

Following appointments have been made and are under process during the period from 1st August 07 to till date.

Appointments

Name and Post	Date of Joining	Pay Scale
Shri Amar Mudi Joint Director (Admin. & Finance) (on deputation)	1.08.2007	Rs. 12,000-16,500
Shri Santanu Bhattacharya (Mart. Ex.)	5.09.2007	Rs. 4,500- 7,000
Shri T. Mattan Raj, Regional Manager (SRO) (on deputation)	24.10.2007	Rs. 10,000- 15,200

The following selections have been made and offer has been send to the selected candidates as per details given hare under:

Name	Post	Pay Scale
Ms. Sulekha	Editorial Assistant	Rs. 5,500- 9,000
Ms Vasudhra Lal	Editorial Assistant	Rs. 5,500- 9,000
Ms Veena Gandhi	Junior Library Assistant	Rs. 3,050- 4,590

The above three candidates are completing the pre appointment formalities.

NATIONAL BOOK TRUST, INDIA
A-5, GREEN PARK, NEW DELHI-110016
STATUS OF VACANT POSTS AS ON 19.12.2007

Post/Grade	No. of post vacant	Status of vacant posts
Group 'A'		
Assistant Director(Production)	01	Minutes of Selection Committee kept in sealed cover as per orders of High Court. Selection Committee held on 29.10.2007.
Assistant Editor(Malayalam)	01(deputation)*	Applications received but no one found suitable. Proposal for re-advertisement of this post is under process. However, stop gap arrangement on contract basis has been made.
Assistant Director	01	Action for re-advertisement of the post has been initiated
Group 'B'		
Editorial Assistant (English)	02(English)	Selected candidates have been offered the post. Pre-appointment formalities are being completed.
Accountant	02+01 (ERO)	Action has been initiated to fill up the post through advertisement.
Group 'C'		
Marketing Executive	01	One vacant post at ERO, action has been initiated to fill the post through advertisement.
Shop Assistant	01	The proposal deferred till the recruitment rules is reviewed for clarifying the position regarding eligibility.
UDC	02	Employment Exchange has none to sponsor against one reserved post for ST. Action to advertise the post in Employment News is being taken. Against one post in ERO, deptt. candidate has been offered the post on promotion. He has shown his inability to join.
Assistant	01	A list of (three) candidates received from the Employment Exchange out of which one is overage. Proposal for advertisement has been approved. Further action is being taken.
Junior Stenographer	02(English & Hindi)	Proposal for re-advertisement of one post and notification of one post in office.
Data Entry Operator	01	One resultant vacancy of DEO was notified to the Employment Exchange and a list of four candidates received from the Employment Exchange. Further action being taken.
L.D.C.	03	Written & typing tests of the candidates have been conducted on 16.12.2007. Result is awaited.
Jr. Library Assistant	01	Selected candidate has been given the offer of appointment. Pre-appointment formalities are being completed
Group 'D' Peon-cum-Messenger	01	Offer of appointment issued. Pre-appointment formalities are being completed.
Total vacant Post	21	

As On 19.12.2007

Summary of Manpower profile of NBT, India

Group Wise

Group	Sanctioned	Filled	Vacant and under filling up process	Remarks
A	49	46	03	Action has been initiated to fill up the vacant posts
B	34	29	05	-do-
C	137*	125	12	-do-
D	53	52	01	-do-
Total	273	252	21	

*One live vacant post of Telephone Operator-cum-receptionist has been surrendered.

Summary of Manpower profile of NBT, India
Grade-wise

Post/Grade	Sanctioned	Filled	Vacant	Remarks
GROUP 'A'				
Director	01	01	-	-
Joint Director(Admn. & Finance)	01	01	-	-
Joint Director(Production)	01	01	-	-
Chief Editor & Joint Director	01	01	-	-
Deputy Director	06	06	-	-
Editor(including Editor NCCL)	05	05	-	
Regional Managers	03	03	-	-
Manager(S&M)	01	01	-	-
Assistant Director	08	07	01	Action for re-advertisement the post has been initiated.
Assistant Director(Production)	05	04	01	Minutes of Selection Committee kept in sealed cover as per orders of High Court
Assistant Editor	15	14	01(Mal.)	Application received but no one was found suitable. Proposal for re-advertisement of this post is under process. However, stop gap arrangement on contract basis has been made.
Library-cum-documentation officer	01	01	-	
Ps to CM	01	01	-	-
Total	49	46	03	

Group 'B'				
Accounts Officer	02	02		-
Computer Programmer	01	01	-	-
Senior PA to Director	01	01	-	-
Superintendent	06	06	-	-
Accountant	09	06	02+01(ERO)	Action has been initiated to fill up the vacancy
Librarian	01	01	-	-
Editorial Assistant	07	05	02(English)	Selected candidates have been offered the post. Pre-appointment formalities are being completed
Production Assistant	06	06	-	
Artist	01	01	-	-
Total	34	29	05	

Group 'C'				
Assistant.	26	25	01	A list of (three) candidates received from the Employment Exchange out of which one is overage. Proposal for advertisement has been approved. Further action is being taken.
Senior Stenographer	08	08	-	-
Marketing Executive	05	04	01	One vacant post at ERO, action has been initiated to fill the post through advertisement.
Library Assistant	02	02	-	
Data Entry Operator	02	01	01	One resultant vacancy of DEO was notified to the Employment Exchange. A list of four candidates received from the Employment Exchange. Further action being taken.
UDC	22	20	02	Employment Exchange has none to sponsor against one reserved post for ST. Action to advertise the post in Employment News is being taken. Against one post in ERO, deptt. candidate has been offered the post on promotion. He has shown his inability to join.
Junior Stenographer	19	17	02(English & Hindi)	Proposal for re advertisement of one post and notification of one post in office.
Telephone Operator cum Receptionist	01*	01	-	One post of Telephone Operator –cum-receptionist has been approved for surrender for matching savings for up gradation for the post of Manager(S&M)
Shop Assistant	03	02	01	The proposal deferred till the recruitment rules is reviewed for clarifying the position regarding eligibility.
Junior Artist	01	01	-	-
LDC	35	32	3	Written & typing tests of the candidates have been conducted on 16.12.2007
Driver	10	10	-	-
Junior Library Assistant	01	-	01	Selected candidate has been given the offer of appointment. Pre-appointment formalities are being completed.
Gestetner Operator	02	02	-	
Total	137	125	12	

Group 'D'				
Attendant	06	06	-	-
Daftry	02	02	-	-
Packer	10	10	-	
Cleaner	03	03	-	-
Peon-cum-Messenger	32	31	01	Offer of appointment issued. Pre-appointment formalities are being completed
Total	53	52	01	-