

DRAFT RECRUITMENT RULES OF VARIOUS POSTS IN NBT

| | | |
|-----|--|--|
| 1. | Name of Post | Director |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group 'A' (Administrative) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.1,18,500 – Rs.2,14,100 (Level 13) |
| 5. | Whether selection post or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Not Applicable |
| 9. | Period of probation, if any, for the direct recruits | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of vacancies to be filled by various methods. | Deputation or short term contract for a period of 3 years. The period of deputation can be extended as per DoPT deputation rules. |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>Deputation/Short Term Contract :</u> By deputation from the Officials of the Central Government Department/State Government/UTs or Statutory/Autonomous Bodies with) Holding analogous post on regular basis in the parent cadre/department in Level 13 (Rs.118500-214100/-) or Officers having three (03) years regular service in the post drawing Level 12 (Rs.78800-209200) and possessing the following qualifications:</p> <p><u>Essential Qualifications:</u> (i) Graduate degree from a recognized university.</p> <p><u>Desirable Experience:</u> 15 years' total experience in the fields of Administration, organization and management of editorial and / or production/sales and /or promotional activities in publishing or a Govt. Department</p> <p><u>Note 1 :</u> The eligible departmental candidates below the age of 54 years and fulfill the above eligibility conditions can also apply against deputation, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT</p> |

| | | |
|-----|--|---|
| | | <p>norms. Departmental candidate, if appointed, will be treated as Short Term Contract. Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed 5 years.</p> <p>(The maximum age limit for appointment by deputation shall not be exceeding 54 years as on the closing date of receipt of applications).</p> <p>Note 2:</p> <p>For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | Selection Committee of appropriate level is to be constituted with the approval of the Appointing Authority. |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Joint Director (Admn. & Finance) |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group 'A' (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.78,800 – 2,09,200 (Level 12) |
| 5. | Whether selection post or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Not applicable |
| 9. | Period of probation, if any, for direct recruits | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Deputation or short term contract for a period of 3 years. The period of deputation can be extended as per DoPT deputation rules.. |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>Deputation/Short Term Contract :</u> By deputation from the Officials of the Central Government/State Government/UTs/Statutory/Autonomous Bodies organizations holding analogous post on regular basis in the parent cadre/department in Level 12 (Rs. 78800 – 209200) OR Officers having three (03) years regular service in posts drawing Level 11 (Rs.67700 – 208700/-) and possessing the following qualifications.</p> <p><u>Essential Qualification:</u> (i) A Bachelor's Degree from a recognized university;</p> <p><u>Experience:</u> At least 5 years Administrative experience in a managerial capacity with knowledge of Government of India Rules pertaining to Establishment, General Administration and Financial Rules and Regulations and Office Procedure.</p> <p><u>Note 1 :</u> The eligible departmental candidates below the age of 54 years and fulfill the above eligibility conditions can also apply against deputation, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT norms. Departmental candidate, if appointed, will be treated as Short Term</p> |

| | | |
|-----|--|--|
| | | <p>Contract. Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceeding 5 years.</p> <p>(The maximum age limit for appointment by deputation shall not be exceeding 54 years as on the closing date of receipt of applications).</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of the Selection Committee :</u></p> <p>1 Chairman, NBT - Chairperson</p> <p>2 Director, NBT - Member</p> <p>3 Representative from Ministry of Education- Member</p> <p>4 One representative from SC/ST - Member</p> <p>5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Deputy Director |
| 2. | No. of Posts | Four (04) |
| 3. | Classification | Group A (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.67,700-2,08,700 (Level 11) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100% Promotion failing which by deputation. |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>For Promotion:</u></p> <p>a. Promotion by selection amongst the Assistant Directors in Level 10 (56100-177500) with five years of regular service.</p> <p><u>Deputation:</u> Amongst the officers of Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization</p> <p>(i) holding analogous posts on regular basis in the parent cadre/department in Level 11 (67700-208700) or with 5 years regular service in Level 10 (56100-177500) from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization.</p> <p>(ii) At least 10 years supervisory experience in one or more fields related to Establishment & Administration/Book Promotion & Exhibition/Sales & Marketing etc.</p> <p>Note 1: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum</p> |

| | | |
|-----|--|--|
| | | <p>age limit for appointment by deputation shall be ‘Not exceeding 56 years’ as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson</p> <p>2 Director, NBT - Member</p> <p>3 Representative from Ministry of Education- Member</p> <p>4 One representative from SC/ST - Member</p> <p>5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Assistant Director |
| 2. | No. of Posts | Eight (08) |
| 3. | Classification | Group A (Non Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 56100-177500 (Level 10) |
| 5. | Whether selection post or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 35 years (Relaxation as per DoPT Rules) |
| 7. | Educational and other qualification required for direct recruits | <p>Essential:</p> <p>a) A Degree from a recognized university b) Proficiency in English or Hindi c) A minimum of 3 years experience in a supervisory capacity in one or more of the following fields from any Govt./Semi Govt./ Autonomous Organization/Pvt. Organization:</p> <ol style="list-style-type: none"> 1. Sales & Marketing 2. Publicity & public relations 3. Fairs & Exhibitions 4. Establishment & Office Admin. <p>Desirable:</p> <p>Diploma in one or more of the following fields</p> <ol style="list-style-type: none"> 1. Business Management 2. Advertising & Marketing 3. Personnel Management |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | No |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | <ol style="list-style-type: none"> a. 50% by Direct Recruitment b. 50% by Limited Departmental Competitive Examination failing which by deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>Limited Departmental Competitive Examination</u> 50% by Limited Departmental Competitive Examination, written test followed by interview from amongst Accounts Officer, Level -7 (Rs.44,900-142400)) with five years' regular service OR Superintendent, Accountant & Assistant in Level 6(Rs.35400-112400) with ten years' regular service in the Trust failing which by deputation.</p> <p><u>Deputation/Short Term Contract :</u> By deputation from the Officials of the Central Government Department/State Government/UTs or Statutory/Autonomous Bodies with) Holding analogous post on regular basis in the parent</p> |

