



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

Advt. No.141/2022/Estt.

Date - 26/12/2022

WALK-IN-INTERVIEW

Walk-in-interview will be held in the National Book Trust, India from 28/12/2022 to 06/01/2023 between 10:00 a.m. to 12:30 p.m. for the engagement of Young Professional as Editorial Associates (NCCL) on contractual basis through placement agency initially for three months which can be extended depending on the performance of the candidate/need of the organization. The details are given below:-

Name of the position	No. of Posts	Upper Age Limit	Remuneration	Essential & Desirable
Young Professional as Editorial Associates (NCCL)	02	45 years	Rs. 40,000/- to 50,000/- (negotiable for experienced candidates)	Essential- a) Graduation degree in any discipline from a recognized university b) Work experience of at least 1-3 years in relevant field c) Computer proficient, knowledge of working on MS Office d) Knowledge of both English and Hindi languages Desirable- a) Good knowledge of working on Photoshop, InDesign, Power Point, Canva, Corel Draw b) Excellent writing skills and in depth knowledge of both English and Hindi languages c) Knowledge and experience in English-Hindi-English Translations d) Good experience of editing books and creative writing.

NOTE:

1. Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and originals must be produced at the time of interview and if selected, at the time of joining.
2. Incomplete applications will be rejected and no quarries shall be entertained in this regard.
3. No T.A./D.A. will be paid for attending the interview/test.



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,
नई दिल्ली -110070

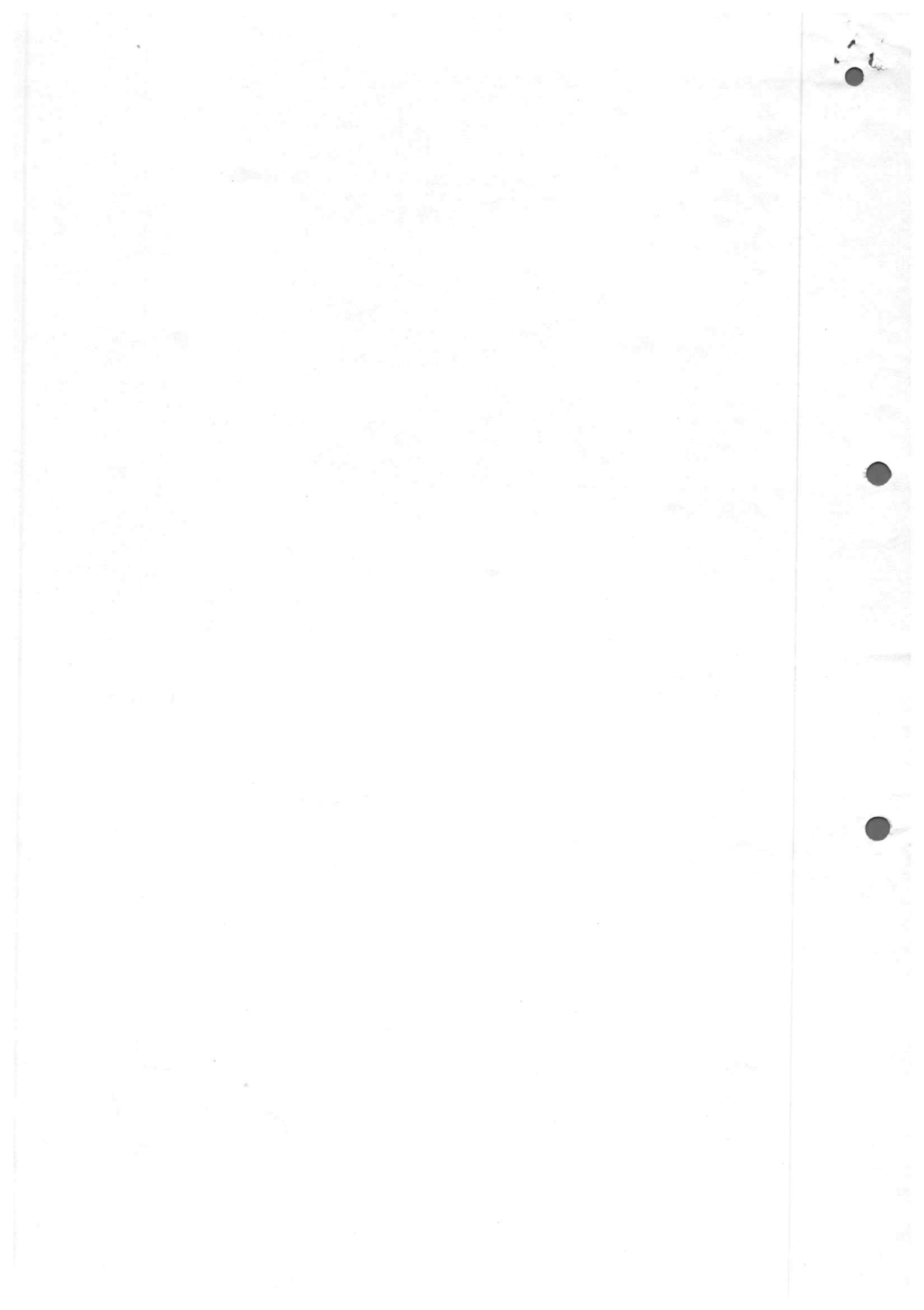
Post applied for _____

Place a self-attested
passport size
photograph
here

Advt. No _____ Dated _____

1. **Name** (in block letters as recorded in matriculation certificate):

