

File No.5-14/2018-BP
Government of India
Ministry of Human Resource Development
Department of Higher Education
Book Promotion Division
BP Section

Room No.13, 4th Floor,
Jeevan Deep Building
Parliament Street,
New Delhi – 110001
Dated: 24.12.2018

VACANCY CIRCULAR

Subject: Filling up of the post of Director, National Book Trust (India), New Delhi, in the Pay Band-4 plus Grade Pay Rs.8700/- by **Direct Recruitment (On contract)** for **five years** in the first instance **OR BY DEPUTATION** – Calling for applications – Regarding –

The undersigned is directed to state that the National Book Trust (India), Nehru Bhawan, No.5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070, is an Autonomous Body fully funded by the Central Government (Ministry of HRD). The Ministry of HRD proposes to fill up the post of Director, National Book Trust (India), New Delhi, in the Pay Band-4 plus Grade Pay Rs.8700/- by **Direct Recruitment (On contract)** for **five years** in the first instance **OR BY DEPUTATION**.

2. The criteria / requirements as per the Recruitment Rules for the post of Director, National Book Trust (India), New Delhi, in the Pay Band-4 plus Grade Pay Rs.8700/- are given as under:-

Column No.	Heading	Prescribed Criteria / Requirements
1.	Number of sanctioned posts	One
2.	Classification	Group-A, Administrative
3	Pay Band and Grade Pay (6 th CPC)	Rs.37400-67000 / Grade Pay Rs.8700
4	Whether Selection Post OR Non-Selection Post	Selection
5	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
6	Age limit for Direct Recruits	Below 50 years
7	Educational and other qualifications required for Direct Recruits	Essential Qualifications: A Bachelor's Degree from a Recognised University with 15 years experience at Senior Managerial levels in the fields of Administration, Organisation and Management of editorial and / or production / sales and / or promotional activities in a leading publishing house or a Government Department or an Autonomous Organisation engaged in publishing activity.
8	Whether Age and Educational Qualifications prescribed for Direct Recruits will apply in the case of promotees	Qualifications will apply.
9	Period of Probation, if any, for the Direct Recruits	One year (as per the terms of contract ordinarily one year)
10	Method of Recruitment. Whether by Direct Recruitment or By Promotion or by Deputation / Transfer and Percentage of the Vacancies to be filled by various methods	By Direct Recruitment (On contract) for five years in the first instance OR BY DEPUTATION .

11	In the case of Recruitment by Promotion / Deputation / Transfer, Grades where Promotion to be made.	Senior level Officers in the Grade of Rs.12000-375-16500 (Pre-Revised i.e. 5 th CPC pay-scale which existed prior to 1.1.2006) in Pay Band of Rs.15600-39100 + Grade Pay Rs.7600 (Revised) OR an analogous scale serving in a Government Department or an Organisation, functionally adequate managerial and professional experience.
12	If a Departmental Promotion Committee(DPC) or Selection Committee exists, what is its composition	Departmental Promotion Committee(DPC) or Selection Committee, as the case may be, for 'A' category posts.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

2. **Regulation of pay and other terms of deputation:**

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No.6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended time to time.

3. **Age-limit:** The maximum age-limit for appointment by deputation (including short term contract) **shall not be exceeding fifty-six (56) years** as on the closing date of receipt of applications.

4. **Period of deputation:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government **shall ordinarily not exceed three years.**

5. **Reservation of SC/ST:** No provision for reservation exists for the posts to be filled up on deputation (including short term contract) basis.

6. Applications (in duplicate) only in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma **Annexure-II**) along with the following documents:

- (i) Integrity certificate
- (ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years (2013-14 to 2017-18) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The Application along with relevant documents in support of qualifications and experience, etc., may be forwarded to the Under Secretary (Book Promotion), Department of Higher Education, Ministry of Human Resource Development, Room No.13, 4th Floor, Jeevan Deep Building, Parliament Street, New Delhi-110001 **within sixty(60) days** of the publication of this circular in the Employment News / Rozgar Samachar. Applications may please be sent by **Speed Post only**. Applications would not be received by Hand / in person. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents **will not be entertained.**

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

8. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.