| | | |
|-----|--|---|
| | | <p>cadre/department in Level 10 (Rs.56100-177500) or Officers having four years regular service in the post drawing Level 8 and Officer having 5 years regular service in Level 7 and officer having 10 years regular service in the Level-6 and possessing the requisite educational qualification prescribed for direct.</p> <p>Note 1: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson</p> <p>2 Director, NBT - Member</p> <p>3 Representative from Ministry of Education- Member</p> <p>4 One representative from SC/ST - Member</p> <p>5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Section Officer |
| 2. | No. of Posts | Six (06) |
| 3. | Classification | Group B (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs. 35400-112400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Non selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any, | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | c. 50% by promotion d. 50% by Limited Departmental Competitive Examination |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <u>Promotion :</u> By promotion amongst the Assistants in Level 6 (Rs.35400-112400) with 5 years regular service. <u>LDCE</u> By Limited Departmental Competitive Examination amongst the Assistant and Senior Stenographers in Level 6 (35400-112400) with 5 years regular service and Marketing Executive and Data Entry Operator in the Level 5 (29200-92300) with 6 years regular service in the grade . |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <u>Composition of Committee :</u> 1.. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |

| | | |
|----|--|--|
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | |
|----|--|--|

| | | |
|-----|---|---|
| 1. | Name of Post | Assistant |
| 2. | No. of Posts | Twenty Six (26) |
| 3. | Classification | Group B (Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.35400-112400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Non selection |
| 6. | Age limit for direct recruits | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential</u></p> <p>a. A Graduate Degree from a recognized University</p> <p>Desirable: Typing speed in English with a minimum speed of 35 w.p.m. or in Hindi with a minimum speed of 30 w.p.m. on computer (35 per minutes and 30 w.p.m. correspondent to 10500 kdph/9000 kdph on an average of 5 key depression for each word).</p> |
| 8. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotions | Not applicable |
| 9. | Period of probation, if any, for the direct recruits | Two Years |
| 10. | Method of Rectt. Whether by direct rectt. Or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods | 50% by promotion from UDCs in Level 4 (Rs.25500-81100). 25% through LDCE 25% by Direct recruitment basis |
| 11. | In case of rectt. by promotion/ deputation/transfer, grades from which promotion to be made | <p><u>Promotion:</u> 50% by promotion amongst the UDCs in Level 4 (Rs.25500-81100) with minimum ten years' regular service.</p> <p><u>LDCE:</u> 25% through LDCE on the basis of written test from amongst Marketing Executive/DEO/ Library Assistants with six years' regular service in Level 5 (Rs.29200-92300) and UDCs/Telephone Operators/Jr. Stenographers/Shop Assistants with ten years' regular service in Level 4 (25500-81100) in the Trust</p> |
| 12. | If a DPC/Selection on Committee exists what is the composition | <p><u>Composition of Committee :</u></p> <p>1.. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> |

| | | |
|----|--|--|
| | | <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Upper Division Clerk |
| 2. | No. of Posts | Twenty Two (22) |
| 3. | Classification | Group C (Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.25500-81100 (Level 4) |
| 5. | Whether Selection Post or Non-selection Post | Non selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | A degree from a recognized university |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age & Qualification : Not applicable |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 75 % by Promotion 25% through Limited Departmental Competitive Examination |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <u>For Promotion:</u> By promotion amongst the LDCs in Level 2 (Rs.19900-63200) with eight years of regular service . <u>For LDCE</u> By Limited Departmental Competitive Examination amongst Level -2 i.e. LDCs , Drivers, Jr. Library Assistant and Hindi Typist with eight years of regular service. Educational qualification prescribed for direct recruitment. |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <u>Composition of Committee :</u> 1.. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Lower Division Clerk |
| 2. | No. of Posts | Thirty Five (35) |
| 3. | Classification | Group C (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.19900-63200 (Level 2) |
| 5. | Whether Selection Post or Non-selection Post | Non selection |
| 6. | Age limit for direct recruits | Not exceeding 27 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential:</u></p> <p>a. 12th Pass or equivalent from a recognized Board or University</p> <p>b. A typing speed of 35 w.p.m. in English OR 30 w.p.m. in Hindi on computers (correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word).</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age – No Qualifications – Yes |
| 9. | Period of probation, if any | Two Years (for Direct recruits) |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | <p>(i) 85% by direct recruitment</p> <p>(ii) 10% by Limited Departmental Competitive Examination</p> <p>The vacancies shall be filled from amongst the Group C staff in Level 1 (Rs.18000-56900) and who possesses the 12th pass or equivalent qualification and have rendered two years' regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the candidates belonging to the SC and ST).</p> <p>(iii) 5% by seniority the vacancies shall be filled on promotion basis from Group 'C' employees who have three years' regular service in Level 1 (Rs.18000-56900).</p> |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>Limited Departmental Competitive Exam</u></p> <p>On the basis of Limited Departmental Competitive Examination from amongst the Trust Employees.</p> <p>12th class pass or equivalent and having 2 years regular service in the Grade Pay of Rs. 1800/-and possessing the following eligibility criteria:-</p> <p>Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word).</p> |

| | | |
|-----|--|---|
| | | <p><u>For Promotion</u> Promotion from amongst Group C employees having 3 years regular service in post with the Grade Pay of Rs.1800 and possessing Intermediate, 10+2 or equivalent and qualify the type test with typing speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1.. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|----|--------------|---------------------|
| 1. | Name of Post | Hindi Typist |
| 2. | No. of Posts | One (01) |

| | | |
|-----|--|--|
| 3. | Classification | Group C (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs. 19900-63200 (Level 2) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 27 years |
| 7. | Educational and other qualification required for direct recruits | <p>Essential:</p> <p>a. 12th Pass or equivalent from a recognized Board or University</p> <p>b. Typing speed of minimum speed 30 w.p.m. in Hindi on computers (correspond to 9000 KDPH on an average of 5 key depressions for each word).</p> <p>Desirable: Knowledge of English typing</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two Years for direct recruits |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Direct Recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Not applicable |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1.. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |
| 1. | Name of Post | Photocopier |

