishment)
National Book Trust, India


 
Director
National Book Trust, India


rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.


Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Junior Hindi Translator	Junior Hindi Translator	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'C'	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.5000-150-8000	Rs.35400-112400 (Level 6)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	30 years	Not exceeding 30 years.	-
7.	Educational and other qualification required for direct recruits	<p>Master's Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a medium of examination in degree level</p> <p>Desirable: Degree or Diploma in translation from Hindi to English and vice-versa from a recognized university</p> <p>5 years experience of using/applying terminology in Hindi and translation work from English to Hindi or vice versa preferable of technical literature</p>	<p>Essential:</p> <p>a) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject</p>	As per Model RR of DOPT


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

			<p>or as the medium of examination at the degree level</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level</p> <p>AND</p> <p>Recognized diploma or certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in central or state government office including Government of India Undertaking.</p>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable	-
9.	Period of probation, if any	Two years	02 Years for Direct Recruitment	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct recruitment	Direct Recruitment	As per DOPT norms
11.	In case of recruitment by promotion/deputation,	Not applicable	Not applicable	-

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

	grades from which promotion/deputation to be made			
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-



Assistant Director (Establishment)
National Book Trust, India





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National Book Trust, India

RECRUITMENT RULES FOR THE POST OF JUNIOR TRANSLATOR IN SUBORDINATE OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES


Name of the post	Number of posts	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Junior Translator	*	General Service Group 'B' Non-Gazetted, Non-Ministerial	Central PB-2, Rs. 9300-34800 Grade Pay Rs.4200	Not Applicable

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any
6 30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	7 Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;	8 Not Applicable	9 2 years


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OR
Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;

OR
Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

AND
Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

India Undertaking.

Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission /Competent Authority in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.


Assistant Director (Establishment)
National Book Trust

Director 
National Book Trust, India

Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by /absorption, promotion/deputation/absorption to be made	promotion/Deputation from which
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10	11	
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Direct recruitment	Not applicable	
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Note

“Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Government:-

(a) holding analogous posts on regular basis in the parent cadre/department; and

(b) Possessing the qualifications and experience prescribed for direct recruits under col.7”.


Assistant Director (Establishment)
National Book Trust, India

Director 
National Book Trust, India

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
12	13
To include composition of DPC for confirmation.	Consultation with U.P.S.C. not necessary



Assistant Director (Establishment)
National Book Trust, India

Director 
National Book Trust, India

Statement of Post wise Vacant Position with Pay Matrix & Level wise of NBT, India (as on 1.8.2018)									
Sr. No.	Name of the Post	6th CPC Pay Band	6th CPC Grade Pay	7th CPC Pay Matrix	Level	Sanctioned Strength	In Position	Vacant	Remarks
1	Director	37400-67000	8700	118500-214100	13	1	1	0	
2	Joint Director(A&F)	15600-39100	7600	78800-209200	12	1	0	1	
3	Joint Director (Prod.)	15600-39100	7600	78800-209200	12	1	0	1	
4	Chief Editor & Joint Director	15600-39100	7600	78800-209200	12	1	0	1	
5	Manager (Sales & Marketing)	15600-39100	7600	78800-209200	12	1	0	1	
6	Deputy Director (Cost & Finance)	15600-39100	6600	67700-208700	11	1	0	1	
7	Deputy Director (Art)	15600-39100	6600	67700-208700	11	1	1	0	
8	Deputy Director	15600-39100	6600	67700-208700	11	4	4	0	
9	Editor	15600-39100	6600	67700-208700	11	4	4	0	
10	Editor (Trg & Promotional Activities)	15600-39100	6600	67700-208700	11	1	1	0	
11	Regional Manager	15600-39100	6600	67700-208700	11	3	2	1	
12	Assistant Director	15600-39100	5400	56100-177500	10	8	7	1	
12	Assistant Director (Production)	15600-39100	5400	56100-177500	10	5	5	0	As 1 AD(P) - officer in charge in (SRO)
14	Assistant Editor	15600-39100	5400	56100-177500	10	15	12	3	As 1 AE ON DEPUTATION IN (ERO NBT OFFICE)
15	Library-cum-Documentation Officer	15600-39100	5400	56100-177500	10	1	0	1	
16	PS to Chairman	15600-39100	5400	56100-177500	7	1	1	0	
17	Accounts Officer	9300-34800	4600	44900-142400	7	2	2	0	
18	Computer Programmer	9300-34800	4600	44900-142400	7	1	0	1	
19	Sr. PA to Director	9300-34800	4600	44900-142400	7	1	1	0	
20	Artist	9300-34800	4200	44900-142400	7	1	1	0	
21	Librarian	9300-34800	4200	44900-142400	7	1	0	1	
22	Superintendent	9300-34800	4200	35400-112400	6	6	6	0	
23	Accountant	9300-34800	4200	35400-112400	6	9	8	1	
24	Editorial Assistant	9300-34800	4200	35400-112400	6	7	6	1	
25	Production Assistant	9300-34800	4200	35400-112400	6	6	6	0	
26	Assistant	9300-34800	4200	35400-112400	6	26	19	7	
27	Jr. Hindi Translator	9300-34800	4200	35400-112400	6	1	1	0	
28	Sr. Stenographer	9300-34800	4200	35400-112400	6	8	5	3	
29	Marketing Executive	5200-20200	2800	29200-92300	5	5	4	1	
30	Data Entry Operator	5200-20200	2800	29200-92300	5	2	2	0	
31	Library Assistant	5200-20200	2800	29200-92300	5	2	2	0	
32	Upper Division Clerk	5200-20200	2400	25500-81100	4	22	19	3	
33	Jr. Stenographer	5200-20200	2400	25500-81100	4	19	12	7	
34	Shop Assistant	5200-20200	2400	25500-81100	4	3	3	0	
35	Telephone Operator-cum-Receptionist	5200-20200	2400	25500-81100	4	1	0	1	
36	Jr. Artist	5200-20200	2400	25500-81100	2	1	1	0	
37	Lower Division Clerk	5200-20200	1900	19900-63200	2	35	11	24	
38	Hindi Typist	5200-20200	1900	19900-63200	2	1	1	0	
39	Jr. Library Assistant	5200-20200	1900	19900-63200	2	1	1	0	
40	Driver	5200-20200	1900	19900-63200	2	10	5	5	
41	Gestner Operator	5200-20200	1900	19900-63200	2	2	1	1	
42	Multi-Tasking Staff (Group D)	5200-20200	1800	18000-56900	1	53	34	19	
	Total					275	189	86	

Sharma
Assistant Director (Establishment)
National Book Trust

Director

QUALIFYING SERVICE FOR PROMOTION

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion		Qualifying Service (in years)
From Grade Pay (in Rs)	To Grade Pay (in Rs)	
1800	1900	3 years
1900	2000	3 years
1900	2400	8 years
2000	2400	5 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4200	4800	6 years
4200	5400	8 years
4200	6600	10 years
4600	4800	2 years
4600	5400	3 years
4600	6600	7 years
4800	5400	2 years
4800	6600	6 years
5400	6600	5 years
6600	7600	5 years
6600	8700	10 years
7600	8700	5 years
7600	8900	6 years
8700	8900	2 years
8700	10000	3 years
8900	10000	2 years
10000	HAG	3 years
HAG	HAG + Scale	1 year
HAG	Apex Scale	2 years
HAG - Scale	Apex Scale	1 year

