

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

Jeevan Deep Bldg.,
Room No. 13A, 4th Floor,
Parliament Street,
New Delhi-110001

Dated: 19th March, 2015

To

1. The Chief Secretaries
All State Governments
2. All Secretaries
Ministries/Departments of Government of India

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

Sir/Madam

It is proposed to fill up the post of Director National Book Trust (NBT), India under the Ministry of Human Resource Development, in the scale of (PB 4) Rs. 37,400 – 67,000/- plus Grade Pay Rs. 8,700/- on deputation basis. The information and eligibility conditions for the post are given in Annexure-I.

2. Names of willing and eligible officers in the grade of Rs. 12,000-16,500 (pre revised) / Rs. 15,600–39,100 with Grade Pay of Rs. 7,600/- (Revised) or an analogous scale serving in a Government Department or an organization under Government, functionally comparable to the National Book Trust and having adequate managerial and professional experience, may be forwarded to this Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma (Annexure-II) along with duly attested/certified ACRs for the last 5 years through proper channel.

3. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this department within one month from the date of issue of this circular.

Yours faithfully,

(Dr. Suresh Chand)
Special Officer (Book Promotion)

Subject: Information regarding the post of Director, National Book Trust, India.

About NBT:-

Ministry of Human Resource Development, Department of Higher Education, Government of India invites applications from suitable candidates for the post of Director, National Book Trust (NBT), India. The National Book Trust, India an apex body under the Ministry of Human Resource Development, Government of India, was established in 1957. The Trust is mandated by the Government of India to produce and encourage the publication of good books and to make them available at moderate prices to the public. The Trust is also mandated to arrange Book Fairs/Exhibitions and take all necessary steps to make the people book minded in the country.

The Trust is headed by the Chairman who is assisted by the Director appointed by the Government of India. The Trust is governed by the Board of Trustees headed by the Chairman and its affairs are managed by the Executive Committee under the overall guidance and control of the Board of Trustees. Details about the Trust can be seen at www.nbtindia.gov.in

Job Responsibilities of Director, NBT:-

The Director, National Book Trust is the Principal Executive Officer and highest salaried person of the organization. He has to exercise the overall financial and administrative powers to run the organization as per existing GOI instructions. The Director is required to perform a host of governmental functions inside and outside the country relating to book fairs/exhibitions. He is the Member Secretary of the Board of Trustees and the Executive Committee of NBT.

Eligibility Conditions:-

The post is to be filled on deputation basis from officer in the grade of Rs. 12000-16500 (pre revised) / Rs. 15600 – 39100/- with Grade Pay of Rs. 7600/- (Revised) or an analogous scale serving in a Government Department or an organization functionally comparable to the National Book Trust and having adequate managerial and professional experience.

The post is to be filled by the method of deputation from officers in Government Departments/Autonomous Organizations. The post is exempted from the Rule of immediate absorption and the terms and conditions of deputation will be governed by the instructions issued from time to time by the Establishment Division of the Department of Personnel and Training or any other Competent Authority.

Scale of Pay:-

The post is in the scale of (PB 4) Rs. 37,400 – 67,000/- plus Grade Pay Rs. 8,700/- , and in the pre-revised scale of Rs. 14,300 – 400 – 18,300/- .

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. Name of the parent office:
4. Designation of the post held in the parent office and Pay Scale of the post:
5. Present Basic Pay in the present cadre post:
6. Date of superannuation in parent Department Cadre:
7. Present address (with Tele. No. and E-mail):
8. Academic and professional qualification:

Please attach Passport
Size Photograph

Educational Qualification	Year of Passing	College / University	Subject	Percentage

9. Position held during preceding 15 years:

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

10. Details of managerial and professional experience relevant to the post of Director, NBT and job description, out of 7 above.

Sl. No.	Designation	Organization	From	To	Pay Scale	Job description

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

- 11.A list of publications/Books/Articles written (if any):
(Please attach a list)

12. Extra-Curricular activities such as social work, journalistic or Other literary activities in relation to publishing, promotion of Books etc.:

13. Are you on deputation? If yes, the date from which you have been on deputation.

Contd....!

14. Vigilance status:

I certify that the details furnished by me in Cols. 1 to 14 are true and I am eligible for the post.

Place:

Date:

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

(To be filled by the Government Department/ Organization concerned)

It is certified that the particulars furnished by the office have been scrutinized and found to be correct as per official records. The officer is clear from vigilance angle.

Signature & Designation of the
Competent Forwarding Authority
with Telephone No. & Office Seal