| | | |
|-----|--|---|
| 2. | No. of Posts | Two (02) |
| 3. | Classification | Group C (Non Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Level 2 (Rs.19900-63200) |
| 5. | Whether Selection Post or Non-selection Post | Non selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Two years |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100% by promotion |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | 100% by promotion amongst the MTS in Level 1 (Rs.18000-56900) with three years regular service. Note: The selected person should be capable of operating photocopiers and also able to read Elementary English/Operation manual for the machines. |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <u>Composition of Committee :</u> 1.. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Multi-Tasking Staff (MTS) |
| 2. | No. of Posts | 53 (Fifty Three) |
| 3. | Classification | Group C (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.18000-56900 (Level 1) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 27 years. |
| 7. | Educational and other qualification required for direct recruits | Essential: Class 10 pass or equivalent. OR ITI pass Desirable Knowledge of typing & Computer |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100% by Direct recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Not applicable |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <u>Composition of Committee :</u> 1.. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Telephone Operator-cum-Receptionist |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group C (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.25500-81100 (Level 4) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age & Qualification : No |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100% promotion through LDCE |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <u>Limited Departmental Competitive Exam</u> On the basis of Limited Departmental Competitive Examination from amongst LDCs & Hindi Typist in Level 2 (Rs.19900-63200) with at least eight years' regular service. |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <u>Composition of Committee :</u> 1.. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|---|--|
| 1. | Name of Post | Hindi Translator |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group B (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.35400-112400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruits | <p>Essential: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level AND Recognized diploma or certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in central or state government office including Government of India Undertaking.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | 02 Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or | Direct Recruitment |

| | | |
|-----|---|---|
| | by deputation transfer & percentage of vacancies to be filled by various methods. | |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Not applicable |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Joint Director (Commercials and Outreach) |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group A (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.78,800 – 209200/- (Level 12) |
| 5. | Whether selection post or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Transfer on deputation (including short-term contract). The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>By Deputation Basis:</u> Amongst the officers of Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization holding analogous posts on regular basis in the parent cadre/department in Level 12 (Rs.78800 – 209200/-) or with 5 years regular service in Level 11 (Rs. 67700-208700/-) and possessing qualifications as under:</p> <p>Essential: Master in Business Administration from a recognized university/Institute. OR A Bachelor Degree from a recognized University with two years Post Graduate Diploma / degree in Sales & Marketing/ Business Administration/ Mass Communication .</p> <p>Having at least 5 years experience in Sales Promotion/ Sales & Marketing/Business Administration in a senior managerial position</p> <p>Desirable: Degree in Journalism/Mass Communication/Public Relations from recognized institute</p> <p>Note 1: Period of deputation including the period of</p> |

| | | |
|-----|--|--|
| | | <p>deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson 2 Director, NBT - Member 3 Representative from Ministry of Education- Member 4 One representative from SC/ST - Member 5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Regional Deputy Director |
| 2. | No. of Posts | Three (03) |
| 3. | Classification | Group A (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.67,700-2,08,700 (Level 11) |
| 5. | Whether selection post or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 40 years |
| 7. | Educational and other qualification required for direct recruits | Essential: a) A Degree from a recognized university b) Minimum 5 yrs experience in Administration/Sales & Marketing/ Sales Promotion in Managerial position in public sector or private sector. c) Proficiency in English /Hindi and at least one of the major Indian Language. Desirable: MBA |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100 % by Direct recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Not applicable |
| 12. | If a departmental Promotion Committee exists, what is the composition? | Composition of Committee : 1 Chairman, NBT - Chairperson 2 Director, NBT - Member 3 Representative from Ministry of Education- Member 4 One representative from SC/ST - Member 5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Marketing Executive |
| 2. | No. of Posts | Five (05) |
| 3. | Classification | Group C (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.29200-92300 (Level 5) |
| 5. | Whether Selection Post or Non-selection Post | Non selection |
| 6. | Age limit for direct recruits | Not exceeding 27 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential:</u></p> <p>1. Degree from a recognized University or Diploma in Sales /Marketing/ Business Administration.</p> <p>2. Having at least three years' experience in Sales and Sales Promotion in publishing organization.</p> <p>3. Working knowledge of English & Hindi/Regional language</p> <p><u>Desirable</u></p> <p>1. Post Graduate Diploma in Sales/ Marketing/ Business Administration.</p> <p>2. Working Knowledge of computer</p> <p><u>Note:</u> The requirement of regional languages to be mentioned at the time of advertisement on each occasion depending on the requirement.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age & Qualification : No |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 50% by promotion 50% direct recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Promotion amongst the Shop Assistants having five years' regular service in the Level 4 (Rs.25500-81100). |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education -</p> |

| | | |
|----|--|--|
| | | <p style="text-align: center;">Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|---|---|
| 1. | Name of Post | Shop Assistant |
| 2. | No. of Posts | Three (03) |
| 3. | Classification | Group C (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.25500-81100 (Level 4) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 27 years. |
| 7. | Educational and other qualification required for direct recruits | <p>Essential:</p> <p>a. 12th Class or diploma in sales and Marketing or sales promotion</p> <p>b. One years experience in marketing of books or journals or consumer products/services.</p> <p>c. Working knowledge of English & Hindi</p> <p>d. Desirable :</p> <p>Knowledge of regional language</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer &percentage of vacancies to be filled by various methods. | Not applicable |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | 100% by Direct Recruitment |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Joint Director (Production) |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group A (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs. 78800-209200 (Level 12) |
| 5. | Whether selection post or non-selection post | Non Selection |
| 6. | Age limit for direct recruits | N.A. |
| 7. | Educational and other qualification required for direct recruits | a) A Bachelor's degree from a recognized university b) Post-graduate Diploma in book publishing with specialization in production, or three years Diploma in Printing Technology c) 10 years experience in Production in senior managerial capacity in a leading publishing house or an autonomous organization engaged in printing activities |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age & Qualification: No |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Promotion failing which By deputation (including short-term contract) |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <u>Promotion :</u> Amongst the Deputy Director (Production) in Level 11 (Rs. 67700-208700/-) with five years regular service. <u>Deputation/Short Term Contract:</u> From among the officers holding analogous posts or holding posts in Level 11 (Rs.67700-208700) having four years regular service or 10 years regular service in Level 10(56,100-177500) in the Printing/Publishing work in the Central govt. / State Govt./UTs/ Semi Govt./autonomous/Public Sector Institution/ organization and possessing qualifications as prescribed for the Direct recruits. Note 1: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by |

| | | |
|-----|--|---|
| | | <p>deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson 2 Director, NBT - Member 3 Representative from Ministry of Education- Member 4 One representative from SC/ST - Member 5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Assistant Director (Production) |
| 2. | No. of Posts | Five (05) |
| 3. | Classification | Group A (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 56100-177500 (Level 10) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruits | Not exceeding 35 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential:</u></p> <p>a) A Bachelor Degree in Printing Technology from a recognized University/Institution OR A Bachelor degree with Post Graduate Diploma in book publishing with specialization in printing. OR Three years Diploma in Printing Technology from a recognized Institute/Polytechnic University.</p> <p>a. At least five years experience in printing /Production of books, general publication, journals, cover-design, lay-out and all aspect of printing technology etc. in publishing/printing organization dealing with printing and publishing.</p> <p><u>Desirable:</u></p> <p>a. Familiarity in computer based printing processes Thorough knowledge of calculating and estimating cost of production of publications</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | <p>a) 70% by promotion by selection failing which by direct recruitment ,</p> <p>b) 30% by direct recruitment</p> |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>For Promotion :</u></p> <p>Promotion from Production Assistants in Level 6 (Rs.35400-112400) with ten years regular service in the grade.</p> |
| 12. | If a departmental Promotion | <u>Composition of Committee :</u> |