2. **Father's/Husband's Name** (in block letters as recorded in matriculation certificate): _____
3. (i) **Date of Birth** (in Christian Era) : _____
In words: _____
(ii) **Age**: _____ **Years**: _____ **Months** (as on closing date): _____
(iii) **Whether you claim Age Relaxation** : _____ (Yes/No)
(Reason for claiming Age Relaxation) : _____
4. **Religion** : _____ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)
5. **Category** : _____ (SC/ST/OBC/General)
(Attach necessary certificate issued by Competent Authority)
6. **Whether Ex-Serviceman** : _____ (Yes/No)
(Attach necessary certificate issued by Competent Authority)
7. **Nationality**: _____
8. **Sex** : _____ (Male/Female)
9. **Marital Status** : _____ (Married/Unmarried)
10. (i) **Whether Physically Disabled** : _____ (Yes/No)
(If Yes, certificate from a medical officer not below the rank of Civil Surgeon should be enclosed)
(ii) **Nature of Disability** : _____
(iii) **Percent of Disability** : _____



11. Languages known : _____

12. Correspondence Address:

Pin Code: _____
Contact No. _____ Email. ID. _____

Fax No. _____

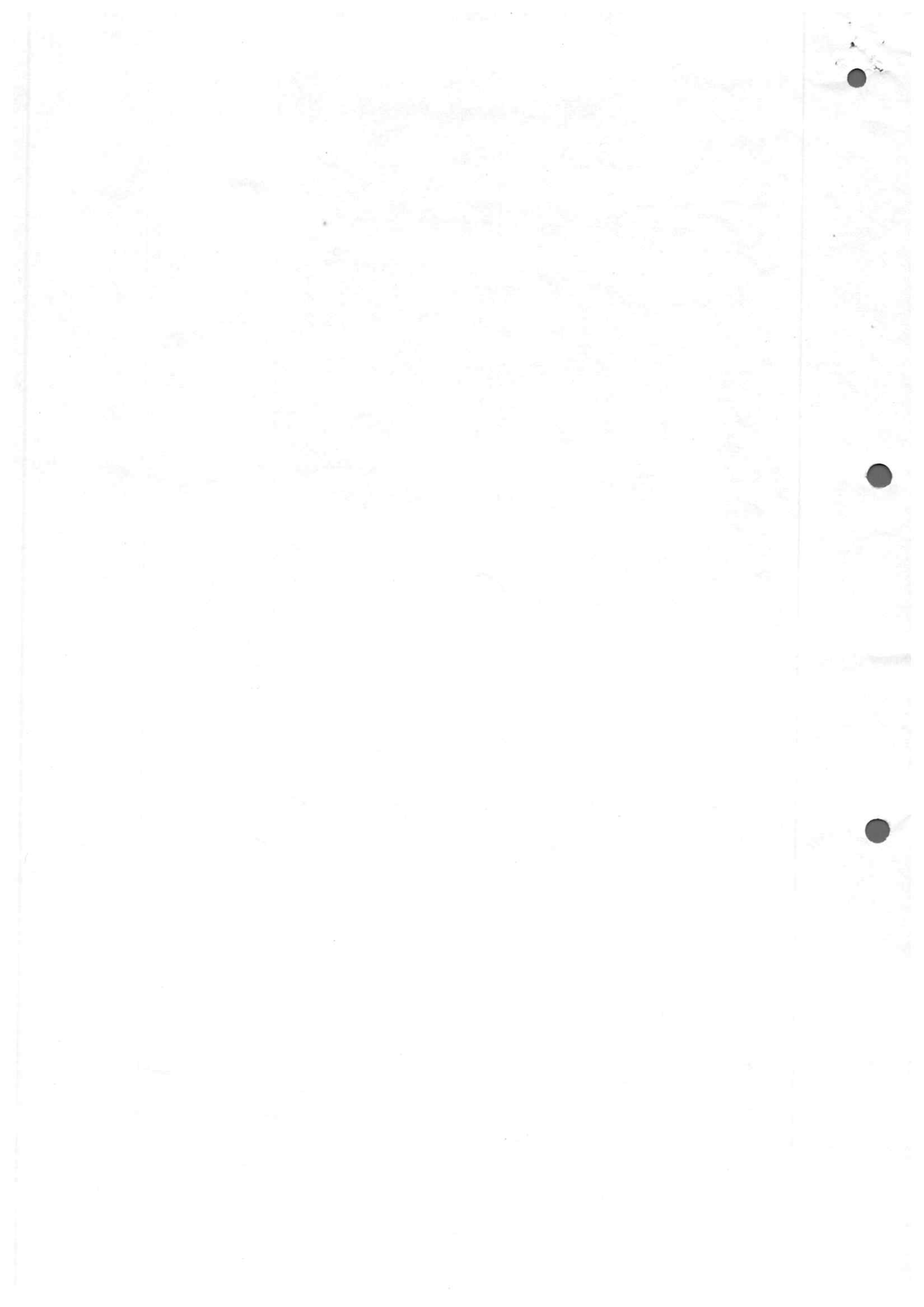
13. Permanent Address: _____

Pin Code: _____

14. Educational Qualifications (beginning from Matriculation or equivalent) :

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

15. Professional qualifications, if any :



16. Experience (in ascending order) :

Office/Department	Designation	Salary Structure	Period		Nature of Work
			From	To	

17. Details of Computer literacy: _____

18. 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 (if any) etc. enclosed should be self-attested and then scanned and attached with the Application. A passport size photograph should also be enclosed.

Place : _____

Date : _____

Signature of the applicant