OM No. AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated

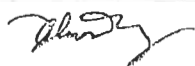


Assistant Director (Establishment)
National Book Trust, India


Director

Details of Recruitment Rules in NBT (method) for Group 'A', 'B' & 'C' posts

Sr. No.	Name of the Post	Pay Band+ Grade Pay (as per 6 th CPC)	Pay Matrix & Level(as per 7 th CPC)	Sanctioned Strength	As per DOPT	As per other Organization	Specially made for NBT as per functional requirement
01	Director	37400-67000+8700	118500-214100 Level 13	01	DOPT (+)	-	DOPT and functional requirement of NBT
02	Joint Director	15600-39100+7600	78800-209200 Level 12	01	DOPT (+)	-	DOPT and functional requirement of NBT
03	Chief Editor & Joint Director	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
04	Joint Director (Prod.)	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
05	Manager (S&M)	15600-39100+7600	78800-209200 Level 12	01	-	NCERT(+)	NCERT and functional requirement of NBT
06	Deputy Director	15600-39100+6600	67700-208700 Level 11	04	DOPT(+)	-	DOPT and Qualification as per existing RRs of NBT
07	Deputy Director (C&F)	15600-39100+6600	67700-208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
08	Deputy Director (Art)	15600-39100+6600	67700-208700 Level 11	01	-	NCERT(+)	NCERT and functional requirement of NBT
09	Editor	15600-39100+6600	67700-208700 Level 11	04	-	NCERT(+)	NCERT and functional requirement of NBT
10	Assistant Director	15600-39100+5400	56100-177500 Level 10	08	DOPT(+)	-	DOPT and Qualification as per existing RRs of NBT
11	Assistant Director (Prod.)	15600-39100+5400	56100-177500 Level 10	05	-	NCERT(+)	NCERT and functional requirement of NBT
12	Assistant Editor	15600-39100+5400	56100-177500 Level 10	15	-	NCERT(+)	NCERT and functional requirement of NBT
13	Library- cum- Documentation Officer	15600-39100+5400	56100-177500 Level 10	01	DOPT	-	-
14	PS to Chairman	15600-39100+5400	56100-177500 Level 10	01	-	Authority for Advance Rulings Ministry of Finance	-



Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

	Accounts Officer	9300-34800+4600	44900-142400 Level 7	02	DOPT	-	-
16	Computer Programmer	9300-34800+4600	44900-142400 Level 7	01	DOPT	-	-
17	Sr. PA to Director	9300-34800+4600	44900-142400 Level 7	01	DOPT	-	-
18	Superintendent	9300-34800+4200	354000-112400 Level 6	06	-	-	Functional requirement of NBT
19	Accountant	9300-34800+4200	354000-112400 Level 6	09	DOPT	-	-
20	Librarian	9300-34800+4200	354000-112400 Level 6	01	DOPT	-	-
21	Editorial Assistant	9300-34800+4200	354000-112400 Level 6	07	-	NCERT	-
22	Production Assistant	9300-34800+4200	354000-112400 Level 6	06	-	-	Functional requirement of NBT
23	Artist	9300-34800+4200	354000-112400 Level 6	01	-	NCERT	-
24	Assistant	9300-34800+4200	354000-112400 Level 6	26	-	Ministry of Parliamentary Affairs	-
25	Sr. Stenographer	9300-34800+4200	354000-112400 Level 6	08	DOPT	-	-
26	Jr. Hindi Translator	9300-34800+4200	354000-112400 Level 6	01	DOPT	-	-
27	Marketing Executive	5200-20200+2800	29200-92300 Level 5	05	-	NCERT	-
28	Library Assistant	5200-20200+2800	29200-92300 Level 5	02	-	NCERT	-
29	Data Entry Operator	5200-20200+2800	29200-92300 Level 5	02	DOPT	-	-
30	Upper Division Clerk	5200-20200+2400	25500-81100 Level 4	22	DOPT	-	-
31	Telephone Operator -cum-Receptionist	5200-20200+2400	25500-81100 Level 4	01	-	NCERT	-
32	Jr. Stenographer	5200-20200+2400	25500-81100 Level 4	19	DOPT	-	-
33	Shop Assistant	5200-20200+2400	25500-81100 Level 4	03	-	-	Functional requirement of NBT
34	Jr. Artist	5200-20200+2400	25500-81100 Level 4	01	-	NCERT	-
35	Lower Division Clerk	5200-20200+1900	19900-63200 Level 2	35	DOPT	-	-
36	Hindi Typist	5200-20200+1900	19900-63200 Level 2	01	DOPT	-	-
37	Jr. Library Assistant	5200-20200+1900	19900-63200 Level 2	01	-	NCERT	-
38	Gestetner Operator	5200-20200+1900	19900-63200 Level 2	02	-	-	Functional requirement of NBT
39	Driver	5200-20200+1900	19900-63200 Level 2	10	DOPT	-	-
40	Multi-Tasking Staff (Group 'D')	4440-7440+1800	18000-56900 Level 1	53	DOPT	-	-





Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Marketing Executive	Marketing Executive	-
2.	No. of Posts	Five (05)	Five (05)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4500-125-7000	Rs.29200-92300 (Level 5)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	-
6.	Age limit for direct recruits	21-30 years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	a) A degree from a recognized university b) Knowledge of English and Hindi and at least one language of the region for which the appointment is to be made c) Five years experience in book selling	Essential: 1. Degree from a recognized University. 2. Having at least three years' experience in Sales and Sales Promotion in a reputed publishing organization. 3. Working knowledge of English & Hindi/Regional language Desirable: 1. Diploma in Sales/ Marketing/ Business Administration. 2. Working Knowledge of computer Note: The requirement of regional languages to be mentioned at the time of advertisement on each occasion depending on the requirement.	Experience specified to improve professionalism and efficiency. As per Model RR of NCERT (copy enclosed).

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications will not apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Two Years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	a) 80% by direct recruitment b) 20% by promotion from the Shop Assistants having 3 years regular service in the grade failing which by direct recruitment	Method of recruitment i.e. 75% direct recruitment and 25% by promotion among the Shop Assistants having five years' regular service in the Level 4 (Rs.25500-81100).	To provide adequate promotional avenues to departmental candidates in the feeder grade.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion by selection from the Shop Assistants having 3 years regular service in the grade failing which by direct recruitment	Method of recruitment i.e. 75% direct recruitment and 25% by promotion among the Shop Assistants having five years' regular service in the Level 4 (Rs.25500-81100).	To provide adequate promotional avenues to departmental candidates in the feeder grade.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-



Assistant Director (Establishment)
National Book Trust, India

Director 
National Book Trust, India

Recruitment Rules for the post of Marketing Executive, NCERT

Sl.No.	Details of the Post	Recruitment Rules
1.	Name of Posts	Marketing Executive
2.	No. of Posts	Eight (08) (Subject to variation)
3.	Classification	Not applicable
4.	Scale of Pay	PB-II Rs 9300-34800+ Grade Pay 4200/-
5.	Whether Selection post or non selection Post	Not applicable
6.	Age limit for direct recruits	Not Exceeding 30 years (Relaxable for Govt. servant's upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council. Note: The crucial date for determining the age limit shall be closing the date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	Essential: 1. Degree from a recognized University. 2. Having at least 03 years' experience in Sales and Sales Promotion in a reputed publishing organization. Desirable: 1. Diploma in Sales/ Marketing/ Business Administration. 2. Working Knowledge of computer
8.	Whether age and educational qualifications for direct recruits will apply to promotees	Not applicable
9.	Period of probation, if any	2 years for direct recruitment.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by Direct recruitment



Assistant Director (Establishment)
National Book Trust, India

83



Director
National Book Trust

11.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is the composition?	Departmental Confirmation Committee (i) Joint Director, NCERT - Chairperson (ii) Secretary, NCERT - Member (iii) One Representative SC/ST category nominated by Director, NCERT - Member (iv) One Representative Minority Community nominated by Director, NCERT - Member





Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Library Assistant	Library Assistant	-
2.	No. of Posts	Two (02)	Two (02)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group 'C' (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4500-7000 (Pre-revised) - Revised Pay Band Rs.5200-20200/Pay Grade Rs.2800	Rs.29200-92300 (Level 5)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Non-Selection	-
6.	Age limit for direct recruits	30 Years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	a) A Degree in Library Science or its equivalent from a recognized university b) Five years working experience as Library Assistant or Professional Assistant in the pay scale of Rs.4500-7000 in a Library	Essential i) Graduate in Arts/Science/ Commerce or any other discipline or any other higher qualification with 50% from recognized university/institute. ii) B. Lib. Sc. /B.L.I. Sc. With 50% marks Desirable 1) 4 years experience in the field of library & information science. 2) Knowledge of library software. 3) One year course in computer with knowledge of Word, Excel and Power point	As per Model RR of NCERT (copy enclosed).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the	Qualifications will apply	Age - No Qualifications - Yes	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

	case of promotes			
9.	Period of probation, if any	Two Years	Two Years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	By promotion failing which by direct recruitment	Promotion by seniority-cum-fitness failing which by deputation failing which both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Jr. Library Assistants with five years regular service in the grade under the Trust	<p><u>Promotion :</u> Jr. Library Assistants with ten years' regular service in Level 2 (Rs.19900-63200) in the Trust failing which by direct recruitment</p> <p><u>Deputation:</u> Holding analogous post on regular basis in the parent cadre or department from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment.</p> <p>OR</p> <p>Officers having five years' regular service in Level 4 (Rs.25500-81100) from Central govt./ State Govt/ UTs/ Autonomous/ public sector institutions .</p>	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-




Assistant Director (Establishment)
National Book Trust, India




Director
National Book Trust, India


Recruitment Rules for the post of Semi Professional Assistant, NCERT

Sl.	Details of the post	Recruitment Rule
1.	Name Of Post	Semi Professional Assistant
2.	No. of Post	18
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20200 Grade Pay Rs.2800 PB-I
5.	Whether Selection Post or Non-selection Post	Non- Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	<p>Essential</p> <p>i) Graduate in Arts/Science/ Commerce or any other discipline or any other higher qualification with 50% marks</p> <p>ii) B. Lib. Sc. /B.L.I. Sc. With 50% marks</p> <p>Desirable</p> <p>1. 4 years experience in the field of library & information science.</p> <p>2. Knowledge of library software.</p> <p>3. One year course in computer with knowledge of Word, Excel and Power point</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational Qualification : No
10.	Period of probation, if any	2 years for direct recruits.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	1. 75% by direct recruitment 2. 25% by promotion
12.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made	25% by promotion from amongst Library Attendant having 13 years regular service in the Grade Pay of Rs.1900/- failing which by deputation / direct recruitment. Library Attendants not having qualification required for Direct Recruitment will have to undergo training programme/ skill development programme before promotion.
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT Regulation


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Data Entry Operator	Data Entry Operator	-
2.	No. of Posts	Two (02)	Two (02)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4500-125-7000	Rs.29200-92300 (Level 5)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	-
6.	Age limit for direct recruits	30 years	Below 27 years.	As per DOPT Norms
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) A degree from a recognized university b) Diploma/Certificate in Computer Applications c) 5 years experience in EDP environment including Data Entry Operations	<u>Essential :</u> 1) 12 th Standard pass or equivalent in science stream with mathematics as a subject from a recognized board with one year Diploma in Computer Application OR DOEACC- 'A' Level from a recognized institute and two years' experience in EDP work in a Government office/PSU/Statutory/Autonomous Organization/ Recognized Institution. OR Bachelor Degree in Computer Applications/Information Technology/Computer Science of a recognized university Institute	As per DOPT Norms (copy enclosed).



 Assistant Director (Establishment)
 National Book Trust, India




Director
 National Book Trust, India

			2) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertain to speed test on computer.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Only qualifications will apply	Age - No Qualifications - Yes	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Promotion by Selection on the basis of practical test and service records failing which by direct recruitment	Promotion by selection failing which by deputation failing which both by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	UDC/Jr. Steno. Of the Trust with three years regular service in the grade possessing the qualifications prescribed for direct recruitment	<u>Promotion:</u> Promotion by selection from UDC/Jr. Steno. With five years regular service in Level 4 (Rs.25500-81100) OR LDC with ten years service in Level 2 (Rs.19900-63200) on the basis of practical test and service records failing which by direct recruitment. <u>Deputation:</u> Holding analogous post on regular basis in the parent cadre or department from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment. OR	As per DOPT norms

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

			Officers having five years' regular service in Level 4 (Rs.25500-81100) from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions.	
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 4 members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India


DEO


1	2	3	4	5	6	7
Data Entry Operator Grade 'B'	* (year of framing) *(subject to variation dependent on workload)	General Central Service, Group C, Non Gazetted, Non-Ministerial	Pay Band - 1 Rs. 5200-20200 plus Grade Pay Rs. 2800	Non-Selection	18 to 25 years (relaxable upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government. Note:-The crucial date for determining the age limit shall be as advertised by Staff Selection Commission. In case the direct recruitment is not done through SSC the following note may be inserted. Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Misoram, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, J&K division of State, Lahaul & Spiti	(i) 12 th Standard pass or equivalent in Science Stream with Mathematics as a subject from a recognized Board with one year Diploma in Computer Applications or DOEACC-A Level from a recognized Institute and 2 years experience in EDP work in a Government office/PSU/Statutory/Autonomous Organizations/Recognized Institution; Or Bachelor's Degree in Computer Applications/Information Technology/Computer Science of a recognized University/Institute; (ii). A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer. Note 1: Qualifications are relaxable at the discretion of the SSC/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified. Note 2:- The qualification(s) regarding experience is/are relaxable at the discretion of the SSC/Competent Authority in case of candidates belonging to Scheduled Casts/Scheduled Tribes, if, at any stage of selection the

Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India


Districts and Pangu SSC/Competent Authority is of the Sub Division of opinion that sufficient number of Chamba District of candidates belonging to these Himachal Pradesh, communities possessing the Andaman & Nicobar requisite experience are not likely to Islands or be available to fill up the vacancies Lakshadweep. reserved for them.


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

8	9	10	11	12	13
Not applicable	Two years for direct recruits, Nil for promotees.	Any one or a combination of the following methods of recruitment as per requirement and availability of feeder posts:- Promotion failing which by deputation failing both by direct recruitment Or Deputation failing which by direct recruitment Or (iii) Direct Recruitment	Promotion (Designation of the feeder post) in PB-1, Rs. 5200-20200/- with Grade Pay of Rs. 2400/- with five years' regular service in the grade and have successfully completed training of---- weeks in the relevant areas (to be prescribed). Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service. Note 2: For the purpose of computing minimum	(i) Group 'C' DPC (for considering promotion) (The detailed composition may be given if promotion is one of the methods or recruitment) (ii) Group 'C' Departmental Confirmation Committee (for considering confirmation of direct recruits) (The detailed composition may be given if direct recruitment is one of the methods of recruitment) (iii) 'Not applicable' if deputation is prescribed as the method of recruitment.	Not Applicable


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation

Officers under the Central Governments:-

(a) (i) holding analogous posts on regular basis in the parent cadre/ Department; or

(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1, Rs. 5200-20200/- with Grade Pay Rs. 2400 or equivalent in the parent cadre/department; and


(b) Possessing the educational qualifications

Assistant Director (Establishment)
National Book Trust, India

Director
National Book Trust, India

and experience prescribed for direct recruits under Col.7.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.


Assistant Director (Establishment)
National Book Trust, India

Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

The Maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).

Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer


Director
National Book Trust, India

prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Assistant Director (Establishment)
National Book Trust, India

Director
National Book Trust, India


1	2	3	4	5	6	7
Data Entry Operator Grade 'A'	(year of framing) (subject to variation dependent on workload)	General Central Service, Group C, Non-Gazetted, Non-Ministerial	Pay Band - 1 Rs. 5200-20200 with Grade Pay Rs. 2400	Not Applicable	18 to 25 years (relaxable upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government.	(a). 12 th Standard pass in Science Stream with Mathematics as a subject from a recognized Board or equivalent. (ii). A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.

Note:-The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.

In case the direct recruitment is not done through SSC the following note may be inserted.


Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Misoram, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, Ladakh division of J&K


Note: Qualification is relaxable at the discretion of the SSC/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

1	2	3	4	5	6	7
Data Entry Operator Grade 'A'	(year of framing) (subject to variation dependent on workload)	General Central Service, Group C, Non-Gazetted, Non-Ministerial	Pay Band - 1 Rs. 5200-20200 with Grade Pay Rs. 2400	Not Applicable	18 to 25 years (relaxable upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government.	(a). 12 th Standard pass in Science Stream with Mathematics as a subject from a recognized Board or equivalent. (ii). A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.
					Note:-The crucial date for determining the age limit shall be as advertised by Staff Selection Commission. In case the direct recruitment is not done through SSC the following note may be inserted. Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Misoram, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, Ladakh division of J&K	Note: Qualification is relaxable at the discretion of the SSC/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

State, Lahaul &
Spiti Districts and
Pangu Sub Division
of Chamba District
of Himachal
Pradesh, Andaman
& Nicobar Islands
or Lakshadweep.



Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

8	9	10	11	12	13
Not Applicable	Two years	Direct recruitment. Note:- Vacancies caused by the incumbent being away on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled, on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under col. 7.	Not applicable.	Group Departmental Confirmation Committee for considering confirmation (detailed composition of the DCC may be given)	C. Not Applicable





Assistant Director (Establishment)
National Book Trust, India



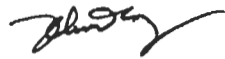
Director
National Book Trust, India

5. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Telephone Operator-cum-Receptionist	Telephone Operator-cum-Receptionist	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	Between 18 and 25 years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	a) A degree from a recognized university b) Training in the operation of PBX from a recognized university/department c) Fluency in Hindi and English d) Clear voice and pronunciation and pleasing personality	Essential: a) A Degree from a recognized University b) Fluency in Hindi and English	As per Model RR of NCERT (copy enclosed).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by	By direct recruitment	Promotion by selection failing which by direct recruitment	To provide adequate promotional avenues to departmental candidates in


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

	promotion or by deputation transfer & percentage of vacancies to be filled by various methods.			the feeder grade.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	LDCs in Level 2 (Rs.19900-63200) with at least eight years' regular service.	To provide adequate promotional avenues to departmental candidates in the feeder grade.
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-



Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

Recruitment Rules for the post of Receptionist, Publication Division of NCERT

Sr. No.	Details of the post	Recruitment Rules
1.	Name of Posts	Receptionist
2.	No. of Posts	2
3.	Classification	Central Civil Service Group 'C' (Non-Gazetted Ministerial)
4.	Scale of Pay	PB-1 Rs. 5200-20200 + GP Rs. 2400/-
5.	Whether Selection post or non selection Post	Not Applicable
6.	Whether benefit of added years of service admissible under 30 of CCS (Pension Rules). 1972	No
7.	Age limit for direct recruits	Not exceeding 27 years
8.	Educational and other qualifications required for direct recruits	Essential: 1. Graduate from a recognised University 2. Should be able to speak fluently Hindi & English
9.	Whether age and educational qualifications for direct recruits will apply to promotees	Not Applicable
10.	Period of probation. if any	2 years for direct recruitment
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation /transfer to be made	Not Applicable
13.	If a DPC exists. what is the composition	As per NCERT's Regulation



Assistant Director (Establishment)
National Book Trust, India




Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Upper Division Clerk	Upper Division Clerk	-
2.	No. of Posts	Twenty Two (22)	Twenty Two (22)	-
3.	Classification	Group 'C' (Ministerial)	Group C (Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination/Non-selection for promotion by seniority-cum-fitness	-
6.	Age limit for direct recruits	Between 18 & 25 years	Below 27 years..	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	a) A degree from a recognized university b) Three years regular service in the grade of LDC in the scale of Rs.3050-4590	Essential: A degree from a recognized University or equivalent	As per Model RR of DOPT
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification will not apply for promotion	Age : No Qualification : No but experience as per Col. 11	-
9.	Period of probation, if any	Two Years	Two years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by	a) 75% on the basis of seniority-cum-fitness failing which by direct recruitment	75% by Promotion by seniority-cum-fitness 25% by promotion through Limited	.

[Signature]
Assistant Director (Establishment)
National Book Trust, India

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Director
National Book Trust, India


	promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	b) 25% by promotion through selection on the basis of written test and interview among the LDCs of the Trust having minimum three years regular service in the grade and possessing prescribed qualification for direct recruitment	Departmental Test failing which by direct recruitment	
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	LDCs of the Trust having minimum three years regular service in the grade	<p>Promotion: 75% by promotion by seniority-cum-fitness amongst the LDCs and Hindi Typist in Level 2 (Rs.19900-63200) with eight years of regular service failing which by deputation failing which direct recruitment</p> <p>25% by promotion by selection amongst the LDCs and Hindi Typist with eight years of regular service failing which by deputation failing which by direct recruitment</p> <p>Note : Retention of existing eligibility service will be followed as per DOPT guidelines dated 31.12.2010.</p> <p>Deputation: Officers of the Central/State Government/Autonomous Bodies/UTs/semi Govt./ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment.</p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) With eight years regular service in Level 2 (Rs.19900-63200) of Lower Division Clerk or equivalent</p>	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

Model Recruitment Rules for the post of Upper Division Clerk

1	Name of Post	Upper Division Clerk
2	Number of Post	(year of framing)
		*Subject to variation dependent on workload
3	Classification	General Central Service Group C, Non-Gazetted, Ministerial
4	Pay Band and Grade Pay	Pay Band - 1 Rs. 5200-20200 Grade Pay Rs. 2400
5	Whether selection post or non selection post	Non-Selection. If promotion is one of the methods of recruitment
		Not applicable, if promotion is not one of the methods of recruitment
6	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	No
7	Age limit for direct recruitment	Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government)
		Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through Staff Selection Commission, crucial date for determining the age limit shall be the last date for receipt of applications.)
8	Educational and other qualifications required for direct recruits	Degree of a recognized University or equivalent
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two years for direct recruitment. No for promotees


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

11. Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods

1. By promotion failing which by deputation, or

2. ___% by promotion and ___% by deputation, or

3. ___% by promotion and ___% by direct recruitment or

4. Direct recruitment

Note 1 - Organizations should indicate the methods of recruitment taking into account their needs and the strength in the feeder grade

Note 2 - A portion of the vacancies may also be filled by Limited Departmental Competitive Examination, in this regard. The eligibility service for the Departmental Examination shall be five years regular service in the Lower Division Clerk grade in the concerned organization


12. In case of recruitment by promotion or deputation/ absorption grades from which promotion/deputation/absorption to be made


Promotion

Lower Division Clerk (Grade Pay of Rs. 1300) with 8 years service in the grade

Note :

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

Note 1:

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay scale extended based on the recommendations of the Pay Commission.

Deputation

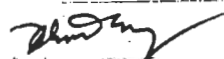
Officers of the Central Government:


- (iii) holding analogous post on regular basis; or
- (iv) with eight years regular service in the grade of Lower Division Clerk or equivalent

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including the period of deputation in another cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.


Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India


The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

Note:


For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay scale and where this benefit will extend only for the post or posts for which that Grade Pay or Pay scale is the normal replacement grade without any upgradation.


- | | | |
|----|---|---|
| 13 | If Departmental Promotion Committee exists, what is its composition | Group C Departmental Promotion Committee. (Full composition to be indicated) |
| | | If promotion is not one of the methods of recruitment, the column may be filled as 'Not applicable' |
| 14 | Circumstances in which Union Public Service Commission is to be consulted in making recruitment | Not applicable |


Assistant Director (E&A)
National Book Trust, India



Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Jr. Stenographer	Jr. Stenographer	-
2.	No. of Posts	Nineteen (19)	Nineteen (19)	-
3.	Classification	Group 'C' (Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination/Non-selection for promotion by seniority-cum-fitness	-
6.	Age limit for direct recruits	18 & 25 years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	Matriculation with shorthand and typing speeds of 80 wpm in English/40 wpm in English/Hindi respectively having working knowledge of computer operations	Essential: 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 transcription - 50 mts (English) OR 65 mts (Hindi) on computers.	As per Model RR of DOPT guidelines
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualifications will apply	Age : No Qualification : Yes	-
9.	Period of probation, if any	Two Years	02 Years for Direct Recruitment	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	75% by direct recruitment 25% by promotion through limited departmental examination open for LDCs/Junior Library Assistants having minimum two years of regular service in the grade failing which by direct recruitment	75% by direct recruitment 25% by promotion through limited departmental examination from LDCs/Hindi Typist/Junior Library Assistant	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	LDCs/Junior Library Assistants with three years regular service in the scale of Rs.3050-4590	75% by direct recruitment 25% by promotion through limited departmental examination open for LDCs/Hindi Typist/Junior Library Assistant having eight years of regular service in Level 2 (Rs.19900-63200) failing which by direct recruitment	As per DOPT norms
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