| | | |
|----|--|--|
| | Committee exists, what is the composition? | 1 Chairman, NBT - Chairperson 2 Director, NBT - Member 3 Representative from Ministry of Education- Member 4 One representative from SC/ST - Member 5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Production Assistant |
| 2. | No. of Posts | Six (06) |
| 3. | Classification | Group B (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.35400-112400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential:</u></p> <p>a) A Bachelor Degree in Printing Technology from a recognized University/Institution OR A Bachelor degree with Post Graduate Diploma in book publishing with specialization in printing. OR Three years Diploma in Printing Technology from a recognized Institute/Polytechnic University.</p> <p>b. At least three years experience in printing /Production of books, general publication, journals, cover-design, lay-out and all aspect of printing technology etc. in publishing/printing organization dealing with printing and publishing.</p> <p><u>Desirable:</u></p> <p>b. Familiarity in computer based printing processes c. Thorough knowledge of calculating and estimating cost of production of publications</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various method.=s. | 100% by Direct recruitment |
| 11. | In case of recruitment by promotion/deputation,/absorption, grades from which promotion/deputation/absorption to be made | Not applicable |

| | | |
|-----|--|---|
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Deputy Director (Art) |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group A (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.67700-208700 (Level 11) |
| 5. | Whether selection post or non-selection post | Non selection |
| 6. | Age limit for direct recruits | Not exceeding 40 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential:</u></p> <p>(a) Bachelor Degree of Fine Arts (Four years course) with specialization in Applied Art/Commercial Art from a recognized University/Institution.</p> <p>(b) At least 8 years' experience in the preparation of illustrations, cover/jacket designs, posters, layout work etc. of books and periodicals in a publishing house of repute.</p> <p>(c) Ability to use latest software for designing of books and other promotional materials.</p> <p>(d) Experience of designing and creating exhibitions/display</p> <p><u>Desirable:</u></p> <p>a. Knowledge of printing techniques.</p> <p>b. Knowledge of photography and its applications to designing.</p> <p>c. Working knowledge of computer and its software for designing</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age : No Qualification : Yes |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Promotion failing which by deputation (including short term contract) failing both by direct recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>Promotion :</u> Artist in the Level 6 (35400-112400) with 12 years' regular service in the Trust</p> <p><u>Deputation/Short Term Contract:</u> Incumbents holding analogous posts on regular basis from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization Or With 5 years regular service in post in Level 10 (Rs.56100-177500) or equivalent from</p> |

| | | |
|-----|--|--|
| | | Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization and possessing the educational qualifications prescribed for direct recruits. |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson 2 Director, NBT - Member 3 Representative from Ministry of Education- Member 4 One representative from SC/ST - Member 5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Artist |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group B (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.35400-112400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Non Selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Promotion failing which by deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>For Promotion:</u> By promotion from amongst Junior Artist having ten years regular service in the Level 4 25500-81100.</p> <p><u>For Deputation :</u>Holding analogous post on regular basis in Level 6 (Rs.35400-112400) in the parent cadre or department from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions. Officers having five years' regular service in Level 5 (Rs.29200-92300) or having 8 years regular service in the Level 4 (25500-81100)</p> <p><u>Educational Qualification & Exp.</u> Bachelor Degree in Fine Arts (Four years Course) with specialization in Applied/Commercial Art from a recognized University/Institution with two years experience.</p> <p>Experience in the preparation of black & white and colour illustrations, cover designs, layout work etc. of books and periodicals in a publishing house .</p> <p><u>Note 1 :</u> The eligible departmental candidates below the age of 56 years and fulfill the above eligibility conditions can also apply against deputation, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT norms. Departmental candidate, if appointed, will be</p> |

| | | |
|-----|--|---|
| | | <p>treated as Short Term Contract. Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed 5 years.</p> <p>(The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Junior Artist |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group C (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.25500-81100 (Level 4) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 27 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential:</u></p> <p>a) Bachelor Degree in Fine Arts (Four Years course) with specialization in Applied/Commercial Art from a recognized University/Institution with two years' experience. OR 10+2 with Diploma in Applied Art(Commercial Art) from a recognized institution with three years experience.</p> <p>b) Experience in the preparation of black & white and Colour illustrations, cover-designs, layout work etc. of books and periodicals in a publishing house of repute.</p> <p><u>Desirable :</u></p> <ol style="list-style-type: none"> 1. Knowledge of printing techniques 2. Experience in pavilion/exhibition designing 3. Book production 4. Knowledge of Photography and its application to designing 5. Working knowledge of computer and its software for designing\ |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100% Direct recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Not applicable |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <ol style="list-style-type: none"> 1. Director, NBT - Chairperson 2. Representative from Ministry of Education - |

| | | |
|----|--|--|
| | | <p>Member</p> <p>3. One representative Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)-</p> <p>Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Data Processing Assistant |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group 'B' (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 44900-142400 (Level 7) |
| 5. | Whether Selection Post or Non-selection Post | Non Selection |
| 6. | Age limit for direct recruits | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential :</u> Master's degree in Computer Applications/Information Technology/ Computer Science of a recognized university/institute</p> <p>OR B.E./B.Tech in Computer Engineering/ Computer Science/Computer Technology/Computer Science & Engineering/Information Technology from a recognized university/Institute</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age & Qualification : No |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Promotion failing which by deputation (including short-term contract) failing both by direct recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>Promotion:</u> Promotion amongst the Data Entry Operator in Level 5 (29200-92300) with ten years of regular service in the grade.</p> <p><u>Deputation/Short Term Contract :</u> Incumbents holding analogous posts on regular basis. From Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector institutions</p> <p><u>Or</u> With 5 years regular service in post in Level 6 (35400-112400) or eight years regular service in post in Level 5 (29200-92300) or equivalent, from Central govt./ State Govt// UTs/ semi Govt./ autonomous/ public sector</p> |

