

F.No.21/6/2014-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

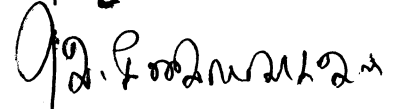
Lok Nayak Bhawan, New Delhi
Dated 26th September, 2014

Office Memorandum

Subject: Filling up the post of Joint Director (Administration & Finance) in National Book Trust, India on deputation basis.

National Book Trust, India has invited applications for filling up the post of Joint Director (Administration & Finance) by transfer on deputation basis. The detailed eligibility conditions, job requirement of the posts etc. are annexed for information of CSS officers.

2. Cadre Clearance from CS-I Division of DOP&T will be required in case of Under Secretary/Deputy Secretary of CSS who are applying for the post


(V Srinivasaragavan)

Under Secretary to the Government of India

☎ 24629412

All Ministries/Departments (through Website of DOP&T)



राष्ट्रीय पुस्तक न्यास, भारत

NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज, नई दिल्ली-110070

F.No. 7-595/Estt/2014
Dated 25th September 2014

VACANCY CIRCULAR

Sub : Filling up of the post of Joint Director (Administration & Finance) in Pay Band-3 (Rs 15600-39100) + Grade Pay Rs 7600/- in National Book Trust on deputation basis.

National Book Trust, India is an apex body established by the Government of India in the year 1957 to publish books and promote reading habits in the country, invites applications to fill up one vacancy of Joint Director (Administration & Finance) in Pay Band-3 (Rs 15600-39100) and Grade Pay of Rs 7600/- in the National Book Trust, India HQrs Office, New Delhi on deputation basis as per the details given below :

Essential Qualifications :

(i) A Bachelor's degree from a recognized university, with 10 years administrative experience in a managerial capacity with sound knowledge of Govt administrative and financial Rules and Regulations and office procedure in Govt/Semi-Govt/Autonomous organization

(ii) Incumbents holding analogous posts on regular basis or officers with 5 years regular service in the posts in the Pay Band-3, Rs 15600-39100 + GP 6600/- in the Govt/Semi-Govt/Autonomous organisations.

(iii) Other information and Terms & Conditions are enclosed.

Note: (1) The post is exempted from the rule of immediate absorption by Department of Pension & Pensioners Welfare, Ministry of Personnel, Public Grievances and Pensions vide their office memorandum No.4/3/2014-P&PW (D) dated 19th Sep 2014.

(2) The candidates who had responded to our earlier advertisement dated 17.5.2014 need not to apply again.

(Rakesh Kumar)
Deputy Director (Estt)
Tele : 011-26707721
Mob : 9868632919

Terms and Conditions

Joint Director (Administration & Finance) on Deputation basis

1. The selected officer is expected to manage all the administrative, finance functions besides Book Promotional activities (Book Fairs).
2. The pay and other terms of deputation will be regulated under the provisions contained in the Deptt. of Personnel & Training O.M. No. 2/29/91-Estt. (Pay-II) dated 05.01.1994 as amended from time to time.
3. The period of initial appointment will be for three years.
4. If a Government officer is selected for appointment, he/she is not entitled to retain General Pool accommodation. However, depending upon the availability, he/she will be allowed campus accommodation on payment of license fee etc.
5. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
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 vacancy as advertised, if the circumstances so warrant.
8. Candidates are required to send their applications through proper channel.
9. Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
10. Candidates should possess the essential qualifications as on the closing date of application.
11. Age will be determined on the last date of receipt of applications.
12. No interim correspondence will be entertained with the candidates who are not screened in for test/personal interview/appointment. A list of screened candidates will be posted at NBT website for the notice of candidates.
13. Canvassing in any form will be a disqualification.
14. Deputationist appointed to the post is not eligible for absorption.



15. Applicants must superscribe the envelope with "Application for the post of JOINT DIRECTOR (ADMN & FIN) (ON DEPUTATION)".

16. The application duly completed in all respects should reach the Director, National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi - 110 070 alongwith Bio-data (in duplicate) in the prescribed proforma of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority alongwith the following documents :

- i) Integrity Certificate
- ii) List of major/minor penalties imposed, if any, on the official during the last 10 years, if no penalty has been imposed a 'Nil' certificate should be enclosed.
- iii) Departmental Enquiry/ Vigilance Clearance Certificate.
- iv) Attested photocopies of the ACRs/APARs for the last five years authenticated on each page by an officer not below the rank of an Under Secretary to the Govt of India or equivalent.

17. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Last date for receipt of application is within 30 days from the date of issue of this advertisement in the Employment News dated 13-19 Sep 2014. For further details please visit NBT website www.nbtindia.gov.in.



(Rakesh Kumar)
Deputy Director (Estt)
25th September 2014

APPLICATION FOR THE POST OF _____

BIO-DATA PROFORMA

Affix one
recent
passport size
photograph

1. Name and address (in block letters and also designation) :

2. (i) State: _____ (ii) Telephone No. _____

3. Date of Birth (in Christian Era) : _____

4. Date of retirement under Central/State Govt.: _____

5. Educational Qualifications : _____

5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Particulars	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential		
Desired		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institute/ Organisation	Post held	From	To	Scale of pay	Nature of duties

8. Nature of present post held. Whether held on :

- (a) Ad hoc
- (b) Regular or temporary
- (c) Permanent
- (d) Basic Pay drawn at present

9. In case the present employment held on deputation/contract basis, please state :

- (a) The date of joining
- (b) Period of appointment on deputation/contractual appointment.
- (c) Name of the parent office/organisation you belong

10. Additional details about present employment. Please state whether working under :

- | | | | |
|-----|-------------------------|-----|------------------|
| (a) | Central Government | (b) | State Government |
| (c) | Autonomous Organisation | (d) | Govt Undertaking |
| (e) | Universities | | |

11. Are you in Revised Scale of pay ? If yes, give the date from which the revision took place and also indicate the re-revised scale.

12. Total emoluments per month now drawn.

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclosed a separate sheet, if the space is insufficient.

14. Whether belongs to SC/ST.

15. Remarks

Signature of the candidate

Address :

Date :

Countersigned.....

(Employer)