



राष्ट्रीय पुस्तक न्यास, भारत

मानव संसाधन विकास मंत्रालय, भारत सरकार

NATIONAL BOOK TRUST, INDIA

Ministry of Human Resource Development, Government of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj,

New Delhi-110 070 Phone: 91-11-26707700, 26707721

Email : office.nbt@nic.in

Advt. No. Estt./36/2019

VACANCY NOTICE

National Book Trust, India, an apex body engaged in publication of books and book promotion in the country, invites application from the eligible candidates for filling up the posts on Deputation basis for its Head Office, New Delhi and Regional Offices as per details here under:

Sl. No.	Name the Post	No. of posts & Age	Pay Matrix & Level	Mode Recruitment
1.	Joint Director (Administration & Finance)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (78800-209200) Level-12	Transfer on Deputation (including short term Contract)
2.	Joint Director (Production)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (78800-209200) Level-12	Transfer on Deputation (including short term Contract)
3.	Regional Manager (WRO-Mumbai, ERO-Kolkata & SRO-Bengaluru)	01 Post for each Regional Office. Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (67700-208700) Level-11	Transfer on Deputation (including short term Contract)
4.	Deputy Director (Art)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (67700-208700) Level-11	Transfer on Deputation (including short term Contract)
5.	Deputy Director (C&F)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (67700-208700) Level-11	By Deputation

Interested candidates who fulfil the minimum eligibility criteria may apply to the Assistant Director (Establishment), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070 within 30 days from the date of issue of this advertisement.

For details about educational qualification, experience, age-limit, format of application and other terms and conditions, please visit NBT Website www.nbtindia.gov.in

dayp 21103/1/0006/1920

[Signature]
19/7/19



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

मानव संसाधन विकास मंत्रालय, भारत सरकार
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-II, वसंत कुंज, नई दिल्ली-110070,
दूरभाष : 011-26707700, 26707721,
ई-मेल : office.nbt@nic.in

विज्ञापन सं. : स्था./36/2019

रिक्ति सूचना

राष्ट्रीय पुस्तक न्यास, भारत एक शीर्ष निकाय, जो देश में पुस्तक प्रकाशन एवं पुस्तक प्रोन्नयन हेतु कार्यरत है, नई दिल्ली स्थित अपने मुख्यालय तथा अपने क्षेत्रीय कार्यालयों के लिए प्रतिनियुक्ति के आधार पर निम्नलिखित पदों हेतु योग्य अभ्यर्थियों से आवेदन आमंत्रित करता है :

क्र. सं.	पद का नाम	पदों की संख्या एवं आयु	पे मैट्रिक्स तथा स्तर	भर्ती का तरीका
1.	संयुक्त निदेशक (प्रशासन एवं वित्त)	01 पद आवेदन प्राप्ति की अंतिम तिथि तक अधिकतम आयु 56 वर्ष हो।	पे मैट्रिक्स ₹ (78800-209200) स्तर - 12	प्रतिनियुक्ति पर स्थानांतरण (अल्पकालिक अनुबंध सहित)
2.	संयुक्त निदेशक (उत्पादन)	01 पद आवेदन प्राप्ति की अंतिम तिथि तक अधिकतम आयु 56 वर्ष हो।	पे मैट्रिक्स ₹ (78800-209200) स्तर - 12	प्रतिनियुक्ति पर स्थानांतरण (अल्पकालिक अनुबंध सहित)
3.	क्षेत्रीय प्रबंधक (प.क्षे.का.-मुंबई, पू.क्षे.का-कोलकाता तथा द.क्षे.का.-बेंगलुरु)	01 पद प्रत्येक क्षेत्रीय कार्यालय हेतु आवेदन प्राप्ति की अंतिम तिथि तक अधिकतम आयु 56 वर्ष हो।	पे मैट्रिक्स ₹ (67700-208700) स्तर - 11	प्रतिनियुक्ति पर स्थानांतरण (अल्पकालिक अनुबंध सहित)
4.	उपनिदेशक (कला)	01 पद आवेदन प्राप्ति की अंतिम तिथि तक अधिकतम आयु 56 वर्ष हो।	पे मैट्रिक्स ₹ (67700-208700) स्तर - 11	प्रतिनियुक्ति पर स्थानांतरण (अल्पकालिक अनुबंध सहित)
5.	उपनिदेशक (लागत एवं वित्त)	01 पद आवेदन प्राप्ति की अंतिम तिथि तक अधिकतम आयु 56 वर्ष हो।	पे मैट्रिक्स ₹ (67700-208700) स्तर - 11	प्रतिनियुक्ति द्वारा

इच्छुक अभ्यर्थी जो न्यूनतम पात्रता मानदंड को पूरा करते हैं, इस विज्ञापन के जारी होने के 30 दिन के भीतर सहायक निदेशक (स्थापना), राष्ट्रीय पुस्तक न्यास, भारत, नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2 वसंत कुंज, नई दिल्ली-110070 को आवेदन कर सकते हैं। शैक्षिक योग्यता, अनुभव, आयु-सीमा, आवेदन प्रारूप तथा अन्य निबंधन एवं शर्तों की विस्तृत जानकारी हेतु कृपया एनबीटी की वेबसाइट www.nbtindia.gov.in देखें।

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सुनीता
19/7/19



NATIONAL BOOK TRUST, INDIA

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj,

New Delhi-110070

Advertisement No. Estt./36/2019

31st July 2019

Applications are invited for filling up the following posts on deputation basis:

