

**NATIONAL BOOK TRUST, INDIA**

Ministry of Human Resource Development, Government of India, 'Nehru Bhawan', 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070

Email: office.nbt@nic.in

Phone: 011-26707700, 26707721

Advt. No.Esst./ 22 /2017

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 following post on direct recruitment basis for its Head Office, New Delhi:

Name of the post	Deputy Director (Cost & Finance)
No. of post	01 Post
Pay Band	PB-3 15600-39100 + GP Rs.6600/-
Educational & other essential qualification	a) A Bachelor's degree in commerce from a recognized university b) Member of ICWA of India/CA of India or equivalent. c) A minimum of 10 years of post qualification, experience of Financial management, auditing work at the managerial level. d) Knowledge of Govt. financial rules.
Age	45 years

Interested eligible candidates may send their application in favour of Director, NBT, India at the above address in the prescribed format within 30 days from the date of publication of this advertisement in Employment News. For further details please visit NBT website www.nbtindia.gov.in.



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

nbt.india

मानव संसाधन विकास मंत्रालय, भारत सरकार
नेहरू भवन, 5 इस्टीट्यूशनल एरिया, फेज-II, वसंत कुंज, नई दिल्ली-110070
दूरभाष : 011-26707700, 26707721 ■ ई-मेल : office.nbt@nic.in

विज्ञा. सं. : स्था./22/2017
रिक्ति सूचना

राष्ट्रीय पुस्तक न्यास, भारत एक शीर्ष निकाय, जो देश में पुस्तक प्रकाशन एवं पुस्तक प्रोन्नयन हेतु कार्यरत है, नई दिल्ली स्थित अपने मुख्यालय के लिए सीधी भर्ती के आधार पर निम्नलिखित पद की भर्ती हेतु योग्य अभ्यर्थियों से आवेदन आमंत्रित करता है :

पद का नाम	उप-निदेशक (लागत एवं वित्त)
पद की संख्या	01 पद
पे बैंड	पे. बैंड-3 15600-39100+ ग्रेड पे ₹ 6600/-
शैक्षिक एवं अन्य आवश्यक योग्यताएँ	(क) मान्यता प्राप्त विश्वविद्यालय से वाणिज्य में स्नातक की उपाधि। (ख) भारत के आईसीडब्ल्यू/भारतीय सनदी लेखाकार का सदस्य अथवा समानक। (ग) अर्हता पश्चात (पोस्ट क्वालिफिकेशन) प्रबंधकीय स्तर पर वित्तीय प्रबंधन, लेखापरीक्षण कार्य का न्यूनतम 10 वर्षों का अनुभव। (घ) सरकारी वित्तीय नियमों का ज्ञान।
आयु	45 वर्ष

इच्छुक योग्य अभ्यर्थी अपना आवेदन इस विज्ञापन के रोजगार समाचार में जारी होने के 30 दिनों के भीतर निर्धारित प्रारूप में निदेशक, राष्ट्रीय पुस्तक न्यास, भारत को उपरोक्त पते पर भेज सकते हैं।

अन्य जानकारी हेतु कृपया एनबीटी की वेबसाइट www.nbtindia.gov.in देखें।

8X11 CM



राष्ट्रीय पुस्तकन्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,

वसंतकुंजए नई दिल्ली-110 070

Post applied : **Deputy Director (Cost & Finance)**

Advt. No.Estt./22/2017 Dated 25-3-2017

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)

(Reason of claiming Age Relaxation): _____

4. Religion: _____ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)

5. Category : _____ (SC/ST/OBC/General)

(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)

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	Subject covered	Div. & % of Marks

15. Professional qualification, if any: _____

16. Experience (in ascending order):

Office/Department	Designation with Pay Band + Grade Pay	Period		Nature of Work
		From	To	

17. Demand Draft No. _____ Dated _____

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 etc. enclosed should be self attested.

Signature of the applicant

Place: _____

Date: _____

Terms and Conditions

1. Application form and details regarding qualifications are available at the NBT Website www.nbtindia.gov.in. The application form for the post can be downloaded from NBT website.
2. Experience should be in the relevant field.
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. Candidates serving in Government Departments and Bodies are required to send their applications through proper channel or they have to produce NOC at the time of interview failing which they may not be permitted to appear before the Selection Committee. While forwarding the application of in-service candidates, Head of the Institution should certify that no vigilance or criminal proceedings are pending or contemplated against them.
6. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, caste certificate, etc.) will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
7. Direct recruiters shall be governed by the provisions under New Pension Scheme (NPS) of Government of India with all its amendments made from time to time.
8. Single AC-II Class rail fare to and fro Delhi by the shortest route as per rules shall be reimbursed to the outstation candidates who are called for the interview.
9. The Pay Band carries other allowances admissible to Central Government employees.
10. The Selection Committee may decide its own method of evaluating their performance of the candidates in the interview/interaction.

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 for age relaxation 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.
- 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 general category.
- 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.

11. Candidate(s) belonging to OBC category must submit a valid "Non Creamy Layer" certificate from the appropriate authority, failing which such candidate(s) will not be considered as reserved category (OBC) candidate(s).
12. 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.
13. Candidates shall have to produce original documents at the time of interview for verification.
14. No interim correspondence will be entertained with the candidates who are not screened in for personal interview/appointment.
15. NBT, India strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
16. Applicants must superscribe the envelope with '**Application for the post of** _____',
17. Canvassing in any form will be a disqualification.
18. The application duly completed in all respects should reach the Assistant 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. 300/-** (no fee for SC/ST/PWD category) in favour of **Director, 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.