Dr. Steer

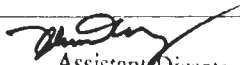
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Name of Post	No. of Posts	Classification	Pay Band and Grade Pay	Whether Selection Post or Non-selection Post	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	Age limit for direct recruits
Stenographer Grade II	* (year of framing) * subject to variation dependent on workload	General Central Service Group C Non-Gazetted, Ministerial	PB-1 Rs. 5200-20200, Grade Pay Rs. 2400	Not applicable	Not applicable	18-27 years (Relaxable for Govt. servants upto 40 years in accordance with instructions or orders issued by the Central Govt.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission


Assistant Director (Establishment)
National Book Trust, India

Director
National Book Trust, India

8 Educational and other qualifications required for direct recruits	9 Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees	10 Period of Probation, if any	11 Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	12 In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	13 If Departmental Promotion Committee exists, what is its composition	14 Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
(i) 12 th class pass or equivalent from a recognized Board or University (ii) Skill Test Norms Dictation: 10 mts @ 80 w.p.m. Transcription: 65 mts.(Eng.) 75 mts.(Hindi) (On Manual Typewriter) or 50 mts. (Eng.), 65 mts. (Hindi) (On Computer)	Not applicable  Assistant Director (Establishment) National Book Trust, India	Two years	Direct recruitment through Staff Selection Commission Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officials of the central Government holding analogous posts or regular basis and possessing the qualifications prescribed for direct recruits at Col. 8	Not applicable	Group C DPC for confirmation 1. 2. 3.	Not applicable

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Shop Assistant	Shop Assistant	-
2.	No. of Posts	Three (03)	Three (03)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	-
6.	Age limit for direct recruits	21-30 years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	a) A degree from a recognized university b) Working knowledge of English and Hindi c) Three years experience in book selling	Essential: a) A degree from a recognized university or diploma in sales and Marketing or sales promotion b) Three years experience in marketing of books or journals or consumer products/services. c) Working knowledge of English & Hindi Desirable : Knowledge of regional language	As per existing RRs and functional requirement of NBT.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Only qualifications will apply	Age : No Qualification : No Experience as per Col.11	-
9.	Period of probation, if any	Two years for Direct recruits.	Two years	-


Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Promotion by selection from the LDCs having minimum three years of regular service in the grade and possessing the qualifications and experience as prescribed for the direct recruitment, failing which by direct recruitment	Promotion by selection failing which by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion by selection from the LDCs having minimum 3 years of regular service and possessing the qualifications and experience as prescribed for the Direct recruits, failing which by Direct recruitment	100% Promotion by selection through limited departmental examination from the LDCs having minimum three years of regular service in Level 2 (Rs.19900-63200) and possessing the experience as prescribed for the direct recruitment, failing which by direct recruitment	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-





Assistant Director (Establishment)
National Book Trust, India



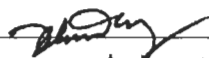
Director
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Jr. Artist	Jr. Artist	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.4000-100-6000	Rs.25500-81100 (Level 4)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	Promotion not a mode of filling up
6.	Age limit for direct recruits	18 to 25 years	Below 27 years.	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	<p><u>Essential :</u></p> <p>e) Matriculation pass with minimum one year certificate course in commercial/Applied Art from a recognized Institution</p> <p>f) 3 years experience of Commercial/Applied Art in an advertising house/public sector organization with knowledge of layout, design, final art work, calligraphy, cutting-pasting, page making, etc.</p> <p><u>Desirable :</u> Experience of dark room</p>	<p><u>Essential:</u></p> <p>a) Bachelor Degree in Fine Arts (Four Years course) with specialization in Applied/Commercial Art from a recognized University/Institution with two years' experience.</p> <p>OR</p> <p>10+2 with three years Diploma in Applied Art(Commercial Art) from a recognized institution with three years experience.</p> <p>b) Experience in the preparation of black & white and Colour illustrations, cover-designs, layout work etc. of books and periodicals in a publishing house of repute.</p> <p><u>Desirable :</u></p> <p>1. Knowledge of printing techniques</p>	<p>To impart professionalism and efficiency, qualification/experience, modified.</p> <p>As per Model RR of NCERT (Copy enclosed)</p>


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

			2. Experience in pavilion/exhibition designing 3. Book production 4. Knowledge of Photography and its application to designing 5. Working knowledge of computer and its software for designing	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	-
9.	Period of probation, if any	Two Years	Two Years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct recruitment	Direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-




Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

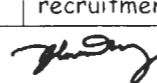
Recruitment Rules for the post of Artist Gr.III, NCERT


Sl.	Details of the post	Recruitment Rules
1.	Name Of Post	Artist Grade-III
2.	No. of Post	One (01)
3.	Classification	Group 'C'
4.	Scale of Pay	5200-20,200+ Grade Pay 2800
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not Applicable
7.	Age limit for direct recruits	Not Exceeding 27 years,
8.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> Degree in Bachelor of Fine Art with specialization in Applied Art (Commercial Art) from a recognized Institution with two year experience. <p align="center">OR</p> <ol style="list-style-type: none"> 10+2 with three years diploma in Applied Art (Commercial Art) from a recognized institution with 03 years experience. Experience in the preparation of black and white and colour illustrations, cover-designs, layout work etc. of books and periodicals in a publishing house of repute. <p>Desirable:</p> <ol style="list-style-type: none"> Knowledge of printing techniques. Knowledge of photography and its application to designing. Working Knowledge of computer and its software for designing.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any	2 Years for direct recruitments
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	100% direct recruitment
12.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made	Not Applicable
13.	If a departmental Promotion Committee exists, what is the composition?	As per NCERT regulation


Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Lower Division Clerk	Lower Division Clerk	-
2.	No. of Posts	Thirty Five (35)	Thirty Five (35)	-
3.	Classification	Group C (Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Rs.19900-63200 (Level 2)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	-
6.	Age limit for direct recruits	18 to 25 years	Below 27 years	As per DOPT Norms
7.	Educational and other qualification required for direct recruits	Matriculation with minimum typing speed of 30 wpm in English/25 wpm in Hindi	Essential: a) 12 th Pass or equivalent from a recognized Board or University b) A typing speed of 35 w.p.m. in English OR 30 w.p.m. in Hindi on computers (correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word).	As per Model RR of DOPT
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification and typing speed will apply	Age - No Qualifications - Yes	-
9.	Period of probation, if any	Two Years	Two Years	-
10.	Method of recruitment whether by direct recruitment or by	a) 70% by direct recruitment b) 30% by promotion through selection of departmental employees on the specified	85% by direct recruitment 10% of the vacancies shall be filled from	-

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

	promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	grades and possessing prescribed qualifications on the basis of typing and written test failing which by direct recruitment.	amongst the Group C staff in Level 1 (Rs.18000-56900) and who possesses the 12 th pass or equivalent qualification and have rendered three years' regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the candidates belonging to the SC and ST). 5% of the vacancies shall be filled on promotion by seniority-cum-fitness basis from Group 'C' employees who have three years' regular service in Level 1 (Rs.18000-56900).	
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Group 'D' (supporting) staff like Attendant, Record Sorter, Peon-cum-Messenger, Frash/Cleaner having minimum five years regular in the Group 'D' in the Trust and possessing qualifications prescribed for direct recruitment	85% by direct recruitment 10% by promotion by selection amongst MTS in Level 1 (Rs.18000-56900) with minimum three years regular service in the grade possessing qualification prescribed for direct recruitment on the basis of a departmental qualifying test. 5% by promotion by seniority-cum-fitness from MTS in Level 1 (Rs.18000-56900) with minimum three years regular service in the grade	As per Gazette of India dated 5th August 2015
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

