



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

Advt. No. 24/2024/Estt.

Date: 30/12/2024

VACANCY NOTICE

National Book Trust, India under the Ministry of Education invites applications from the eligible candidates for filling up the following post purely on contractual basis through placement agency initially for six months which can be extended depending on the performance of the candidate/requirement of the Trust. The details are as under:

S. No.	Name of Post	No. of Post	Salary	Upper Age Limit	Qualifications	Experience
1	Assistant Editor (Hindi)	01	Rs. 60,000/- to 65,000/-	50 Years	1. A Bachelor degree from a recognized university. 2. Proficiency in specific language – written (typing), oral 3. Good knowledge of the literature, culture and social context of the language and the area in which it is spoken. 4. Working knowledge of English.	Three years' experience in editing, translation, creative writing, proof reading and book production

National Book Trust, India reserves the right not to fill up the posts as advertised, if circumstances so warrant. Interested candidates who fulfil the minimum eligibility criteria may apply to the Joint Director (A&F), 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 submission of applications is 15 days from the date of publication of this advertisement in the Newspapers.

GENERAL TERMS AND CONDITIONS

1. Post may be increased/ decreased at the discretion of the Competent Authority.
2. Self attested photocopies of all testimonials towards possessing essential educational qualifications and experience should be submitted along with the application form.
3. The candidate should have good communication skills.
4. During his/her service with the Trust he/she may be required to serve anywhere in India under an office of NBT, India.
5. During the tenure with NBT, it is not allowed to work concurrently with any other organization.
6. Mere fulfilling the qualifications do 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 in accordance with the advertisement and/or incomplete applications will be summarily rejected. No queries shall be entertained in this regard.
9. Applications will not be accepted after last date of the receipt of the same.
10. Age will be determined on the last date of the receipt of applications.
11. Canvassing in any form will be treated as disqualifying the candidature.
12. The application duly completed in all respect should reach the Deputy Director (E&E), National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 in a time bound manner.

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.



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NATIONAL BOOK TRUST, INDIA

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नई दिल्ली-110070

Post applied for _____

Advt. No. _____ Dated _____

Place a self-attested
passport size
photograph
here

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	% of Marks

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 : _____