



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, Email: ad.estb@nbtindia.gov.in

Advt. No. Estt./71/2021

Dated: 18th March, 2021

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 an initial period of three months, extendable as per requirement of the Trust. The details are as under:-

Name of the post	Project Co-ordinator
No. of Posts	01
Age	Below 40 years
Period of Engagement	Purely on contract basis (full time)for an initial period of three months which can be extended as per the requirement or depending on the performance of the candidate/need of the organization
Qualification / job recruitment	<u>Essential:</u> Graduation with Literature/ Humanities Background. <u>Experience:</u> 3-5 years <u>Desirable:</u> a) Very good written as well as verbal communication skills in English and Hindi. b) Knowledge of any other Indian language (s) would be an added advantage. c) Experience of successfully co-ordinating literary events/ festivals and documentation. d) High level competence in MS Office/ Excel/ Internet Researches/ Presentations etc. e) Ability to conceptualize the implementation of a literary project from beginning to final outcome.
Remuneration	Rs.50,000/- to Rs.60,000/- p.m.
Responsibilities of work	a) The person will be responsible for co-ordinating within NBT and with outside agencies/institutions/ schools/ Jury Members/ Mentors/ Applicants for the scheme. b) Will be responsible for making flow charts, timelines, and Progress reports pertaining to successful and smooth implementation of the scheme.

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.

Last Date for receipt of application is 26/03/2021

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.



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NATIONAL BOOK TRUST, INDIA

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नई दिल्ली-110070

Place a self-attested
passport size
photograph
here

Post applied for _____

Advt. No. _____ Dated _____

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 Mark

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 : _____