



राष्ट्रीय पुस्तक न्यास, भारत  
**NATIONAL BOOK TRUST, INDIA**  
Ministry of Education, Govt. of India  
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,  
नई दिल्ली -110070

Advt No. 107/2022  
Date: 08/03/2022

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

S.No.	Name of the post	Production Assistant
01	No. of Post and Posting	<b>02 posts (two)</b> at Headquarter, New Delhi.
02	Remuneration	<b>Rs. 30,000/- p.m.</b>
03	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.
04	Age Limit	The age limit would be below 50 years on the closing date of application.
05	Qualifications and Experience	<b><u>Essential</u></b> a) Matriculation pass or equivalent with three years, diploma for Printing Technology from a recognized Institute <b>or</b> A degree from a recognized University with two years. Post graduate diploma in Book publishing with specialization in book production. b) Two years experience in production of books. <b><u>Desirable</u></b> Knowledge of typography and layout.

Last Date for receipt of application is 17<sup>th</sup> March 2022

## **GENERAL TERMS AND CONDITIONS:**

- 1) Posts 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, Hindi and Regional Languages.
- 4) During his/her service with the Trust he/she may be required to serve any where in India under an office of this office.
- 5) During the tenure with NBT, it is not allowed to work concurrently with any other organisation 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 NBT reserves the right not to fill up the vacancies 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 accepted after the closing date as mentioned in the Advertisement.
- 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 superscribe the envelope with "Application for the post of \_\_\_\_\_".
- 13) 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 by **17<sup>th</sup> March 2022**.

**Last Date for receipt of application is 17<sup>th</sup> March 2022.**

### **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 interview.**



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

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

Place 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)  
(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

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 : \_\_\_\_\_