



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2
वसंत कुंज, नई दिल्ली-1100700

Phone: 011-26707798, Email: snarotra@nbtindia.gov.in

Advt. No. 120/2022

Date: 15/06/2022

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 (full time, through placement agency) initially for a period of three months which can be extendable as per requirement of the Trust. The details are as under:-

| | | |
|---|--|--|
| 1 | Name of the post | Editorial Assistant (English) |
| 2 | Number of Post and place of Posting | 01(one) at Headquarters, New Delhi |
| 3 | Remuneration | 30,000/- to Rs. 45,000/- |
| 4 | 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. |
| 5 | Qualifications, Experience and Age limit | <u>Essential</u> a) A Bachelor's degree from a recognized university. b) Proficiency in the specified language. c) Working knowledge of Hindi. d) Three years' work experience with knowledge of proof reading, editing, translation, book assessment writing, content development, booklet layout designing etc. e) Knowledge of working on PageMaker, Excel and other software. <u>Desirable</u> a) Master's degree in the specified language. <u>Age limit:</u> Below 45 years |

The National Book Trust, India reserves the right not to fill up the post as advertised, if circumstances so warrant.

Interested candidates who fulfill the minimum eligibility criteria may apply to the Assistant Director (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 i.e. www.nbtindia.gov.in. Last Date for receipt of application is 21/06/2022.

Candidates who had appeared in the Walk-in-Interview held on 25/05/2022 & 02/06/2022 need not to apply again.

GENERAL TERMS AND CONDITIONS

1. Post 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 and Hindi.
4. During his/her service with the Trust he/she may be required to serve anywhere in India under an office of this office.
5. During the tenure with NBT, it is not allowed to work concurrently with any other organization 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 National Book Trust, India reserves the right not to fill up the vacancy 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 last date of the receipt of applications
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 super scribe the envelope with "Application for the post of Editorial Assistant (English)".
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 by 21/06/2022.

Note:

1. Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining.
2. No T.A./D.A. will be paid for attending the interview.



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
नेहरू भवन, 5 इन्स्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,
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 |
|-----------------------|------------------|-----------------|------------------|------------------|------------|
| | | | | | |
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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 | |
| | | | | | |
| | | | | | |
| | | | | | |

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 : _____