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**NATIONAL BOOK TRUST, INDIA**

Ministry of Education, Government of India

Nehru Bhawan, Institutional Area, Phase-II

Vasant Kunj, New Delhi-110 070

Website: www.nbtindia.gov.in

Phone: 011-26707700/798

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011-26707846

Email:

adfestib@nbtindia.gov.in

Advt. No. Estt./43/2020

## 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 Direct Recruitment Basis for its Head Office, New Delhi and Regional Offices at Kolkatta, Mumbai & Bengaluru as per details given below:

S.No.	Name the Post	No. of Posts and Level
1.	Assistant Director	Post 2 (UR) ■ Level-10
2.	Assistant Director (Production)	Post 1 (UR) ■ Level-10
3.	Assistant Editor	Post 2 (UR) ■ Level-10 1-Kannada Language 1-Marathi Language
4.	Production Assistant	Post 1 EWS (UR) ■ Level-6
5.	Editorial Assistant	Post 3 ■ Level-6 1-UR (English) 1-UR (Hindi) 1-OBC (Hindi) - Lien Vacancy
6.	Accountant	Post 3 ■ Level-6 1-UR for H.Q. 1-UR for SRO 1-OBC for H.Q.
7.	Sr. Stenographer	Post 2 (UR) - English ■ Level-6
8.	Assistant	Post 4 ■ Level-6 1-UR for ERO 1-EWS (UR) for ERO 1-SC for SRO 1-UR for HQ.
9.	Librarian	Post 1 (UR) ■ Level-6
10.	Junior Translator (Hindi)	Post 1 (UR) ■ Level-6 - Lien Vacancy
11.	Library Assistant	Post 2 (UR) ■ Level-5 out of 2 Vacancies, one is lien Vacancy
12.	Jr. Artist	Post 1 (UR) ■ Level-4
13.	Driver	Post 3 ■ Level-2 1-UR for H.Q. 1-UR for SRO 1-OBC for WRO

The last date of application is 30 days from the date of publication of advertisement in Employment News.

For details about educational qualification, experience, age-limit, format of application and other terms and conditions, please visit NBT Website [www.nbtindia.gov.in](http://www.nbtindia.gov.in).

Size 12x23

*Ans*  
11/1/2021

*Subd. Secy*  
*DDCET*  
*Editor (NCC, Room & Trans. / PR)*  
11/1/2021

*Subd. Secy*  
11/1/2021



# NATIONAL BOOK TRUST, INDIA

Ministry of Education, Govt. of India  
Nehru Bhawan, 5 Institutional Area, Phase-II,  
Vasant Kunj, New Delhi-110070  
Phone:91-11-26707700,26707798  
Email: [ad.estb@nbtindia.gov.in](mailto:ad.estb@nbtindia.gov.in)

Advt. No. Estt./43/202

## VACANY CIRCULAR

**APPLICATIONS ARE INVITED FOR FILLING UP THE FOLLOWING POSTS BY DIRECT RECRUITMENT**

### **BASIS**

S. No.	Name of the post	No. of posts & Age limit	Pay Matrix & Level	Eligibility
1.	Assistant Director	2 Posts (UR) Age 35 years	Rs. 56100-177500 Level-10	<b>Essential :</b>  a) A degree from a recognised university.  b) Proficiency in English or Hindi,  c) A minimum of 5 years' experience in a supervisory capacity in one or more of the following fields from any govt./semi govt./autonomous organisation:  1. Sales & Marketing 2. Publicity & Public relations. 3. Fairs and Exhibitions. 4. Establishment & Office Admn.  <b>Desirable:</b>  Diploma in one or more of the following fields.  i. Business Management. ii. Advertising & Marketing. iii. Personnel Management.