| | | |
|-----|--|---|
| | | <p>institutions and possessing the essential academic and professional qualifications and experience as prescribed</p> <p>Note 1 : The eligible departmental candidates below the age of 56 years and fulfill the above eligibility conditions can also apply against deputation, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT norms. Departmental candidate, if appointed, will be treated as Short Term Contract. Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed 5 years.</p> <p>(The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p>Composition of Committee :</p> <p>1 Director, NBT Chairperson</p> <p>2 Representative from Ministry of Education Member</p> <p>3 One representative from SC/ST Member</p> <p>4 Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable) Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|---|---|
| 1. | Name of Post | Data Entry Operator |
| 2. | No. of Posts | Two (02) |
| 3. | Classification | Group C (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.29200-92300 (Level 5) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential :</u></p> <p>1. Graduate with Diploma in Computer Application</p> <p>OR</p> <p>DOEACC- 'A' Level from a recognized institute and two years' experience in EDP work in a Government office/PSU/Statutory/Autonomous Organization/ Recognized Institution.</p> <p>OR</p> <p>Bachelor Degree in Computer Applications/Information Technology/Computer Science of a recognized university Institute</p> <p>2. 3 years experience in Data Base Manage/Programing/Web Development</p> <p><u>Desirable:</u></p> <p>5 years of working experience of electronic data processing and programming in a reputed organization</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | - |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer &percentage of vacancies to be filled by various methods. | Direct Recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | - |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT Chairperson</p> <p>2. Representative from Ministry of Education Member</p> |

| | | |
|----|--|---|
| | | 3. One representative from SC/ST Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/Minority & Women as per DoPT guidelines) (wherever applicable) Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Private Secretary to Chairman |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group A (Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 56100-177500 (Level 10) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | By promotion through selection failing which by deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p>For Promotion: From amongst the Sr.PA to Director having 5 (five) years regular service in the Level-7 (44900-142400) and From Senior Stenographer (English/Hindi) having 10 (Ten) years regular service in the Level-6 (35400-112400) in the post in the Trust</p> <p>Deputation: By deputation from the Officials of the Central Government Department/State Government/UTs or Statutory/Autonomous Bodies with holding analogous post on regular basis in the parent cadre/department in Level Level-10 Or Officers having five years regular service in the post drawing Level 7 (44900-142400) OR Officers having ten years regular service in the post drawing Level 6 (35400-112400) and possessing the following qualification.,</p> <p>Essential Qualification: A degree from a recognized university Shorthand & typing speed of 120 wpm & 45 wpm in English or 100 wpm & 40 wpm in Hindi</p> <p>Note: 1 Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the</p> |

| | | |
|-----|--|---|
| | | <p>Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson 2 Director, NBT - Member 3 Representative from Ministry of Education- Member 4 One representative from SC/ST - Member 5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Senior PA to Director |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group 'B' (Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 44900-142400 (Level 7) |
| 5. | Whether Selection Post or Non-selection Post | Non Selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any, | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Promotion failing which by deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>For Promotion:</u> Amongst the Senior Stenographers with five years regular service in Level 6 (35400-112400) in the Trust.</p> <p><u>For Deputation:</u> Officers holding the post of Stenographer under the Central Government</p> <p>a. Holding analogous post on regular basis in the parent cadre or department: Or</p> <p>b. With five years regular service in the Stenographers grade in the Pay Matrix Level -6 (Rs.35400-1,12,400/-)</p> <p><u>Note 1 :</u> The eligible departmental candidates below the age of 56 years and fulfill the above eligibility conditions can also apply against deputation, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT norms. Departmental candidate, if appointed, will be treated as Short Term Contract. Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed 5 years.</p> |

| | | |
|-----|--|---|
| | | <p>(The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p>Composition of Committee :</p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Senior Stenographer |
| 2. | No. of Posts | Eight (08) |
| 3. | Classification | Group B (Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.35400-112400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Non-Selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100% By promotion failing which by deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>For Promotion:</u> From amongst the Junior Stenographers in Level 4 (Rs.25500-81100) with ten years' regular service in the Trust.</p> <p><u>For Deputation</u> Officers of the Central Govt./State Govt./UT/Autonomous Organization holding analogous post on regular basis OR 10 years regular service in the Level-4 Rs. 25500-81100</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation . Similarly, the deputations shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on</p> |

| | | |
|-----|--|--|
| | | the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation. |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Junior Stenographer |
| 2. | No. of Posts | Nineteen (19) |
| 3. | Classification | Group C (Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.25500-81100 (Level 4) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Below 27 years. |
| 7. | Educational and other qualification required for direct recruits | Essential: a) 12 th class pass or equivalent from a recognized Board or University. b) Skill Test Norms : Dictation – 10 mts @ 80 w.p.m. with transcription – 50 mts(English) OR 65 mts (Hindi) on computers. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age : No Qualification : Yes |
| 9. | Period of probation, if any | 02 Years for Direct Recruitment Not applicable: For Promotees |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 75% by direct recruitment 25% through Limited Departmental Competitive Examination from LDCs/Hindi Typist/Junior Library Assistant |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | 75% by direct recruitment 25% through Limited Departmental Competitive Examination from LDCs/Hindi Typist/Junior Library Assistant having eight years of regular service in Level 2 (Rs.19900-63200) failing which by direct recruitment |
| 12. | If a departmental Promotion Committee exists, what is the composition? | Composition of Committee : 1. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13. | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Chief Editor & Joint Director |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group 'A' (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs. 78800-209200 (Level 12) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age : No Educational Qualification : Yes |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | By promotion through selection, failing which by deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>For Promotion :</u> Promotion among the Editors in Level 11 (Rs.67700-208700) and having five years of regular service in the grade and possessing Master degree in a specified language from recognized university, failing which by deputation</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation/Short Term Contract:</u> From amongst the officers holding analogous posts or holding posts in Level 11 (Rs. 67700-208700/-) on</p> |

