

AS ON 2 January 2009

SUMMARY OF MANPOWER PROFILE OF NBT, INDIA
GROUP-WISE

Group	Sanctioned	Filled	Vacant and under filling-up process	Remarks
A	49	43	06	Action has been initiated to fill-up the vacant posts.
B	34	32	02	Action has been initiated to fill-up the vacant posts.
C	137	123	14	Action has been initiated to fill-up the vacant posts.
D	53	52	01	Action has been initiated to fill-up the vacant posts.
Total	273	250	23	

NATIONAL BOOK TRUST, INDIA
Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj
New Delhi - 110 070

STATUS OF VACANT POST AS ON 02 January 2009

Post/Grade	No. of Post Vacant	Status of Vacant Posts
Deputy Director (C&F)	01	The post has been re-advertised in the Employment News on 6 December 2008 and last date for receipt of application is 05.01.2009.
Editor	01	An appeal against the impugn order of Hon'ble High Court of Delhi has been filed and the matter is subjudiced.
Assistant Editor (Malayalam)	01 (Contract)	The post has been re-advertised in the Employment News on 6 December 2008 and last date for receipt of application is 05.01.2009.
Assistant Editor (Tamil)	01 (Contract)	The Screening Committee for the post had been constituted and its meeting convened on 1 January 2009 for shortlisting of applications.
Assistant Director	01 (UR+PH) 01 (UR)	In response to Trust's letter, the employer of Shri Sandeep Meena, who was offered the post has sent NOC for vigilance clearance and Shri Meena is likely to join the Trust soon. <u>The Screening Committee for the second post</u> had been constituted and its meeting convened on 1 January 2009 for shortlisting of applications.
GROUP 'B'		
Accountant	01+01 (ERO)	The post has been re-advertised in the Employment News on 6 December 2008 and last date for receipt of application is 05.01.2009. Offer of appointment issued to the incumbent for ERO and he is completing the pre-appointment formalities.
GROUP 'C'		
Marketing Executive	01	The post has been re-advertised in the Employment News on 6 December 2008 and last date for receipt of application is 05.01.2009.
Shop Assistant	01	The proposal deferred till the Recruitment Rules are reviewed for clarifying the position regarding eligibility.
UDC (ST)	01	The Screening Committee for the second post has been constituted and its meeting convened on 1 January 2009 for shortlisting of applications.
Assistant	02 (1+1)	Applications received in response to the advertisement are being submitted to the Screening Committee constituted by the Competent Authority for shortlisting. A proposal has been submitted to fill the second post from among the applications received and short-listed by the Screening Committee

Junior Stenographer	02 (01 English & 01 Hindi)	The Screening Committee for the second post has been constituted and its meeting convened on 1 January 2009 for shortlisting of applications. Recruitment action is already under progress for filling up the second post.
Data Entry Operator	01	Applications received in response to the advertisement are being submitted to the Screening Committee constituted by the Competent Authority for shortlisting.
L.D.C.	06	Applications received in response to the advertisement are being submitted to the Screening Committee constituted by the Competent Authority for two posts for shortlisting. An offer of appointment is being sent after approval of Competent Authority. A notification is being issued to the Departmental candidates. For the two vacant posts, recruitment action has been initiated.
GROUP 'D'		
Peon-cum-Messenger	01	A date to convene meeting of the Selection Committee has been proposed for 23 January 2009.
Total Vacant Post	23	

INFORMATION BOARD UNDER RTI ACT, 2005
National Book Trust, India
Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj
New Delhi - 110 070

Sl. No.	Name & Designation	Contact No.	Sl. No.	Name & Designation of Appellate Authority	Contact No.
1.	Prof. Bipan Chandra Chairman	2452-6168	1.	Shri Amar Mudi Joint Director (Admn. & Finance) & Appellate Authority (Under RTI Act, 2005)	2612-1876
2.	Mrs. Nuzhat Hassan Director	2452-6169		-	-
3.	Mrs. Neera Jain Editor (English) & Vigilance Officer	2452-6164	2.	Name & Designation of Public Information Officer	
				Shri Deep Chand Koli, Deputy Director (Estt.) & Public Information Officer (Under RTI Act, 2005)	2452-6170