2.	<b>Assistant Director (Production)</b>	<b>1 post (UR)</b> <b>Age 35 years</b>	<b>Rs. 56100-177500</b> <b>Level-10</b>	<p><b>Essential:</b></p> <p>a) A bachelor's degree from a recognised university.</p> <p>b) Two years post graduate Diploma in Book Publishing with the specialisation in book production</p> <p>or</p> <p>c) Senior secondary or equivalent with three years Diploma in Printing Technology from a recognised Institute.</p> <p>d) 7 Years practical experience in production of book in press/publishing house.</p> <p>Skill in Typography and layout</p>
3.	<b>Assistant Editor</b>	<b>2 posts (UR)</b> 1-Kannada language 1-Marathi language <b>Age 35 years</b>	<b>Rs. 56100-177500</b> <b>Level-10</b>	<p><b>Essential:</b></p> <p>a) A Masters degree from a recognised university.</p> <p>b) Proficiency in the specified language.</p> <p>c) Good Knowledge of the literary scene of the specified language.</p> <p>d) Working knowledge of English or Hindi.</p> <p>e) 5 Years experience in editing, translating, proof reading and book production.</p> <p><b>Desirable:</b></p> <p>Good knowledge of Indian literature and culture.</p>

4.	<b>Production Assistant</b>	<b>1 Post</b> <b>EWS(UR)</b> <b>Age 30 years</b>	<b>Rs. 35400-112400</b> <b>Level-6</b>	<p><b>Essential:</b></p> <p>a) Matriculation pass or equivalent with three years Diploma in Printing Technology from a recognised Institute or A degree from a recognised university with two years Post graduate diploma in book publishing with specialisation in book production.</p> <p>b) Three years practical experience in production of books in a press/publishing house of repute.</p> <p><b>Desirable:</b></p> <p>a) Knowledge of Typography and layout.</p>
5.	<b>Editorial Assistant</b>	<b>3 posts</b> <b>1-English (UR)</b> <b>1- Hindi (UR)</b> <b>*1-Hindi (OBC)Lien Vacancy</b> <b>Age 30 years</b>	<b>Rs. 35400-112400</b> <b>Level-6</b>	<p><b>Essential:</b></p> <p>a) A Bachelor's Degree from a recognised University.</p> <p>b) Proficiency in the specified language.</p> <p>c) Working knowledge of English or Hindi.</p> <p>d) Three years working experience in editing/ translating / proof reading.</p> <p><b>Desirable:</b></p> <p>a) Master's degree.</p>

6.	<b>Accountant</b>	<b>3 posts</b> <b>1- HQ(UR)</b> <b>1- Bangalore (UR)</b> <b>1- HQ (OBC)</b> <b>Age 21 -30 years</b>	<b>Rs. 35400-112400</b> <b>Level-6</b>	<b>Essential:</b> a) A degree from a recognised university. b) 5 Years' experience in accounts/ book keeping in public sector organisations or private sector organisations of repute.  <b>Desirable:</b> Knowledge of Govt. Financial Rules.
7.	<b>Senior Stenographer</b>	<b>2 Posts</b> <b>(English) (UR)</b> <b>Age 30 years</b>	<b>Rs. 35400-112400</b> <b>Level-6</b>	<b>Essential :</b> a) Matriculation with shorthand and typing speeds of 120 wpm in English and 100 wpm in Hindi and 45 wpm typewriting. b) Training in word processing and secretarial practice including noting/ drafting handling of routine correspondence, files, appointments, engagement etc.
8.	<b>Assistant</b>	<b>4 Posts</b> <b>1- UR (Kolkata)</b> <b>1- UR (EWS) Kolkata</b> <b>1- SC (Bangalore)</b> <b>1-HQ (UR)</b> <b>Age 30 years</b>	<b>Rs. 35400-112400</b> <b>Level-6</b>	<b>Essential:</b> a) A degree from a recognised university. b) Five years' experience in the scale of Rs. 25500-81100 (Level-4) or equivalent under the Govt. / semi Govt./ state Govt. / Autonomous/ public sector organisation.

