



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

Nehru Bhawan, 5 Institutional Area, Phase-II,

Vasant Kunj, New Delhi-110070

Phone:91-11-26707700, 26707769

Email: ad.estb@nbtindia.gov.in

office.nbt@nic.in

Advt. No. Estt./42/2020

Dated: 18th November, 2020

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 (full time) for a period of six months, extendable as per requirement of the Trust. The details are as under:-

S. No.	Name of the Post	No. of Post	Period of Engagement & Age Limit	Qualification/Job Requirement	Remuneration
1.	Regional Manager, Kolkata (ERO)	1	Purely on short-term contract basis for a period of six months which can be extended as per the requirement or depending on the performance of the candidate/need of the organization. Below 45 years	<u>ESSENTIAL</u> a. A Bachelor's degree from a recognized university. b. Minimum 10 years' experience in Sales and Marketing in a managerial position in a reputed publishing house of the public sector or private sector. c. Proficiency in English or Hindi and in at least one of the major Indian language. <u>DESIRABLE</u> MBA	Upto Rs. 70,000/- p.m.
2.	Regional Manager, Bengaluru (SRO)	1			
3.	Regional Manager, Mumbai (WRO)	1			

The NBT reserves the right not to fill up the post, as advertised, if circumstances so warrant.

Interested candidates who fulfil the minimum eligibility criteria may apply to the Deputy Director (Admn. & Estt.), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 in the prescribed format as given on the website within 30 days from the date of issue of this advertisement. The region may also be mentioned over the envelope.



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज
नई दिल्ली-110070

Post applied for _____

Place a self-attested
passport size
photograph
here

Advt. No _____ Dated _____

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

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

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

11. Languages known : _____

12. Correspondence Address:

_____ Pin Code: _____

Contact No. _____ Email. ID. _____

Fax No. _____

13. Permanent Address: _____

_____ Pin Code: _____

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

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

15. Professional qualifications, if any :

16. Experience (in ascending order) :

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

17. Details of Computer literacy: _____

18. Any other relevant information:

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

Note: Mark Sheet, Age Certificate, Experience Certificate, Caste Certificate (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 : _____

GENERAL TERMS AND CONDITIONS:

- 1) Proofs towards possessing essential educational qualifications and experience should be submitted along with the application form.
- 2) The candidate should have good communication skills in English and Hindi along with language as per the region.
- 3) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 4) The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
- 5) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 6) Candidates should possess the essential qualifications as on the closing date of application.
- 7) Age will be determined on the last date of the receipt of applications.
- 8) Canvassing in any form will result in disqualification.
- 9) Applicants must superscribe the envelope with "Application for the post of _____".
- 10) The application duly completed in all respect should reach the Deputy Director (Estt. & Admn.) National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 by **18th December, 2020**

Last Date for receipt of application is 18th December, 2020

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.