24.12.2018
(K.P.J. Gerald)

Under Secretary to the Govt. of India

Tel: 2336-5303

Email: isbn-mhrd@gov.in

To

- 1) All Ministries/Departments of Govt. of India (as per list).
- 2) All Attached / Subordinate / Autonomous Organisations of the Ministry of HRD(as per list).
- 3) Director, National Book Trust, Nehru Bhawan, No.5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110 070.
- 4) Webmaster, Ministry of HRD - For uploading the vacancy circular on the Official website of the Ministry of HRD.
- 5) General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, Seventh Floor, Sookhana Bhavan, C.G.O. Complex, Lodhi Road, New Delhi-110003, for publishing this circular in the ensuing issue of Employment News / Rozgar Samachar..
- 6) National Informatics Centre, Department of Personnel and Training, North Block, New Delhi-110001 for uploading this vacancy circular on their Official website.
- 7) National Career Service (NCS) Portal of the Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi for uploading this vacancy circular on their Official website.

Proforma of Application for the post of Director, National Book Trust (India), New Delhi

Note: Information against Columns of the Application Proforma which is not relevant to the applicant candidate may be filled / replied to as NOT APPLICABLE.

1.	Name and postal address (in Block Letters) with Telephone No.								
2.	Date of Birth (in Christian Era)								
3.	Date of retirement under Central Govt. Rules								
4.	Educational Qualifications (Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)								
5.	Do you hold analogous post on regular basis in the parent cadre or department; or								
6.	Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band along with Grade Pay or equivalent in the parent cadre or department;								
7.	Do you possess eligibility conditions as indicated in Column (E) of the vacancy circular for the post for which you are applying (Please answer in "Yes" or "No" as applicable):		Yes / No						
8.	Details of employment, in chronological order (Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.								
	Office/ Organization	Post held with scale of pay	Period of service	Nature of appointment (Regular/ Ad-hoc/ Deputation)	Basic Pay (revised)			Nature of appointment whether regular/ad-hoc/deputation	
			From		To	Pay in PB	G.P.		Basic pay
	1	2	3	4	5	6	7	8	9
9.	Nature of present employment, i.e ad-hoc or temporary or permanent								
10.	In case the present employment is held on deputation, please state								
	(a) The date of initial appointment (b) Period of appointment on deputation (c) Name of parent office/Organization to which you belong								
11.	Brief description (in about 100 words) of the job requirements / job profile / nature of duties attached to the post held in the present employment								

12	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale				
	Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay and Pay Level
13	Total emoluments drawn per month as on the date of applying against this Vacancy Circular				
14	Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if the space is insufficient)				
15	Full postal address including PIN Code Number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority				
16	Whether belongs to SC/ST				
17	Remarks, if any				

Signature of the Candidate

Name of the Candidate
 Complete Office Address
 E-mail address of the candidate
 Landline Telephone Number of Candidate
 Fax Number of Candidate
 Mobile Number of Candidate

Date:
Place:

(Certificate To Be Furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by Shri / Smt./ Ms. _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that:-

- i. There is no vigilance or disciplinary case pending or contemplated against Shri / Smt./ Ms. _____
 - ii. His/Her integrity is certified.
 - iii. The Photocopies of ACRs for the last five years (2013-14 to 2017-18) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
 - iv. * No major/minor penalty has been imposed on him/her during the last ten years.
 - v. * A list of major/minor penalties imposed on him/her during the last ten years is enclosed.
- (* Strike out which is not applicable).

3. The Overall grading/numerical grading given in the ACRs of the applicant for the various years are as under:-

Year	Overall grading / numerical grading (on a scale of zero(0) to ten(10))
2013-2014	
2014-2015	
2015-2016	
2016-2017	
2017-2018	

Signature of the Forwarding Authority

Name and Designation

Official Seal

Complete Office Address

E-mail address of the Forwarding Authority

Telephone Number / Fax No. of the Forwarding Authority

Date:

Place:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.