9.	<b>Librarian</b>	<b>1 post (UR)</b> <b>Age 30 years</b>		<b>Rs. 35400-112400</b> <b>Level-6</b>	<b>Essential :</b>  a) A Degree in Library Science or its equivalent from a recognised university.  b) Five years working experience as Library Assistant or Professional Assistant in the Pay Scale of Rs. 29200-92300 (Level-5) in a Library.
10.	<b>Junior Translator (Hindi)</b>	<b>*1 Post</b> <b>Lien</b> <b>Vacancy</b> <b>Age 30 years</b>		<b>Rs. 35400-112400</b> <b>Level-6</b>	<b>Essential :</b>  a) Master's Degree of a recognised university or equivalent in Hindi or English with English or Hindi as compulsory or elective subject or as a medium of examination at degree level.  b) Desirable Degree or Diploma in Translation from Hindi to English and Vice versa from a recognised university.  5 years' experience of using/ applying terminology in Hindi and translation work from English to Hindi vice versa preferable to technical literature.
11.	<b>Library Assistant</b>	<b>2 Posts (UR)</b> <b>Out of 2 posts,</b> <b>*01 post is on Lien</b> <b>Vacancy.</b>  <b>Age limit 30</b> <b>years</b>		<b>Rs. 29200-92300</b> <b>Level 5</b>	<b>Essential :</b>  a) A Degree from a recognised university.  b) Diploma in Library Science.  c) Three years' experience of working in a library.

12.	Jr. Artist	1 post (UR) Age 18 to 25 years	Rs. 25500-81100 Level-4	<p><b>Essential:</b></p> <p>a) Matriculation pass with minimum one year certificate course in Commercial/ Applied Art from a recognised Institution.</p> <p>b) 3 years' experience of Commercial/ Applied Art in an advertising agency/ publishing house/ public sector organisation with knowledge of layout, design, final art work, calligraphy, cutting-pasting, page making etc.</p> <p><b>Desirable:</b> Experience of dark room.</p>
13.	Driver	3 post 1-UR (H.Q) 1-UR (Bangalore) 1-OBC (Mumbai) Age limit : 18 to 25 years	Rs. 19900-63200 Level 2	<p><b>Essential:</b></p> <p>a) Class VIII</p> <p>b) Must possess appropriate valid heavy driving commercial license with minimum three years working experience.</p> <p>c) Knowledge of automobile mechanics.</p>

**Note:**

\*Selected candidate will work in NBT till the lien period is completed or repatriation of the regular incumbent, whichever is earlier.





राष्ट्रीय पुस्तक न्यास, भारत  
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,  
नई दिल्ली -110070

Post applied \_\_\_\_\_

Advt. No \_\_\_\_\_ Dated \_\_\_\_\_

Paste 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)

(Category under which age relaxation is claimed): \_\_\_\_\_

4. Category : \_\_\_\_\_ ( SC/ST/OBC/General/ EWS)

5. Religion: \_\_\_\_\_ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)

(Attached 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/ Transgender)

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. Have you ever been convicted by court of law or is there any criminal/ disciplinary/ vigilance case pending against you? If yes give details in separate sheet.

13. Correspondence Address:

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Pin Code: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email. ID. \_\_\_\_\_

14. Permanent Address: \_\_\_\_\_

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Pin Code: \_\_\_\_\_

15. Educational Qualifications (beginning from Matriculation or equivalent on words):

Examination(s) passed	University/Board	Year of passing	Subject covered	Div. & % of Marks

16. Professional qualification, if any: \_\_\_\_\_

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17. Experience (in ascending order):

Office/Department	Designation with Pay Matrix & Level /Consolidated	Period		Nature of Work
		From	To	

18. Speed in Shorthand and Typing: \_\_\_\_\_  
(Wherever applicable)

19. Details of Computer literacy: \_\_\_\_\_

20. Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

21. 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) Income Certificate (for EWS candidate) etc. enclosed should be self-attested. Passport size photograph may be pasted on the front of application form.

Signature of the applicant

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Details of enclosures, If space provided is not sufficient, attach separate sheet in the format given below:

S. No.	Description	Page No.

**NOTE:** All the enclosures should be self-attested and serially page numbered.

## ENDORSEMENT BY EMPLOYER

1. This is to certify that neither any disciplinary proceedings are pending or contemplated against Shri/Miss/Mrs..... who is a permanent employee of..... since ..... He/ She has never been dismissed from service or debarred from holding any future appointment. Neither any criminal case is pending nor has the applicant been convicted for any offence. He/ She will be relieved, if selected.
  