| | | |
|-----|--|---|
| | | <p>regular basis having five years regular service thereto having total minimum of working experience of ten years at senior managerial level in the editorial work in Central Govt./State Govt./UTs/Semi Govt./Autonomous/Public Sector Institution/Organization.</p> <p>Experience: i) At least 10 (ten) years experience in field of Publishing in the Editorial Department of any private or public organization engaged in publishing books/magazines/print media.ii) Experience of developing books including e-content.</p> <p>Desirable:i) M Phil or Ph D ii) Research work/ Published work/publication</p> <p>Note 1: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p>Composition of Committee :</p> <p>1 Chairman, NBT - Chairperson</p> <p>2 Director, NBT - Member</p> <p>3 Representative from Ministry of Education- Member</p> <p>4 One representative from SC/ST - Member</p> <p>5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Editor |
| 2. | No. of Posts | Four (04) 1 post for English 1 post for Hindi 2 posts for other Indian Languages |
| 3. | Classification | Group A (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 67700-208700 (Level 11) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age & Qualification : Not applicable |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100% by Promotion by Selection failing which by deputation /short term contract |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>For Promotion:</u> From amongst the Assistant Editors in Level 10 (56100-177500) with five years regular service in the Trust.</p> <p><u>Note 1:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><u>For Deputation/Short Term Contract:</u> Incumbents holding analogous posts on regular basis from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization Or With 5 years regular service in post in Level 10 (Rs.56100-177500) or equivalent from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization and possessing the educational qualifications prescribed for direct recruits. Departmental candidate, if appointed, will be treated as on deputation /short term contract.</p> <p><u>Essential :</u></p> |

| | | |
|-----|--|---|
| | | <p>1) A Master degree in a specified language from recognized university.</p> <p>2) At least five (5) years experience in field of Publishing in the Editorial Department of any private or public organization engaged in publishing books/magazines/print media.</p> <p>3) Experience of developing books including e-content.</p> <p><u>Desirable :-</u> knowledge of Indian Literature and Culture</p> <p>Note: 1 Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson</p> <p>2 Director, NBT - Member</p> <p>3 Representative from Ministry of Education- Member</p> <p>4 One representative from SC/ST - Member</p> <p>5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Editor (Trg. & PR. Activities) |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group 'A' (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 67700-208700 (Level-11) |
| 5. | Whether selection post or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Transfer on deputation (including short term contract) failing which by direct recruitment. The eligible departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year. |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>For Deputation/Short Term Contract:</u> By deputation from the officers of the Central Govt./ State Govt./Central Autonomous organizations holding analogous posts on regular basis in the parent cadre OR Officers having 5 years regular service in the Level 10 (56100-177500) or equivalent and possessing the following educational qualifications and experience .</p> <p><u>Essential Qualification:</u> A Degree from a recognized university.</p> <p><u>Experience:</u> a) At least 7 years of involvement in academic work & knowledge of research methodology preferably in children's literature of a related field. b) Exp. Of evaluating and developing children's books. c) Experience of organizing workshops/seminars etc. d) Ability of editing and bringing out a newsletter, magazine or journal. e) A creative sensitive person, deeply involved with children's literature, who can guide authors & publishers. f) Natural aptitude for Children's literature</p> <p><u>Desirable:</u> 1. A post Graduate Degree from a recognized university with fluency in English & Hindi. 2. Experience of organizing workshops, seminars, symposia etc. on the preparation of books for children.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson 2 Director, NBT - Member</p> |

| | | |
|----|--|--|
| | | <p>3 Representative from Ministry of Education- Member</p> <p>4 One representative from SC/ST - Member</p> <p>5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Assistant Editor |
| 2. | No. of Posts | Fifteen (15) 1.Gujarati - 1 Post 2.Malayalam - 1 Post 3.Assamese - 1 Post 4.Tamil - 1 Post 5.Oriya - 1 Post 6.Bengali - 1 Post 7.Telugu - 1 Post 8.Punjabi - 1 Post 9.Marathi - 1 Post 10.Kannada - 1 Post 11. Urdu - 1-Post 12.English - 2 Post To be filled up due to volume of heavy work load 13.Hindi - 2 Post -do- |
| 3. | Classification | Group A (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 56100-177500 (Level 10) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruits | Not exceeding 35 years (Relaxation as per DoPT Rules) |
| 7. | Educational and other qualification required for direct recruits | <u>Essential :</u> 1. A Master's degree in a specified language from a recognized university. 2. At least Three (3) years experience in the field of Publishing in the Editorial Department organization engaged in publishing books/magazines/print media. 3. Experience of developing books including e-content. <u>Desirable :-</u> knowledge of Indian Literature and Culture |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 25% (4 posts out of 15) by Promotion by selection for two posts of English & Hindi each only failing which by on deputation 75% (11 posts out of 15 posts) by direct recruitment. |
| 11. | In case of recruitment by | <u>For Promotion</u> |

| | | |
|-----|--|--|
| | <p>promotion/deputation, grades from which promotion/deputation to be made</p> | <p>Promotion from the Editorial Assistants (English & Hindi) and Hindi Translator in Level 6 (Rs.35400-112400) with 10 (ten) years' regular service in the grade</p> <p><u>For Deputation/Short Term Contract:</u></p> <p>By deputation from the officers of the Central Govt./ State Govt./Central Autonomous organizations holding analogous posts on regular basis in the parent cadre OR Officers having 5 years regular service in the Level 10 (56100-177500) or equivalent and possessing the following educational qualifications and experience .</p> <p><u>Essential Qualification:</u> A Master degree in a specified language from a recognized university.</p> <p><u>Experience:</u> At least Three (7) years experience in the field of Publishing in the Editorial Department organization engaged in publishing books/magazines/print media.</p> <p>Note: 1 Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Note exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p> |
| 12. | <p>If a departmental Promotion Committee exists, what is the composition?</p> | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson 2 Director, NBT - Member 3 Representative from Ministry of Education- Member</p> |

| | | |
|----|--|---|
| | | <p>4 One representative from SC/ST - Member</p> <p>5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Sub Editor |
| 2. | No. of Posts | Seven (07) Hindi -03 English-04 |
| 3. | Classification | Group B (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.35400-112400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. A Degree from a recognized university 2. At least two years' experience in editing/translating/proof-reading of a Government or private organization engaged in publishing of books/magazines/print media. 3. Working knowledge of Hindi/English. <p><u>Desirable :</u></p> <ol style="list-style-type: none"> 1. Master's degree from a recognized university. 2. Working knowledge of computer & publication related software 3. Experience in translation from English to Hindi or vice-versa 4. Knowledge of production and/or marketing of books. 5. Word processing and techniques of online editing. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100% By Direct recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Not applicable |

