



राष्ट्रीय पुस्तक न्यास, भारत  
NATIONAL BOOK TRUST, INDIA  
शिक्षा मंत्रालय, भारत सरकार

Ministry of Education, Govt. of India  
नेहरू भवन, 5, इंस्टीट्यूशनल एरिया फेस-2, वसंत कुंज, नई दिल्ली-110070  
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Advt. No. Estt./63/2021

Dated: 13<sup>th</sup> January, 2021

**VACANCY NOTICE**

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the eligible candidates filling up the following posts purely on short term/project based basis (full time) for a period of six months/one year, extendable as per requirement of the Trust. The details are as under:-

S. No.	Name of the Post & Qualification	No. of Post	Period of Engagement & Age Limit	Job Requirement	Remuneration
1.	<p><b>Programme Coordinator Haryana Panchayat Library Project/CSR (1) (Chandigarh/Delhi)</b></p> <p><b><u>Essential Qualification</u></b></p> <p><b><u>Graduate</u></b></p> <p>Minimum 5 years' experience in Govt./Semi-Govt. organization/administration/coordination local authorities</p> <p><b><u>Desirable</u></b></p> <p>Degree/Diploma in Social Works/Finance/Accounts/PMP Certification 5- CSR projects implementation</p>	01	<p>Purely on short-term contract basis for a period of three months which can be extended depending on the performance of the candidate/need of the organization.</p> <hr/> <p><b><u>Age Limit</u></b></p> <p>Up to 60 years of age</p>	<p>a) On ground project implementation at the village level.</p> <p>b) Coordinate with local authorities/administration/panchayats for on time delivery of the project.</p> <p>c) Manage records, documentation and communications related to the project.</p> <p>d) Internal audit of the financial transaction and inventory transfer</p> <p>e) Represent National Book Trust, India in meeting related to the project.</p> <p>f) Coordination with various departments of NBT for events/activities/exhibition/media interaction at the panchayat library.</p> <p>g) Daily status report to NBT headquarters</p> <p>h) Fluency in Hindi and English</p>	<p>Rs. 60,000/- to Rs. 90,000/- per month</p>

**GENERAL TERMS AND CONDITIONS:**

- 1) Posts may be increased at the discretion of the Competent Authority.
- 2) Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
- 3) The candidate should have good communication skills in English and Hindi.
- 4) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 5) The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
- 6) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 7) Candidates should possess the essential qualifications as on the closing date of application.
- 8) Age will be determined on the last date of the receipt of applications.
- 9) Canvassing in any form will result in disqualification.

**Last date of the receipt of applications is 28<sup>th</sup> January, 2021**

**NOTE:**

- Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached as scanned images with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining.
- One passport size photograph should be placed on the Application Form.
- Incomplete Applications will be rejected.

No T.A./D.A. will be paid for attending the prescribed tests/interview.



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नई दिल्ली-110070

Place a self-attested  
passport size  
photograph  
here

Post applied for \_\_\_\_\_

Advt. No. \_\_\_\_\_ Dated \_\_\_\_\_

**Name** (in block letters as recorded in matriculation certificate):  
\_\_\_\_\_

**Father's/Husband's Name** (in block letters as recorded in matriculation certificate):  
\_\_\_\_\_

(i) **Date of Birth** (in Christian Era) : \_\_\_\_\_

In words: \_\_\_\_\_

(ii) **Age**: \_\_\_\_\_ **Years**: \_\_\_\_\_ **Months** (as on closing date):

**Religion** : \_\_\_\_\_ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)

**Category** : \_\_\_\_\_ (SC/ST/OBC/General)

**Whether Ex-Serviceman** : \_\_\_\_\_ (Yes/No)

**Nationality**: \_\_\_\_\_

**Sex** : \_\_\_\_\_ (Male/Female)

**Marital Status** : \_\_\_\_\_ (Married/Unmarried)

(i) **Whether Physically Disabled** : \_\_\_\_\_ (Yes/No)

**Correspondence Address**:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **Pin Code**: \_\_\_\_\_

**Contact No.** \_\_\_\_\_ **Email. ID.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

Permanent

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

Educational Qualifications (beginning from Matriculation or equivalent) :

Examination(s) passed	University/Board	Year of passing	Subjects covered	Division / Grade	% o Marl

Professional qualifications, if any :

\_\_\_\_\_

Experience (in ascending order) :

Office/Department	Designation	Pay Band + Grade Pay	Period		Nature of Work
			From	To	

Details of Computer literacy: \_\_\_\_\_  
\_\_\_\_\_

Any other relevant information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do hereby declare that the statements made in the Application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected or after test/interview or at any stage, my candidature will stand cancelled and all my claims for the recruitment will stand forfeited.

**Note:** Mark Sheet, Age Certificate, Experience Certificate, Caste Certificate etc. enclosed should be self attested and then scanned and attached with the Application. A passport size photograph should also be enclosed.

Place : \_\_\_\_\_

Signature of the applicant

Date : \_\_\_\_\_