

PROFORMA FOR FURNISHING BRIEF PARTICULARS OF CANDIDATES FOR THE POST OF REGIONAL MANAGER, SOUTHERN REGIONAL OFFICE

1. Name (in Block Letters)
2. Date of Birth (As per School Certificate)
3. Age as on last date of receipt of applications
4. Father's/Husband's Name
5. Mailing Address with Phone No./E-mail Address
6. Nationality
7. Religion
8. Whether SC/ST/OBC
9. Educational and other Qualifications in reverse chronological order
10. Name of the Department with Address where serving
11. Present post held, date from which held on regular basis, scale of pay and present pay
12. Whether Ex-serviceman, if yes give details i.e. length of service along with service discharge certificate duly attested
13. Details of Experience relevant to the post applied for

Attested
Recent
passport
size
photograph

Name of post and scale of pay	Period	Deptt./Office	Nature of appointment i.e. whether on regular/ deputation/contract/ ad hoc basis	Nature of duties performed
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14. Any additional information

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/skill test, my candidature will stand automatically cancelled.

Place :
Date :

[Signature of the Candidate]
Name :

Countersigned _____
(Employer)

TERMS & CONDITIONS

Applicants must attach duly attested photocopies of certificates (not original) by a Gazetted Officer in support of age, educational and professional qualifications, experience/service, caste SC/ST/OBC/PH, etc.

Single II class rail fare to and fro Delhi by the shortest route as per rules shall be reimbursed to the outstation candidates who are called for the interview subject to production of the photocopy of the train/bus tickets.

For deputation the maximum age limit should not exceed 56 years as on the closing date of applications as per DOPT OM No.AB-14017/48/92-Estt (RR) dated 17 November 1992.

Age will be determined as per the last date of receipt of applications.

Upper age limit is relaxable by 5 years for the applicants belonging to SC/ST/PH categories and 3 years for OBC category. Age limit will be determined as per the last date for receipt of applications.

Those employed in government/semi-government/autonomous organization should send their applications through proper channel only along with ACRs for the last five years and vigilance clearance and integrity certificate. Incomplete application will not be entertained under any circumstances.

Those employed in private organizations/institutions will be considered only for short-term contract for a period of 3 years extendable by 1 year at the discretion of the Trust.

Applicants must superscribe the envelope with "Application for the post of _____".

The application should reach the Joint Director (Admn. & Finance), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi - 110 070 by 30 September 2010 along with a Demand Draft for Rs.25/- (no fee for SC/ST/PH) in favour of Director, National Book Trust, India payable at New Delhi.