| | | |
|-----|--|---|
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Librarian-cum-Documentation Officer |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group A (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | (56100-177500) (Level 10) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age : No a. Qualification –No, but must possess at least Bachelors Degree in Library Science or Library and Information Science of a recognized University/Institute. |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | By promotion through selection, failing which by deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <u>Promotion :</u> From amongst the Librarian in Level 6 (Rs. 35400-112400) with 10 (Ten) years' regular service in the grade and possessing the following qualifications & experience: <u>Educational</u> Bachelors Degree in Library Science or Library and Information Science of a recognized University/Institute. <u>Experience</u> 5 years professional experience in a Library under Central/ State Government/ Autonomous or statutory organization/ PSU/ University OR recognized Research OR Educational Institutions. <u>Deputation/Short Term Contract:</u> Holding analogous posts on regular basis in the parent cadre/department in Level 10 (56100-177500) or with three years regular service in Level 7 (44900-142400) or with 5 yrs. Regular service in the Level 6 (44900-142400) from Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization/Universities/ Research Institutions. <u>Educational qualifications & Experience</u> i) A Master's degree in Library Science or Library and Information Science of a recognized University/Institute. |

| | | |
|-----|--|---|
| | | <p>ii) 5 years professional experience in a Library under Central/ State Government/ Autonomous or statutory organization/ PSU/ University OR recognized Research OR Educational Institutions.</p> <p>Desirable:</p> <p>a) One year's experience of computerizing library activities in a Library under Central/State Government/Autonomous /Statutory organization PSU/ University OR recognized Research OR Educational Institutions.</p> <p>b) Experience in Children's library PG Diploma or Degree in Computer Science</p> <p>Note: 1 Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Note exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson</p> <p>2 Director, NBT - Member</p> <p>3 Representative from Ministry of Education- Member</p> <p>4 One representative from SC/ST - Member</p> <p>5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Librarian |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group B (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.35400-112400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Non Selection |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Promotion through selection, failing which by deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p>Promotion: Amongst the Library Assistant in Level 5 (Rs. 29200-92300) with six years of regular service in the grade and possessing the following qualifications:</p> <p><u>Deputation/Short Term Contract</u> Officers under the Central govt./ State Govt/ UTs/ PSUs/Autonomous organizations:</p> <p>a. (i) Holding analogous posts on a regular basis ; or b. (ii) with six years regular service in the post in Level 5 (29200-92300) or equivalent</p> <p><u>Essential:</u></p> <p>a. Graduation in Arts/Science/Commerce with Diploma in Library Science or B.Lib.Sc./B.L,I.Sc b. Two Years professional experience in a Library under Central/State Government/UTs/ Autonomous or Statutory organization/PSUs/University or Recognized Research or Educational institution.</p> <p><u>Desirable:</u></p> |

| | | |
|-----|--|--|
| | | <p>Diploma in computer application from a recognized university or institute.</p> <p><u>Note 1 :</u> The eligible departmental candidates below the age of 56 years and fulfill the above eligibility conditions can also apply against deputation, and if selected, he/she will be appointed for a tenure of three years, further extendable as per DOPT norms. Departmental candidate, if appointed, will be treated as Short Term Contract. Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed 5 years. (The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</p> <p><u>Note 2:</u> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Library Assistant |
| 2. | No. of Posts | Two (02) |
| 3. | Classification | Group 'C' (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.29200-92300 (Level 5) |
| 5. | Whether Selection Post or Non-selection Post | Non Selection Not Applicable for DR |
| 6. | Age limit for direct recruits | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential</u></p> <p>i. Graduate in Arts/Science/ Commerce with Diploma in Library Science</p> <p>OR</p> <p>ii. B. Lib. Sc. /B.L.I. Sc.</p> <p><u>Desirable</u></p> <p>1. 2 years experience in the field of library & information science.</p> <p>2. Knowledge of library software.</p> <p>3. One year course in computer with knowledge of Word, Excel and Power point</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age & Qualifications – No |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Method of Recruitment: <p>a. 50% by Promotion failing which by deputation</p> <p>b. 50% by direct recruitment</p> |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p><u>Promotion :</u> Jr. Library Assistants with ten years' regular service in Level 2 (Rs.19900-63200) in the Trust.</p> <p><u>Deputation:</u> Holding analogous post on regular basis in the parent cadre or department from Central govt./ State Govt/ UTs/ semi Govt./ autonomous/ public sector institutions and possessing the requisite educational qualification prescribed for direct recruitment.</p> <p>OR</p> <p>Officers having five years' regular service in Level 4 (Rs.25500-81100) from Central govt./ State Govt/ UTs/ Autonomous/ public sector institutions .</p> |

| | | |
|-----|--|---|
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative from SC/ST - Member</p> <p>4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Junior Library Assistant |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group C (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.19900-63200 (Level 2) |
| 5. | Whether Selection Post or Non-selection Post | Non Selection |
| 6. | Age limit for direct recruits | Not exceeding 27 years |
| 7. | Educational and other qualification required for direct recruits | <p>Essential:</p> <ol style="list-style-type: none"> 1. 12th Pass 2. Certification/Diploma in Library Science/Library and Information Science from a recognized institution. <p>Desirable:</p> <ol style="list-style-type: none"> a) Three years experience in the field of Library and Information Science with knowledge of Library Software b) Six month computer course from a recognized institute |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age & Qualification : Yes |
| 9. | Period of probation, if any | Two Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | Direct recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Not applicable |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <ol style="list-style-type: none"> 1. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Deputy Director (Cost & Finance) |
| 2. | No. of Posts | One (01) |
| 3. | Classification | Group 'A' (Non Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 67700-208700 (Level 11) |
| 5. | Whether selection post or non-selection post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 45 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential:</u> A Bachelor's Degree in Commerce from a recognized university OR 10+2 with Cost and Works Accountant (ICWA-Inter) .</p> <p><u>Desirable:</u> a) Chartered Accountant (CA) certificate b) Company Secretary (CS) certificate minimum of <u>10 years</u> of post qualification experience of Financial Management Auditing work at the Managerial level. Knowledge of Government Financial Rules</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two Years for direct recruits |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | By deputation falling which by direct recruitment |
| 11. | In case of recruitment by promotion /deputation, grades from which promotion/deputation to be made | <p><u>Deputation/Short Term Contract:</u> Amongst the officers of Central govt./State Govt// UTs/ semi Govt./ autonomous/ public sector institution/ organization holding analogous posts on regular basis or holding posts in the Level -10 (56100-177500) with five years regular service in the Level or holding posts in the Level-8 (47600-151100) with 8 years regular service in the Level OR holding posts in the Level -7 (44900-142400) with 9 years regular service in the levels and possessing qualifications as prescribed for the Direct recruits.</p> <p><u>Note 1 :</u> The eligible departmental candidates below the age of 56 years and fulfill the above eligibility conditions can also apply against deputation, and if selected, he/she will be appointed for a tenure of</p> |