			<p>करने वाले ऐसे कर्मचारियों की संख्या उपलब्ध रिक्तियों की संख्या से अधिक हो, तो ऐसे अतिरिक्त कर्मचारियों के नाम पर अगले वर्षों में होने वाली रिक्तियों को भरने के लिए विचार किया जाएगा ताकि परीक्षा को पहले पास करने वाले कर्मचारियों के नाम पर परीक्षा को बाद में पास करने वाले कर्मचारियों से पहले विचार किया जा सके।</p> <p>(iii) 5 प्रतिशत रिक्तियों को 1800/- के ग्रेड वेतन वाले पदों में 3 वर्ष की नियमित सेवा पूरी कर चुके समूह-ग कर्मचारियों में से वरीयता-सह-उपयुक्तता के आधार पर भरा जाएगा।</p>
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पदोन्नति अथवा प्रतिनियुक्ति अथवा आमंत्रण द्वारा भरे जाने के माध्यम से, वे ग्रेड जिनमें वे पदोन्नति/प्रतिनियुक्ति अथवा आमंत्रण किया जाएगा।	यदि विभागीय पदोन्नति मंचिति है, तो इसकी संरचना क्या है	वे परिस्थितियां जिनमें भर्ती करने के लिए संघ लोक सेवा आयोग (यूपीएमसी) से परामर्श किया जाएगा।
(11)	(12)	(13)
बॉन्स 10 में उल्लेख किए गए अनुसार	समूह 'ग' विभागीय पदोन्नति मंचिति (संघीयता के लिए)। (1) संचार सेवा निबंधक/ महानिदेशक (राष्ट्रीय संचार वित्त संस्थान) -ग्रहण (2) प्रशासन प्रभारी कनिष्ठ प्रशासनिक -सदस्य ग्रेड स्तर के अधिकारी (3) उप संचार सेवा निबंधक/उप निदेशक -सदस्य	नहीं।

[पा. सं. 19-01/2011-एसईए-III-अ.प्र.लि.]

सौरभ के तिवारी, उप महानिदेशक (ईएफईएफ)

MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY

(Department of Telecommunication)

NOTIFICATION

New Delhi, the 5th August, 2015

G.S.R. 619(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Telecommunications, Telecommunications Accounts (Lower Division Clerks, Junior Accountants and Senior Accountants) Recruitment Rules, 1988, in so far as it relates to the posts of Lower Division Clerk except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to Group 'C' post of Lower Division Clerks, in the Department of Telecommunications, namely :-

1. Short title and Commencement. -

- (1) These rules may be called the Department of Telecommunications, in the offices of Controller of Communication Accounts / National Institute of Communication Finance, Group 'C' Lower Division Clerk posts Recruitment Rules, 2015.
- (2) They shall come into force on the date of their publication in the official Gazette.

2. Number of post, classification and the Pay Band and Grade Pay or Pay Scale. - The number of post, its classification and the Pay Band and Grade Pay or Pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications, etc.—The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

Director
National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

4. Disqualification. - No person -

- (a) who, has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.


5. Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings. - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex- Servicemen, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regards.

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Lower Division Clerk	371* (2015) *Subject to variation dependent on workload	General Central Service, Group-C, Non-Gazetted, Ministerial	Pay Band-1, Rs.5200-20200 Plus Grade Pay of Rs.1900/-	Non selection	Between 18 and 27 years (Relaxable for Government servants up to 40 years in accordance with instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods
(7)	(8)	(9)	(10)
(i) 12th pass or equivalent from a recognised Board or University. (ii) A typing speed 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35w.p.m and 30.p.m correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)	Yes, to the extent indicated in Col.10.	Two years	(i)85% by direct recruitment through Staff Selection Commission. (ii)10% of the vacancies shall be filled from amongst the Group- C Staff in the Grade Pay of Rs.1800/- and who possess 12 th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the candidates belonging to the Schedule Caste and Schedule Tribe communities). Note: If more of such vacancies than

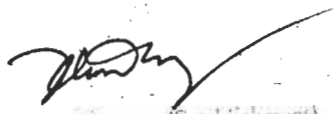
 Director
National Book Trust, India

 Assistant Director (Establishment)
National Book Trust, India

			<p>the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 5% of the vacancies shall be filled on seniority- cum- fitness basis from Group- C employees who have 3 years regular service in posts with the Grade Pay of Rs.1800.</p>
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<p>In case of recruitment by promotion or deputation or absorption, grade from which promotion or deputation/ absorption to be made.</p>	<p>If Departmental Promotion Committee exists, what is its composition</p>	<p>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.</p>
<p>(11)</p>	<p>(12)</p>	<p>(13)</p>
<p>As stated in Column 10.</p>	<p>Group- C Departmental Promotion Committee (for confirmation) :</p> <ol style="list-style-type: none"> 1. Controller of Communication Accounts Director General (National Institute of Communication Finance) - Chairman. 2. Junior Administrative Grade -level officer in charge of Administration - Member 3. Deputy Controller of Communication Accounts / Deputy Director - Member 	<p>Not applicable.</p>


[F. No. 19-01/2011-SEA-III-LDC]
SAURABH K. TIWARI, DDG(E&F)


Assistant Director (Establishment)
National Book Trust, India

33876/15-2

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Hindi Typist	Hindi Typist	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'C' (Non Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Rs. 19900-63200 (Level 2)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection	-
6.	Age limit for direct recruits	18 to 25 years	Below 27 years	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	Matriculation with minimum typing speed of 25 wpm in Hindi	<p>Essential:</p> <p>a) 12th Pass or equivalent from a recognized Board or University</p> <p>b) Typing speed of minimum speed 30 w.p.m. in Hindi on computers (correspond to 9000 KDPH on an average of 5 key depressions for each word).</p> <p>Desirable: Knowledge of English typing</p> <p>Note: Appointment shall be made through a written test followed by skill test.</p>	As per DOPT Guidelines
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the	Qualification and typing speed will apply	Not applicable	-

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

	case of promotes			
9.	Period of probation, if any	Two Years	Two Years for direct recruits	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	a) 70% by direct recruitment b) 25% by promotion through selection of departmental employees on the specified grades and possessing prescribed qualifications on the basis of typing and written test failing which by direct recruitment	Direct Recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Employees of the Trust in the lower grades with minimum 5 years regular service in the grade in the Trust possessing qualification prescribed for direct recruitment	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Not applicable	-



Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

LDC

		<p>करने वाले ऐसे कर्मचारियों की संख्या उपलब्ध रिक्तियों की संख्या से अधिक हो, तो ऐसे अतिरिक्त कर्मचारियों के नाम पर अगले वर्ष में होने वाली रिक्तियों को भरने के लिए विचार किया जाएगा ताकि परीक्षा को पहले पास करने वाले कर्मचारियों के नाम पर परीक्षा को बाद में प्राप्त करने वाले कर्मचारियों से पहले विचार किया जा सके।</p> <p>(iii) 5 प्रतिशत रिक्तियों को 1800/-रु. के ग्रेड वेतन वाले पदों में 3 वर्ष की नियमित सेवा पूरी कर चुके समूह-व कर्मचारियों में से वनीयता-मह-उपयुक्तता के आधार पर भरा जाएगा।</p>
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<p>पदोन्नति अथवा प्रतिनियुक्ति अथवा आयेनत द्वारा भरे जाने के मामले में, वे ग्रेड जिनमें वे पदोन्नति/प्रतिनियुक्ति अथवा आयेनत किया जाएगा।</p>	<p>यदि विभागीय पदोन्नति समिति है, तो इसकी संरचना क्या है</p>	<p>वे परिस्थितियां जिनमें भर्ती करने के लिए संव लोक सेवा आयोग (सूचीपत्र) से परामर्श किया जाएगा।</p>
(11)	(12)	(13)
<p>कालम 10 में उल्लेख किए गए अनुसार</p>	<p>समूह-व कर्मचारियों पदोन्नति समिति (स्थापित/अस्तित्व के लिए)</p> <p>(1) संचार लेखा नियंत्रक/ महानिदेशक (राष्ट्रीय संचार वित्त मंत्रालय) -अध्यक्ष</p> <p>(2) प्रशासन प्रभारी कनिष्ठ प्रशासनिक -सदस्य ग्रेड स्तर के अधिकारी</p> <p>(3) उप संचार लेखा नियंत्रक/उप निदेशक -सदस्य</p>	<p>नहीं।</p>

