



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,
नई दिल्ली -110070

Advt. No- 114/2021
Date: 18/05/2022

VACANCY NOTICE

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

| S.No. | Name of the post | Marketing Executive |
|-------|------------------------|---|
| 1. | No. of Post | 01 |
| 2. | Remuneration | Rs.30,000/- p.m. |
| 3. | Method of Remuneration | 60% base salary + 40% linked to sales target |
| 4. | Place of Posting | Book Promotion Centre, Agartala (Tripura) |
| 5. | Sale Target | Rs.1.5 lakh per month or Rs. 4.5 lakh per quarter |
| 6. | Period of Engagement | Purely on short term contract basis (Through placement agency) for a period of three months which can be extended depending on the performance of the candidate/need of the organization. |
| 7. | Age Limit | Upto 25 to 45 years |
| 8. | Qualification | Essential a) A Degree from a recognized university b) Working knowledge of Computer in must. c) Preference will be given MBA/PG Diploma in Marketing. |
| 9. | Experience | 2-3 years experience in Sales and Marketing |
| 10. | Communication Skills | Should have knowledge in English, Hindi and Local Languages |

Last Date for receipt of application is 31st May 2022

GENERAL TERMS AND CONDITIONS:

- 1) Posts may be increased/ decreased at the discretion of the Competent Authority.
- 2) Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
- 3) The candidate should have good communication skills in English, Hindi and Regional Languages.
- 4) During his/her service with the Trust he/she may be required to serve any where in India under an office of this office.
- 5) During the tenure with NBT, it is not allowed to work concurrently with any other organisation of the similar field/ nature.
- 6) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 7) The NBT reserves the right not to fill up the vacancies against advertisement.
- 8) Applications which do not meet the minimum qualifications given the advertisement and/or incomplete applications will be summarily rejected.
- 9) Applications will not be accepted after the closing date as mentioned in the Advertisement.
- 10) Age will be determined on the last date of the receipt of applications.
- 11) Canvassing in any form will be treated as disqualify.
- 12) Applicants must superscribe the envelope with "Application for the post of _____".
- 13) The application duly completed in all respect should reach the Assistant Director (Estt.) National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 **31st May 2022**

Last Date for receipt of application is 31st May 2022.

NOTE:

- Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached as scanned images with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining.
- One passport size photograph should be placed on the Application Form.
- Incomplete Applications will be rejected.
- No T.A./D.A. will be paid for attending the interview.



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Post applied for _____

Advt. No _____ Dated _____

Place a self-attested
passport size
photograph
here

1. **Name** (in block letters as recorded in matriculation certificate):

2. Father's/Husband's Name (in block letters as recorded in matriculation certificate): _____
3. (i) Date of Birth (in Christian Era) : _____
In words: _____
(ii) Age: _____ Years: _____ Months (as on closing date):
(iii) Whether you claim Age Relaxation : _____ (Yes/No)
(Reason for claiming Age Relaxation) : _____
4. Religion : _____ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)
5. Category : _____ (SC/ST/OBC/General)
(Attach necessary certificate issued by Competent Authority)
6. Whether Ex-Serviceman : _____ (Yes/No)
(Attach necessary certificate issued by Competent Authority)
7. Nationality: _____
8. Sex : _____ (Male/Female)
9. Marital Status : _____ (Married/Unmarried)
10. (i) Whether Physically Disabled : _____ (Yes/No)
(If Yes, certificate from a medical officer not below the rank of Civil Surgeon should be enclosed)
- (ii) Nature of Disability : _____
- (iii) Percent of Disability : _____

11. Languages known : _____

12. Correspondence Address:

Pin Code: _____

Contact No. _____ Email. ID. _____

Fax No. _____

13. Permanent Address: _____

Pin Code: _____

14. Educational Qualifications (beginning from Matriculation or equivalent) :

| Examination(s) passed | University/Board | Year of passing | Subjects covered | Division / Grade | % of Marks |
|----------------------------------|-------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------|
| | | | | | |
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| | | | | | |
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15. Professional qualifications, if any :

16. Experience (in ascending order) :

| Office/Department | Designation | Salary Structure | Period | | Nature of Work |
|-------------------|-------------|------------------|--------|----|----------------|
| | | | From | To | |
| | | | | | |
| | | | | | |
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| | | | | | |

17. Details of Computer literacy: _____

18. Any other relevant information:

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

Note: Mark Sheet, Age Certificate, Experience Certificate, Caste Certificate (if any) 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 : _____