2. Attested photocopies of the ACRs/ APARs for the last five year authenticated on each page by an officer not below the rank of an Under Secretary to the Govt. of India or equivalent, for the candidates serving in Central Govt./ State Govt./ Universities & Autonomous Organizations.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Head of the Institution

## Terms and Conditions

1. 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.
2. Experience should be in the relevant field.
3. Candidates should have working knowledge of computer and have good communication skills.
4. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the written test/interview.
5. The NBT reserves the right to: (a) Conduct written and/ or trade test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants (b) not to fill any or all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of selection for available candidate by direct recruitment (d) reject any or all the applications without assigning any reasons thereof (e) any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment (f) Increase/ Decrease the number of posts without giving any reason. The number of position is thus open to change.
6. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, caste certificate (if any) etc.) will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
7. Direct recruiter shall be governed by the provisions under New Pension Scheme (NPS) of Government of India with all its amendments made from time to time and other allowances admissible to Central Government employees.
8. For the candidates belonging to SC/ST/OBC/PWD, age relaxation to the extent of Govt. of India instructions shall apply. Besides normal age relaxation for the reserved categories, Ex-serviceman and in-service personnel/employees of Central Govt./State Govt./Universities and Autonomous Organizations will be considered as per Govt. of India rules:
  - a. The upper age limit is relaxable to the candidates belonging to the SC/ST – 5 years, OBC – 3 years and Physically Challenged (UR) – 10 years for the reserved posts.
  - b. In case the persons with disability belong to SC/ST/OBC category, such SC/ST-cum-Physically Challenged candidates are eligible for 15 years relaxation and OBC-cum-PH candidate are eligible for 13 years relaxation in the upper age limit prescribed for the reserved category post.
  - c. Candidates serving in Govt. Department/organization of Central and State Government including departmental candidates who are working in same or allied fields are entitled for 5 years age relaxation.

With regard to age limit, the crucial date shall be the last date of receipt of applications as mentioned in the advertisement.

9. For availing the benefits of OBC category, the applicant may enclose with the application form OBC (Non Creamy Layer) certificate issued by the Competent Authority not earlier than one year prior to the last date for receipt of application. The OBC Certificate should be on the proforma prescribed by the Government of India.
10. Reservation for Economically Weaker Sections (EWS) is applicable as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt. (Res) dated 19<sup>th</sup> January 2019. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

11. Probation period for all regular positions is 2 (two) years.
12. Person employed in Government /Semi Government Organisation/ Autonomous Bodies should submit their application through proper channel with Vigilance clearance. However, they may send an **advance copy** of the application. Those who are unable to process their application through proper channel may submit '**NO OBJECTION CERTIFICATE (NOC)**' mentioning clearly regarding vigilance clearance from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.
13. The selected candidate will also have to undergo a medical examination test from a government hospital countersigned by the Civil Surgeon or Chief Medical Officer to ascertain his/her medical fitness for the post at the time of joining.
14. Candidates shall have to produce original documents at the time of test/ interview for verification.
15. No corresponding will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/Interview, reasons for not being called etc.
16. NBT, India strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
17. Applicants must super scribe the envelope with '**Application for the post of**  
\_\_\_\_\_
18. Canvassing in any form on behalf of any candidate will disqualify such candidate.
19. In case any mistake in selection process is detected, the Trust reserves the right to modify/ withdraw/cancel any communication made to the candidates.
20. Any dispute with regard to the selection/ recruitment process will be subject to Courts/ Tribunals having jurisdiction over Delhi.

21. The application duly completed in all respects should reach the Deputy 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 publication of this advertisement in the Employment News and other daily newspapers along with a Demand Draft for **Rs. 500/- (non-refundable)** (no fee for SC/ST/PWD, Ex-Serviceman and EWS (UR) category) in favour of **National Book Trust, India payable at New Delhi**. The Demand Draft should not be drawn before the date of issue of this advertisement. **Candidates must write their names and the post applied for on the reverse of the Bank Draft.**

**Application(s) received after the last date due to postal delay or any other reason(s) thereof or incomplete in any form or without the application fee, shall be summarily rejected.**

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