[क्र. नं. 19-01/2011-एसईए-111-अ.प्रे.लि.]
मौरम के तिवारी, उप महानिदेशक (ईएफडीएफ)

MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY
(Department of Telecommunication)
NOTIFICATION

New Delhi, the 5th August, 2015

G.S.R. 619(E).-In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Telecommunications, Telecommunications Accounts (Lower Division Clerks, Junior Accountants and Senior Accountants) Recruitment Rules, 1988, in so far as it relates to the posts of Lower Division Clerk except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to Group 'C' post of Lower Division Clerks, in the Department of Telecommunications, namely :-

- Short title and Commencement. -
 - These rules may be called the Department of Telecommunications, in the offices of Controller of Communication Accounts, National Institute of Communication Finance, Group 'C' Lower Division Clerk posts Recruitment Rules, 2015.
 - They shall come into force on the date of their publication in the official Gazette.
- Number of post, classification and the Pay Band and Grade Pay or Pay Scale. - The number of post, its classification and the Pay Band and Grade Pay or Pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
- Method of recruitment, age limit, qualifications, etc. -The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

Director

Assistant Director (Establishment)
National Trust, India

4. Disqualification. - No person :-

- (a) who, has entered into or contracted a marriage with a person having a spouse living; or
 (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings. - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex- Servicemen, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regards.

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Lower Division Clerk	371* (2015) *Subject to variation dependent on workload	General Central Service, Group-C, Non-Gazetted, Ministerial	Pay Band-1, Rs.5200-20200 Plus Grade Pay of Rs.1900/-	Non selection	Between 18 and 27 years (Relaxable for Government servants up to 40 years in accordance with instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods
(7)	(8)	(9)	(10)
(i) 12th pass or equivalent from a recognised Board or University. (ii) A typing speed 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35w.p.m and 30.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)	Yes, to the extent indicated in Col.10.	Two years	(i)85% by direct recruitment through Staff Selection Commission. (ii)10% of the vacancies shall be filled from amongst the Group- C Staff in the Grade Pay of Rs.1800/- and who possess 12 th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the candidates belonging to the Schedule Caste and Schedule Tribe communities) Note: If more of such vacancies than

Director


National Book Trust, India

Assistant Director (Establishment)
National Book Trust, India

		<p>the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 5% of the vacancies shall be filled on-seniority- cum- fitness basis from Group- C employees who have 3 years regular service in posts with the Grade Pay of Rs.1800.</p>
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<p>In case of recruitment by promotion or deputation or absorption, grade from which promotion or deputation/absorption to be made.</p>	<p>If Departmental Promotion Committee exists, what is its composition</p>	<p>Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.</p>
<p>(11) As stated in Column 10.</p>	<p>(12) Group- C Departmental Promotion Committee (for confirmation) : 1. Controller of Communication Accounts Director General (National Institute of Communication Finance) -Chairman 2. Junior Administrative Grade -level officer in charge of Administration - Member 3. Deputy Controller of Communication Accounts Deputy Director Member</p>	<p>(13) Not applicable.</p>

[H. No. 19-01/2011-SEA-III-LDC]
SAURABH K. TIWARI, DDG(E&F)

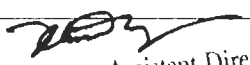

Assistant Director (Establishment)
National Book Trust, India

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and Published by the Controller of Publications, Delhi-110002


Director
National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Jr. Library Assistant	Jr. Library Assistant	-
2.	No. of Posts	One (01)	One (01)	-
3.	Classification	Group 'C' (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Rs.19900-63200 (Level 2)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Selection	Selection	-
6.	Age limit for direct recruits	18-25 years	Below 27 years	As per DOPT Guidelines
7.	Educational and other qualification required for direct recruits	<u>Essential :</u> a) Matriculation pass b) Certificate in Library Science <u>Desirable :</u> Two years experience of working in a Library	<u>Essential:</u> 1) 12 th Pass 2) Certification/Diploma in Library Science/Library and Information Science from a recognized institution. <u>Desirable:</u> a) Three years experience in the field of Library and Information Science with knowledge of Library Software b) Six month computer course from a recognized institute	As per Model RR of NCERT (copy enclosed).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Age : No Qualification : Yes	-



 Assistant Director (Establishment)
National Book Trust, India


 Director
National Book Trust, India

	case of promotes			
9.	Period of probation, if any	Two Years	Two Years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct recruitment	Direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-



Assistant Director (Establishment)
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Director 
National Book Trust, India

Recruitment Rules for the post of Senior Library Attendant, NCERT

Sl. No.	Details of the Post	Proposed Recruitment Rules
1.	Name of Posts	Senior Library Attendant
2.	No. of Posts	8 (Subject to variation)
3.	Classification	Not applicable
4.	Scale of Pay	PB-I of Rs 5200-20200 Grade Pay Rs. 1900/-
5.	Whether Selection post or non selection Post	Not applicable
6.	Age limit for direct recruits	Not Exceeding 27 years. Relaxable for Govt. servants upto 05 years in accordance with the instructions or orders issued by the Central Government. 10 years age relaxation for the employees of the Council Note: The crucial date for determining the age limit shall be closing the date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	Essential: 1. 12 th pass 2. Certificate/Diploma in Library Science /Library and Information Science from a recognised Institution. Desirable: i) Three year experience in the field of library and information science, knowledge of library software ii) Six month Computer course from a recognized institution
8.	Whether age and educational qualifications for direct recruits will apply to promotees	Age } Educational qualification } No
9.	Period of probation, if any	2 years for direct recruitment.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods	75% by Direct Recruitment 25% by promotion failing which by deputation.
11.	In case of recruitment by promotion/deputation/transfer grade which promotion/deputation/transfer to be made	For Promotion 25% by promotion from amongst Junior Library Attendant having 03 years regular service in the Grade Pay of Rs. 1800/- in the Council. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility

122



Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

		<p>service Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p>For Deputation By deputation from the Officials of the Central Govt /State Govt /Central Autonomous organization holding analogous post on regular basis in the parent cadre or department <i>and possessing the requisite educational qualification prescribed for direct recruitment.</i></p> <p style="text-align: center;">OR</p> <p>Officers having <i>06 years regular service in the post drawing Grade Pay of Rs. 1800 and possessing the requisite educational qualification prescribed for direct recruitment.</i></p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
12.	If a Departmental Promotion Committee exists, what is the composition?	<p>Departmental Confirmation/Promotion Committee</p> <p>(i) Secretary, NCERT - Chairperson</p> <p>(ii) One Representative SC/ST category nominated by Director, NCERT - Member</p> <p>(iii) One Representative Minority Community nominated by Director, NCERT - Member</p> <p>(iv) Dy. Secretary, concerned Estt - Member</p>





Director




Assistant Director (Establishment)
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Gestetnor Operator	Gestetnor Operator	-
2.	No. of Posts	Two (02)	Two (02)	-
3.	Classification	Group D (Ministerial)	Group C (Non Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Level 2 (Rs.19900-63200)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Non-selection	-
6.	Age limit for direct recruits	18 to 25 years	Below 27 years	-
7.	Educational and other qualification required for direct recruits	a) Class VIII b) 2 years' experience in the field.	Senior Secondary Pass	As per DOPT norms
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification will apply	Not applicable	-
9.	Period of probation, if any	Two Years	Not applicable	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by	By promotion failing which by direct recruitment.	100% by promotion.	-


Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India


	various methods.			
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Attendants with 3 years regular service in the post in the Trust.	100% by promotion amongst the MTS in Level 1 (Rs.18000-56900) with three years regular service. Note: The selected person should be capable of operating photocopiers and also able to read Elementary English/Operation manual for the machines.	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry.	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India


