



राष्ट्रीय पुस्तक न्यास, भारत  
NATIONAL BOOK TRUST, INDIA  
5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज  
नई दिल्ली-110070

Advt. No. Estt. /18/2024  
06/12/2024

## VACANCY NOTICE

National Book Trust, India, invites application for the following posts on purely contract basis (Through Placement Agency) initially for a period of three months which can be extended depending on the performance of the candidate/requirement of the Trust. The details are given below:-

S. No.	Name of Post	Stenographer (Hindi & English)
01	No. of post	02
02	Remuneration	Rs.30,000 - Rs.35,000/- (fixed per month)
03	Age Limit	Below 40 years
04	Essential Qualification	<b>Essential:</b> a) Graduate Degree in any discipline from a recognized University. b) Skill Test Norms: Dictation – 10 mts @ 80 w.p.m. with transcription - 50 mts (English) Or 65 mts (Hindi) on Computer <b>Experience:</b> Work experience of 03 years in Stenography work. Should have good communication and skill knowledge of Computer such as MS Word, MS Excel.

Last date for submission of applications is **15 days** from the date of publishing of this advertisement in Leading Newspaper.

Interested candidates who fulfill the minimum eligibility criteria may apply to the emailing addresses: [nbtmanpower@gmail.com](mailto:nbtmanpower@gmail.com) & [ehrc2015@gmail.com](mailto:ehrc2015@gmail.com).

## **GENERAL TERMS AND CONDITIONS:**

- 1) Posts may be increased/ decreased at the discretion of the Competent Authority.
- 2) Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
- 3) The candidate should have good communication skills in English, Hindi and Regional Languages.
- 4) During his/her service with the Trust he/she may be required to serve in any part of India under an office of this office.
- 5) During the tenure with NBT, it is not allowed to work concurrently with any other organization of the similar field/ nature.

Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.

- 6) The NBT reserves the right not to fill up the vacancies as advertised.
- 7) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 8) Candidates should possess the essential qualifications as on the closing date of advertisement.
- 9) Age will be determined on the last date of the receipt of applications.
- 10) Canvassing in any form will result in disqualification.
- 11) Applicants must super scribe the envelope with "Application for the post of \_\_\_\_\_".
- 12) The application duly completed in all respect should reach the Deputy Director (Estt. & Fin.) National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.

**Last Date for receipt of application is 22/12/2024.**

### **NOTE:**

- Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached as scanned images with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining.
  - One passport size photograph should be placed on the Application Form.
  - Incomplete Applications will be rejected.
- No T.A./D.A. will be paid for attending the interview.



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नई दिल्ली-110070

Post applied for \_\_\_\_\_

Place a self-attested  
passport size  
photograph  
here

Advt. No. \_\_\_\_\_ Dated \_\_\_\_\_

Name (in block letters as recorded in matriculation certificate):  
\_\_\_\_\_

Father's/Husband's Name (in block letters as recorded in matriculation certificate):  
\_\_\_\_\_

(i) Date of Birth (in Christian Era) : \_\_\_\_\_

In words: \_\_\_\_\_

(ii) Age: \_\_\_\_\_ Years: \_\_\_\_\_ Months (as on closing date):

Religion : \_\_\_\_\_ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)

Category : \_\_\_\_\_ (SC/ST/OBC/General)

Whether Ex-Serviceman : \_\_\_\_\_ (Yes/No)

Nationality: \_\_\_\_\_

Sex : \_\_\_\_\_ (Male/Female)

Marital Status : \_\_\_\_\_ (Married/Unmarried)

(i) Whether Physically Disabled : \_\_\_\_\_ (Yes/No)

Correspondence Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email.

ID. \_\_\_\_\_

Fax No. \_\_\_\_\_

Permanent

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

Educational Qualifications (beginning from Matriculation or equivalent) :

Examination(s) passed	University/Board	Year of passing	Subjects covered	Division / Grade	% of Marks

Professional qualifications, if any :

\_\_\_\_\_

Experience (in ascending order) :

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

Details of Computer literacy: \_\_\_\_\_

Any other relevant information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do hereby declare that the statements made in the Application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected or after test/interview or at any stage, my candidature will stand cancelled and all my claims for the recruitment will stand forfeited.

**Note:** Mark Sheet, Age Certificate, Experience Certificate, Caste Certificate etc. enclosed should be self attested and then scanned and attached with the Application. A passport size photograph should also be enclosed.

Place : \_\_\_\_\_

Signature of the applicant

Date : \_\_\_\_\_