S.No.	Name of the post	No. of Posts & Age	Pay Matrix & Level	Eligibility conditions
1.	Joint Director (Administration & Finance) – Transfer on deputation (including short term contract)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (78800-209200) Level-12	ESSENTIAL A Bachelor's degree from a recognized university. With 10 years administrative experience in a managerial capacity with sound knowledge of Govt. administrative and financial Rules and Regulations and office procedure in Govt./Semi Govt./Autonomous Organization. Incumbents holding analogous posts on regular basis or with 5 years regular service in the posts in Pay Matrix 67700-208700 Level 11 in the Govt./Semi-Govt. Autonomous Organizations. 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.
2.	Joint Director (Production) - Transfer on deputation (including short term contract)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (78800-209200) Level-12	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 a senior managerial capacity in a leading publishing house or an autonomous organization engaged in printing activities. Incumbents holding analogous posts on regular basis or with 5 years regular service in the posts in Pay Matrix 67700-208700 Level 11 or equivalent. 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.
3.	Regional Manager (WRO-Mumbai, ERO-Kolkata & SRO-Bengaluru) – Transfer on deputation (including short term contract)	01 Post for each Regional Office. Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (67700-208700) Level-11	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/private sector. c) Proficiency in English and Hindi and in at least one of the major Indian language. Desirable: MBA. a) Incumbents holding analogous posts on regular basis or

				<p>b) With 5 years of regular service in the grade in Pay Matrix 56100-177500 Level 10 or equivalent in the govt./semi govt./State govt./autonomous organizations.</p> <p>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.</p>
4.	Deputy Director (Art) - Transfer on deputation (including short term contract)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (67700-208700) Level-11	<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>Incumbents holding analogous posts on regular basis Or</p> <p>With 5 years regular service in posts in Pay Matrix 56100-177500 Level 10 or equivalent. 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.</p>
5.	Deputy Director (C&F) – By deputation	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs. (67700-208700) Level-11	<p>Essential:</p> <p>a) A Bachelor's degree in commerce from a recognized university.</p> <p>b) Member of ICWA of India/Chartered Acctt. 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>d) Knowledge of Govt. financial rules.</p> <p>Incumbents holding analogous posts on regular basis or holding posts in the Pay Matrix 56100-177500 Level 10 or equivalent on regular basis with at least five years of working experience at managerial level in the Finance/Accounts in the govt./semi govt./State govt./autonomous/Public sector Institution/ Organization.</p> <p>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.</p>



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज नई दिल्ली-110070

APPLICATION FOR THE POST OF _____ ON DEPUTATION BASIS

BIO-DATA PROFORMA

Affix one recent
passport size
photograph

1. Name and address (in block letters)

2. (i) State : _____ (ii) Telephone No. _____
(iii) Mobile No. _____ (iv) E.Mail ID _____

3. Date of Birth (in Christian Era) : _____

4. Total age (as on date of closing) : _____ Years _____ Months _____ Days

5. Date of retirement under Central/State Govt: _____

6. Educational Qualifications: _____

7. Whether educational and other qualifications required for the post are fulfilled. (If any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same).

Qualifications/Experience required	Qualifications/Experience possessed by the officer

8. Please state clearly whether in the view of entries made by you above. Do you meet the requirements of the post?

9. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

SI No	Office/ Institute/ Org.	Post held	From	To	Scale of Pay & Grade Pay/Level & Pay Matrix	Nature of duties

10. Nature of present post held. Whether held on:

- a) Ad hoc/ Deputation/ Temporary/ Permanent.....
- b) Basic Pay/ Pay Matrix/Level at present.....

11. In case the present employment is held on deputation/contract basis, please state:

- a) Date of joining: _____
- b) Period of appointment on deputation /contractual appointment:

- c) Name of the parent office/organization you belong to :

12. Additional details about present employment. Please state whether working under :

- | | |
|----------------------------|----------------------|
| a) Central Government | b) State Government |
| c) Autonomous Organization | d) Govt. Undertaking |
| e) Universities | |

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the revised scale. _____

14. Total emoluments per month now drawn: _____

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

16. Whether belong to SC/ST/OBC: _____

Remarks (if any) _____

Place : _____

Date : _____

Signature of the candidate

Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against her/him.

Head of the Department of Present Organization

National Book Trust is an apex body established by the Government of India in the year 1957 to publish books and promote reading habits in the country.

1. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. 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 rules.
2. NBT reserves the right to repatriation the candidate before completion of deputation term if performance not found satisfactory or of any other reason.
3. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interaction.
4. The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
5. Candidates are required to send their applications through proper channel. In case the application is not routed through proper channel 'No Objection Certificate' is required to be produced at the time of interaction.
6. Only shortlisted candidates will be called for interaction to be held at New Delhi.
7. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate, caste certificate etc.) will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
8. Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
9. Age will be determined on the closing date of receipt of applications.
10. No interim correspondence will be entertained with the candidates who are not screened in for personal interaction. A list of screened candidates will be posted at NBT website for the notice of candidates.
11. Canvassing in any form will be a disqualification.
12. Deputationist appointed to the post is not eligible for absorption.
13. Applicants must superscribe the envelope with "**Application for the post**
ON DEPUTATION BASIS."
14. The application duly completed in all respects should reach the **Assistant Director (Estt), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi - 110 070** alongwith attested copies of ACR/APARs of five years with Integrity Certificate/Departmental Enquiry/Vigilance clearance etc.
15. **Application(s) received after the last date due to postal delay or any other reason(s) thereof or incomplete in any form, shall be summarily rejected.**

Last date for receipt of application is within 30 days from the date of issue of this advertisement in the Employment News.