



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

Advt. No- 66/2021
Date-02.02.2021

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the eligible candidates filling up the following post purely on contract basis (full time) initially for the period of three months which can be extendable as per requirement for the Trust. The details are as under:

1	Name of the post	Marketing Executive
2.	No. of Post	04
3.	Remuneration	25,000/- to Rs.35,000/-
4.	Method of Remuneration	60% base salary + 40% linked to sales target (territory volume sales)
5.	Place of Posting	1. Jammu (for Kashmir, Laddakh, Himachal Pradesh and Punjab) 2. Imphal (Arunachal Pradesh, Manipur, Nagaland, Mizoram) (North East Area) 3. Lucknow, Uttar Pradesh 4. Bhopal, Madhya Pradesh
6.	Sale Target	Rs.1.5 lakh per month for Marketing Executive posted at North East Region And Rs.2.00 lakh per month for other regions.
7	Period of Engagement & Age limit	Purely on short term contract basis for a period of one year which can be extended on year to year basis. Depending on the performance of the candidate/need of the organization. Age limit: Upto 25-40 years
8	Qualification and Experience	<u>Essential</u> a) A Degree from a recognized university b) Working knowledge of English, Hindi and Local language c) Three years' experience in Marketing /Sales. d) Working knowledge of Computer is must. <u>Desirable</u> MBA/PG Diploma in Marketing, Sales Distribution. Experience in Books Trade Sales.

The NBT reserves the right not to fill up the post, as advertised, if circumstances so warrant.

Interested candidates who fulfil the minimum eligibility criteria may apply to the Deputy Director (Admn. & Estt.), National BOOK Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 in the prescribed format as given on the website within 30 days from the date of issue of this advertisement. The region may also be mentioned over the envelope.

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 organisation of the similar field/ nature.
- 6) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 7) The NBT reserves the right not to fill up the vacancies as advertised.
- 8) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
- 9) Candidates should possess the essential qualifications as on the closing date of advertisement.
- 10) Age will be determined on the last date of the receipt of applications.
- 11) Canvassing in any form will result in disqualification.
- 12) Applicants must superscribe the envelope with "Application for the post of _____".
- 13) The application duly completed in all respect should reach the Deputy Director (Estt. & Admn.) National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 by **4th March 2021**

Last Date for receipt of application is 4th March 2021

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 _____

Advt. No _____ Dated _____

Place a self-attested
passport size
photograph
here

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 : _____