S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/comments
1.	Name of Post	Driver	Driver	-
2.	No. of Posts	Ten (10)	Ten (10) [Four for LMV and Six for HMV]	-
3.	Classification	Group 'C' (Non-Ministerial)	Group 'C' (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	Rs.3050-75-3950-80-4590	Rs.19900-63200 (Level 2)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable	Selection in case of Limited Departmental Examination	-
6.	Age limit for direct recruits	18 to 25 years	Below 27 years' (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.)	-
7.	Educational and other qualification required for direct recruits	<u>Essential:</u> (i) Class VIII (ii) Must possess appropriate valid heavy driving commercial license with minimum three years working experience (iii) Knowledge of automobile mechanics	<u>Essential</u> (i) Possession of a valid driving license for Heavy Motor Vehicle; (ii) Knowledge of motor mechanism ("the candidate should be able to remove minor-defects in vehicle); (iii) Experience of driving a heavy motor vehicle for at least 3 years.; and (iv) Pass in 10 th standard. <u>Desirable:</u> 3 years' service as Home Guard/Civil Volunteers.	As per DOPT norms (copy enclosed)
8.	Whether age and	Qualification will apply	Age - No	-

 Assistant Director (Establishment)
National Book Trust, India

 Director
National Book Trust, India

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Qualification will apply	Age - No Qualifications - Yes	-
9.	Period of probation, if any	Two Years	Two years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	a) 40% by promotion through selection of departmental employees in the prescribed grades through skill test and interview by Selection Committee failing which by direct recruitment b) 60% by direct recruitment	40% by promotion through selection of departmental employees in the prescribed grades through skill test by Selection Committee failing which by direct recruitment 60% by direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Group 'D' employees of the Trust holding regular group 'D' post with minimum two years service possessing qualifications as prescribed for direct recruitment	Amongst MTS in Level 1 (Rs.18000-56900) of the Trust holding regular post with minimum three years service possessing qualifications as prescribed for direct recruitment	-
12.	If a departmental Promotion Committee exists, what is the composition?	Committee comprising Director, NBT as Chairman of the Committee and 3 nominated members including one representative from the controlling Ministry	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-


Assistant Director (Establishment)
National Book Trust, India


Director
National Book Trust, India

No. AB-14017/10/2014-Estt (RR) (3104937)

Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training
New Delhi

Dated the 4th July, 2014

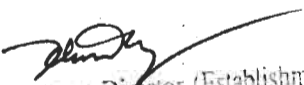
OFFICE MEMORANDUM

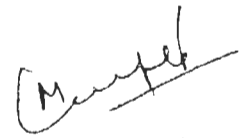
Subject: Model Recruitment Rules for the Staff Car Driver category of posts –
review regarding.

The model RRs for the post of Staff Car Driver (Ordinary Grade) issued vide this Department OM No. AB-14017/73/07-Estt. (RR) dated 7.11.2007 which also included the brief provisions for higher grade of the Staff Car Driver category posts have been reviewed and for higher Grades framed in the light of promotion scheme for Staff Car Drivers issued vide OM No. 22036/1/92-Estt. (D) dated 30.11.1993 as subsequently modified vide OM dated 27.7.1995, OM dated 15/2/2001 and vide OM dated 13.2.2002 and the replacement scales as per CCS (RP) Rules. The UPSC has also been consulted while framing the model RRs of these posts. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/ statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow,


Assistant Director (Establishment)
National Book Trust, India


(Mukta Goel)
Director (E-1)
Ph. 23092479

To

1. All Ministries/ Departments of Government of India.
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi


Director
 National Book Trust, India

Contd.../-

MODEL RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)

Name of Post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
1.	2.	3.	4.	5.	6.	7.	8.
Staff Car Driver (ordinary grade)	Number of framing) *subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	Pay Band 1 Rs. 5200-20200 Grade Pay Rs.1900	Not applicable	18 - 25 years* (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep). * If the 'direct recruitment' is to be made by 'direct open competitive Examination, the age limit would be 18-27 years.	Essential: (i) Possession of a valid driving license for motor cars; (ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle); (iii) Experience of driving a motor car for at least 3 years.; and (iv) Pass in 10 th standard. Desirable: 3 years' service as Home Guard/ Civil Volunteers. Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority. Note 2: In the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.	Not Applicable

Contd. /-


Director
National Book Trust, India


National Book Trust, India

S. No.	Description	Existing RRs, 2005	Final proposal based on discussion with JS(BP) and the Director on 25/05/2018 & 30&31/8/2018 taking into account 7 th CPC Pay Matrix and DOPT guidelines on RRs	Justification/Comments
1.	Name of Post	Multi Tasking Staff (MTS)	Multi Tasking Staff (MTS)	-
2.	No. of Posts	53 (2013) subject to variation depending on workload	53 (Fifty Three) subject to variation depending on workload	-
3.	Classification	Group C (Non-Ministerial)	Group C (Non-Ministerial)	-
4.	Pay Band and Grade Pay/Pay Scale	PB 1 - Rs.5200-20200 + GP 1800/-	Rs.18000-56900 (Level 1)	As per 7 th CPC Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not Applicable	Selection	-
6.	Age limit for direct recruits	Between 18 to 25 years	Below 25 years.	As per DOPT guidelines
7.	Educational and other qualification required for direct recruits	<p>Essential: Matriculation or equivalent examination OR ITI Certificate in one of the relevant subject to be prescribed as the minimum qualification where technical duties are considered necessary</p> <p>Note: The erstwhile Group D posts such as Peon, Packer, Office Attendant, Daftary, Cleaner, Junior Gestetnor Operator, Farash, etc. shall be redesignated as Multi Tasking Staff and they shall required to perform the prescribed duties as per the DoPT guidelines issued vide OM No. AB-14017/6/2009-Estt(RR) dated 30.4.2010 and as per the requirement of the Trust from time to time.</p>	<p>Essential: Matriculation or equivalent pass. OR ITI pass</p>	<p>As per DOPT norms</p> <p><u>Justification:</u> The erstwhile Group D posts such as Peon, Packer, Office Attendant, Daftary, Cleaner, Junior Gestetnor Operator, Farash, etc. shall be redesignated as Multi Tasking Staff and they shall required to perform the prescribed duties as per the DoPT guidelines issued vide OM No. AB-14017/6/2009-Estt(RR) dated 30.4.2010 and as per the requirement of the Trust from time to time.</p>

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	-
9.	Period of probation, if any	Two Years	Two Years	-
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods.	Direct recruitment	Direct recruitment	-
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Not applicable	Not applicable	-
12.	If a departmental Promotion Committee exists, what is the composition?	As per NBT regulation.	Committee comprising Director, NBT as Chairman of the Committee and three members including one representative from the controlling Ministry	-



Assistant Director (Establishment)
National Book Trust, India



Director
National Book Trust, India

ANNEX-I


Model Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C'- Pay Band – 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/-


- | | |
|---|---|
| 1. Name of Post | ¶¶¶
(To be indicated by the
Ministry/Department/Organization concerned) |
| 2. Number of Post | (number) * (year of framing) |
| 3. Classification | *Subject to variation dependent on workload
General Central Service Group 'C'
Non-Gazetted, Non-Ministerial |
| 4. Pay Band and Grade Pay | Pay Band – 1 (Rs. 5200-20200)
+ Grade Pay Rs. 1800/- |
| 5. Whether selection post or non selection post | Not applicable |
| 6. Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972 | Not applicable |
| 7. Age limit for direct recruitment | Between 18 and 25 years of age |

Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names

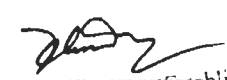
¶¶¶ (Designation of **MULTI-TASKING STAFF** may be adopted for some of the more common categories as indicated in Annex II).


Director
National Book Trust, India


Assistant Director (Legal Services)
National Book Trust, India

8	Educational and other qualifications required for direct recruits	Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	By direct recruitment.
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable


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Assistant Director (Establishment)
National Book Trust, India