VACANCY NOTICE

Applications (via e-mail) are invited for filling up the following post purely on contract basis (Full time) initially for a period of six months which can be extended as per requirement:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the post and Age Limit</th>
<th>Remuneration</th>
<th>No. of posts</th>
<th>Eligibility</th>
<th>Job Description</th>
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</thead>
</table>
| 01    | PR Assistant  
Age Limit: Below 45 years | Rs 30,000/- -- Rs 40,000/- plus incentives based on performance | 01 Post | **ESSENTIAL**  
a) Graduation degree in any discipline from a recognized university and/or Degree/Diploma in Journalism/Mass Communication  
b) At least 02 years experience of having worked in a position related to public relations, media coordination, social media etc. | a) Report to Assistant Director (Public Relations)  
b) Draft and design press releases and presentations  
c) Maintain contact databases and mailing lists with updates  
d) Create project-specific media lists to support PR team  
e) Responsible for press clip archives and materials for periodical reports |
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<td>c)</td>
<td>Experience of having handled successful digital and social media campaigns of various social media platforms for brand advertising and augmentation</td>
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<td>d)</td>
<td>Computer proficient, knowledge of working on MS Office, Photoshop, database software etc.</td>
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<td>e)</td>
<td>Excellent communication and writing skills and indepth knowledge of both English and Hindi</td>
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<td>f)</td>
<td>Strong interpersonal and organizational skills</td>
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<td>f)</td>
<td>Assist with research including analysis of media coverage and online conversations</td>
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<td>g)</td>
<td>Coordinate projects and events including inviting media, preparing press kits, attending events and preparing reports</td>
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<td>h)</td>
<td>Knowledge of Drafting and Copywriting</td>
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<td>i)</td>
<td>Use current social media tools for the benefit of the organization</td>
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<td>j)</td>
<td>Provide administrative support to the PR team</td>
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Post applied for ____________________________

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):

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<tr>
<th>Examination(s) passed</th>
<th>University/Board</th>
<th>Year of passing</th>
<th>Subjects covered</th>
<th>Division / Grade</th>
<th>% of Marks</th>
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15. Professional qualifications, if any:

__________________________________

__________________________________

__________________________________
16. Experience (in ascending order):

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<tr>
<th>Office/Department</th>
<th>Designation</th>
<th>Pay Band + Grade Pay</th>
<th>Period</th>
<th>Nature of Work</th>
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<td>From</td>
<td>To</td>
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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 etc. enclosed should be self attested and then scanned and attached with the Application. A passport size photograph should also be uploaded.

Place: ______________________
Date: ______________________

Signature of the applicant
GENERAL TERMS AND CONDITIONS:

1) Posts may be increased 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 and Hindi.

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

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

6) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.

7) Candidates should possesses the essential qualifications as on the closing date of application.

8) Age will be determined on the last date of the receipt of applications.

9) Canvassing in any form will result in disqualification.

10) Applicants must superscribe the envelope with “Application for the post of ____________”.

11) 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 31st August, 2020

Last Date for receipt of application is 31st August, 2020

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 prescribed tests/interview.