| | | |
|-----|--|---|
| | | <p>three years, further extendable as per DOPT norms. Departmental candidate, if appointed, will be treated as Short Term Contract. Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed 5 years.</p> <p>(The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1 Chairman, NBT - Chairperson 2 Director, NBT - Member 3 Representative from Ministry of Education- Member 4 One representative from SC/ST - Member 5 One experts to be nominated by Chairman, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines). Wherever applicable) - Member</p> |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Accounts Officer |
| 2. | No. of Posts | Two (02) |
| 3. | Classification | Group B (Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | 44900-142400 (Level 7) |
| 5. | Whether Selection Post or Non-selection Post | Non Selection |
| 6. | Age limit for direct recruits | N.A. |
| 7. | Educational and other qualification required for direct recruits | N.A. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age & Qualification : Not applicable |
| 9. | Period of probation, if any | N.A. |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100% By Promotion |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Promotion: From amongst the Accountants in Level 6 (35400-112400) with five years of regular service in the Trust`. |
| 12. | If a departmental Promotion Committee exists, what is the composition? | Composition of Committee : 1. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|---|
| 1. | Name of Post | Assistant Accounts Officer (AAO) |
| 2. | No. of Posts | Nine (09) |
| 3. | Classification | Group B (Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs. 35400-112400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential:</u></p> <ul style="list-style-type: none"> i. Degree of a recognized university in Accounts/Finance or related field or Inter CA/CS/CFA/ICWA. ii. Two years experience in Cash, Accounts, Budget and Taxation work. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Knowledge of Government Financial Rules and handling of accounting software. ii. Experience in Govt. office/Private Sector/PSU/Autonomous body /State Body. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | 02 Years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | 100 % By Direct recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Not applicable |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <ul style="list-style-type: none"> 1. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |

| | | |
|----|--|----|
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |
|----|--|----|

| | | |
|-----|--|---|
| 1. | Name of Post | Driver Special Grade -I |
| 2. | No. of Posts | 01 (Subject to variation) 5% of the total sanctioned strength of 10 as per GOI/DOPT guidelines |
| 3. | Classification | Group 'B' (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.44900-142400 (Level 6) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | a. 100% by promotion failing which deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p>For Promotion By promotion from amongst the Driver Grade-I having 3 years regular service in the Level-5 (29200-92300) in the NBT subject to passing the trade Test.</p> <p>For deputation By deputation from the officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for direct recruitment.</p> <p>OR Officers having 3 years regular service in the post drawing Level 5 and possessing the requisite educational qualification prescribed for direct recruitment.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson</p> <p>2. Representative from Ministry of Education - Member</p> <p>3. One representative</p> |

| | | |
|----|--|--|
| | | from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Driver Grade -I |
| 2. | No. of Posts | 03 (Subject to variation) 35% of the total sanctioned strength of 10 as per GOI/DOPT guidelines |
| 3. | Classification | Group 'C' (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.29200-92300 (Level 5) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | b. 100% by promotion failing which deputation |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p>For Promotion 100% by promotion from amongst the Driver Grade-II having 6 years regular service in the Level-4 (25500-8100) in the NBT subject to passing the trade Test.</p> <p>For deputation By deputation from the officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for direct recruitment.</p> <p>OR Officers having 6 years regular service in the post drawing Level 4 and possessing the requisite educational qualification prescribed for direct recruitment.</p> |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p>Composition of Committee :</p> <p>1. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee,</p> |

| | | |
|----|--|--|
| | | NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|----|---|---|
| 1. | Name of Post | Driver Grade -II |
| 2. | No. of Posts | 03 (Subject to variation) 30% of the total sanctioned strength of 10 as per GOI/DOPT guidelines |
| 3. | Classification | Group 'C' (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.25500-81100 (Level 4) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not applicable |
| 7. | Educational and other qualification required for direct recruits | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Not applicable |
| 10 | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer &percentage of vacancies to be filled by various methods. | c. 100% by promotion failing which deputation |
| 11 | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | <p>For Promotion 100% by promotion from amongst the Driver Grade-III having 9 years regular service in the Level-2 (19900-63200) in the NBT subject to passing the trade Test.</p> <p>For deputation By deputation from the officials of the Central Govt./State Govt./Central Autonomous organization holding analogous post on regular basis in the parent cadre or department and possessing the requisite educational qualification prescribed for direct recruitment. OR Officers having 8 years regular service in the post drawing Level 2 and possessing the requisite educational qualification prescribed for direct recruitment.</p> |
| 12 | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <p>1. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated</p> |

| | | |
|----|---|---|
| | | by Chairperson of the Committee, NBT (Representative from OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA |

| | | |
|-----|--|--|
| 1. | Name of Post | Driver Grade -III |
| 2. | No. of Posts | 03 (Subject to variation) 30% of the total sanctioned strength of 10 as per GOI/DOPT guidelines |
| 3. | Classification | Group 'C' (Non-Ministerial) |
| 4. | Pay Band and Grade Pay/Pay Scale | Rs.19900-63200 (Level 2) |
| 5. | Whether Selection Post or Non-selection Post | Not applicable |
| 6. | Age limit for direct recruits | Not Exceeding 27 years |
| 7. | Educational and other qualification required for direct recruits | <p><u>Essential</u></p> <ul style="list-style-type: none"> i. Passed 10th or equivalent ii. Possession of a valid commercial driving license for motor cars. iii. Experience of driving motor car for at least 3 years. <p>Desirable: Knowledge of motor mechanism ("the candidate should be able to remove minor-defects in vehicle);</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by direct recruitment or by promotion or by deputation transfer & percentage of vacancies to be filled by various methods. | d. 100% Direct Recruitment |
| 11. | In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made | Not applicable |
| 12. | If a departmental Promotion Committee exists, what is the composition? | <p><u>Composition of Committee :</u></p> <ul style="list-style-type: none"> 1. Director, NBT - Chairperson 2. Representative from Ministry of Education - Member 3. One representative from SC/ST - Member 4. Two experts to be nominated by Chairperson of the Committee, NBT (Representative from |

| | | | |
|----|--|--|--------|
| | | OBC/ Minority & Women as per DoPT guidelines) (wherever applicable)- | Member |
| 13 | Circumstances in which Union Public Service Commission is to be consulted in marking recruitment | NA | |