

F. No. 8-14/2014-BP
Govt. of India
Ministry of Human Resource Development
Department of Higher Education
BP & Copyright Division
BP Section

4th Floor, Jeevan Deep Building,
Parliament Street, New Delhi 110 001.

Dated the 28th August, 2014.

Subject: Filling up of the post of Director, National Book Trust (NBT), India on deputation basis.

Services of suitable candidates are invited for appointment to the post of Director, National Book Trust (NBT), India on deputation basis. He/ She should be senior level officer in the grade of Rs. 15,600-39,100/- with Grade Pay of Rs. 7600/- or an analogous scale serving in a Government Department or an organization functionally comparable to the Trust and having adequate managerial and professional experience. The eligibility conditions for the post are given in (Annexure-I).

The interested and eligible candidates may forward their applications neatly typed in the prescribed performa (Annexure-II) along with the duly attested CRs for the last five years, vigilance clearances etc. through proper channel so as to reach the undersigned latest by 26th September, 2014.

To

Dr. Suresh Chand
Special Officer (BP)
Ministry of Human Resource Development
Department of Higher Education
4th Floor, Room No. 13
Parliament Street
Jeevan Deep Building
New Delhi-110001.
Ph. 011- 23362436

Annexure-I

F. No. 8-14/2014-BP
Government of India
Ministry of Human Resource Development
Department of Higher Education
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4th Floor, Room No. 13, Jeevan Deep Building
New Delhi, dated the 28th August, 2014.

Ministry of Human Resource Development (MHRD), Department of Higher Education, Government of India invites applications on behalf of the National Book Trust (NBT), New Delhi, a premier publishing Institution, from suitable candidates for the post of **Director, NBT**. The post is to be filled on deputation basis. The qualification / experience required for the said post are as under:-

Educational and other Qualifications:

Candidates are required to possess a Degree from a recognized University. He / She should have senior level officer in the grade of Rs. 15,600 – 39,100/- with Grade Pay of Rs. 7600/- or an analogous scale serving in a Government Department or an organization functionally comparable to the Trust and having adequate managerial and professional experience.

Experience: Desirable

15 years experience at senior management levels in the field of administration, organization and management of editorial and / or production / sales and / or promotional activities, in a leading publishing house of a Government Department or an autonomous organization engaged in publishing activities.

Job responsibility:

The selected candidate will be the Principal Executive Officer of the National Book Trust and also:

- (i) Head of all administrative and accounts department.
- (ii) Member Secretary in Executive Committee and the Board of Trustees of NBT

Scale of Pay:

Rs. 37,400 – 67000 – with Grade Pay of Rs. 8700/-

Age limit:


Not exceeding 55 years.

Experience and age requirements may be relaxed at the discretion of the Government in deserving cases.

The post is to be filled by the method of deputation basis. The deputation shall be made from officers of central Government / Autonomous Organizations.

The persons selected on deputation will be governed by the normal Government rules/ orders on deputation. The age of retirement of the incumbent of the post of Director, NBT, New Delhi is 60 years.

Eligible candidates may apply for the post on a plain sheet of paper with the prescribed proforma along with photocopies of other relevant document through proper channel, wherever applicable. The application duly completed may be sent to Dr. Suresh Chand, Special Officer (BP), Ministry of Human Resource Development, Department of Higher Education, Room No. 13, Jeevan Deep Building, Parliament Street, New Delhi-110001 on or before the closing date i.e. **26th September, 2014.** The applications received after the due date will not be entertained. In case of candidates already in service, the sponsoring Department may forward the applications along with eligibility certificate, up-to-date ACR Dossiers, no Penalty Statement, Vigilance clearance and Integrity Certificate of the candidate within the above said due date.


(Dr. Suresh Chand)
Special Officer (BP)
Ph. 011-23362436

To

1. All Ministries / Department of the Government of India
2. All autonomous Organizations under the various Bureaus of the Ministry
3. Members of the Executive Committee / Board of Trustees of NBT.

Note: You may attach a certificate, if you wish, not exceeding two pages, in support of your candidature.

Contd.

PROFORMA

**Application for the post of Director, National Book Trust (NBT), India
(Through proper channel)**

(Note: Any column left blank will make the application incomplete and liable for rejection)

1. Name:
2. Date of Birth:
3. Date of superannuation in parent Department Cadre:
4. Present address (with Tele. No. and E-mail):
5. Whether Citizen of India:
6. Academic qualification:

Educational Qualification	Year of Passing	College/University	Subject	Percentage

7. Professional Qualification:

Educational Qualification	Year of Passing	College/University	Subject

8. Position held during preceding 10 years:

Sl. No.	Designation	Place of Posting	Organization	From	To	Pay Scale

- 8(a) Details of experience relevant for the advertised post and job description, out of 8 above:

Sl. No.	Designation	Place of Posting	Organization	From	To	Nature of experience

Note: You may attach a write up, if you wish, not exceeding two pages, in support of your candidature.

Contd.--/

9. A complete list of publications/Books/Articles etc.
(Please attach a list- if required)

10.Extra –curricular activities such as social work, journalistic or Other literary activities in relation to publishing, promotion of Books etc.:

11 (a) Do you hold lien in any other organization? If yes, give detail:

11(b) Are you on deputation? If yes, date from which you have been on deputation.

12(a) Whether any punishment awarded to the applicant during the last ten years. If yes, details thereof.

12(b) Whether any action or inquiry is going on against him as far as his knowledge goes. If yes, details thereof.

I certify that the details furnished by me in Cols. 1 to 12(b) are true and I am eligible for the post.

Place:

Date:

(Signature of the candidate)
Address with complete contact
Details and Phone / Mobile
Numbers

(To be filled by the PUS/Ministry/Department concerned)

It is Certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of
the Competent Forwarding
Authority with Telephone no. & office seal.