

National Bal Bhavan
Kotla Road, New Delhi – 110002

Applications are invited from eligible candidates for the following posts in National Bal Bhavan, New Delhi. The details and eligibility conditions of the posts which are to be filled up on Direct Recruitment basis and on Deputation basis are given below:-

Posts which are to be filled up on Direct Recruitment basis				
Sl. No.	Name of the post & relevant Pay Band+Grade Pay	No. of vacant post	Eligibility conditions prescribed for direct recruitment in the relevant Recruitment Rules	Reservation/ Category
1.	Hindi Translator Rs.5200-20,200+Grade Pay of Rs.2800	01	<p>Age : 35 years. However, age relaxation will be governed by the Govt. of India Rules.</p> <p>Educational and other qualifications :- Master's Degree from a recognised University in Hindi/English with English/Hindi as a main subject at the degree level OR Master's Degree from a recognised University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level; OR Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as main subject plus recognised Diploma/Certificate Course in translation from Hindi to English & vice versa or two OR two years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India undertakings.</p>	UR
2	Senior Instructor (Environment) Rs.5200-20,200+Grade Pay of Rs.2800	01	<p>Age : 30 years. However, age relaxation will be governed by the Govt. of India Rules</p> <p>Educational and other qualifications :- Essential : (i). Graduate from a recognised University/Institution (ii). Diploma in relevant discipline from a recognised Institution (iii). Minimum 5 years experience of working with children in responsible capacity. (iv). Good knowledge of English and Hindi Desirable : Should be very Creative, Innovative and able to motivate children to use inexpensive resources for making recreational and creative objects.</p>	UR

3	Artist(Sitar) Rs.5200- 20,200+Grade Pay of Rs.2800	01	<p>Age: 30 Years. However, age relaxation will be governed by the Govt. of India Rules</p> <p>Educational and other qualifications:- Essential : (i). Degree from a recognized University and a diploma in relevant discipline from a recognized Instituion Or Senior Secondary from a recognized Board and a degree in relevant discipline from a recognized Instituion (ii). Minimum 5 years experience of working with children (iii). Good knowledge of English and Hindi Desirable : (i). Interest in other media of expression like Art, Craft, Dance, Drama etc. (ii). Should be very creative and able to motivate children to learn and appreciate relevant art.</p>	UR
4	Artist(Folk Dance) Rs.5200- 20,200+Grade Pay of Rs.2800	01	<p>Age: 30 Years. However, age relaxation will be governed by the Govt. of India Rules</p> <p>Educational and other qualifications:- Essential : (i). Degree from a recognized University and a diploma in relevant discipline from a recognized Instituion Or Senior Secondary from a recognized Board and a degree in relevant discipline from a recognized Instituion (ii). Minimum 5 years experience of working with children (iii). Good knowledge of English and Hindi Desirable : (i). Interest in other media of expression like Art, Craft, Dance, Drama etc. (ii). Should be very creative and able to motivate children to learn and appreciate relevant art.</p>	UR
5	Artist(Harmonium) Rs.5200- 20,200+Grade Pay of Rs.2800	01	<p>Age: 30 Years. However, age relaxation will be governed by the Govt. of India Rules.</p> <p>Educational and other qualifications:- Essential : (i). Degree from a recognized University and a diploma in relevant discipline from a recognized Instituion Or Senior Secondary from a recognized Board and a degree in relevant discipline from a recognized Instituion (ii). Minimum 5 years experience of working with children (iii). Good knowledge of English and Hindi Desirable : (i). Interest in other media of expression like Art, Craft, Dance, Drama etc. (ii). Should be very creative and able to motivate children to learn and appreciate relevant art.</p>	UR

6	Junior Instructor (Astronomy) Rs.5200- 20,200+Grade Pay of Rs.2400	01	Age : 30 years. However, age relaxation will be governed by the Govt. of India Rules Educational and other qualifications :- Essential : (i). B.Sc. degree with relevant subject(s) as the main subject from a recognised university. (ii). Proficiency in relevant field (iii). Minimum 3 years experience of working with children. (iv). Good knowledge of English and Hindi Desirable : Interest in other media of expression Aptitude for development of creativity and innovations.	UR
7	Junior Instructor(Animal & Fish Corner) Rs.5200- 20,200+Grade Pay of Rs.2400	01	Age : 30 years. However, age relaxation will be governed by the Govt. of India Rules Educational and other qualifications :- Essential : (i). B.Sc. degree with relevant subject(s) as the main subject from a recognised university. (ii). Proficiency in relevant field (iii). Minimum 3 years experience of working with children. (iv). Good knowledge of English and Hindi Desirable : Interest in other media of expression Aptitude for development of creativity and innovations.	UR
8	Junior Instructor (Stitchery) Rs.5200- 20,200+Grade Pay of Rs.2400	02	Age : 30 years. However, age relaxation will be governed by the Govt. of India Rules Educational and other qualifications :- Essential : (i). Senior Secondary or equivalent from a recognised Board and Diploma in relevant discipline from a recognised Institution.s (ii). Proficiency in relevant field (iii). Minimum 3 years experience of working with children. (iv). Good knowledge of English and Hindi Desirable : Interest in other media of expression Aptitude for development of creativity and innovations.	UR
9	Junior Stenographer (English) Rs.5200- 20,200+Grade Pay of Rs.2400	01	Age : Between 18 to 25 years. However, age relaxation will be governed by the Govt. of India Rules Educational and other qualifications:- Essential : (i). Senior Secondary or its equivalent from a recognised University/Institution. (ii). Speed of Shorthand in English- 80 W.P.M. Typing speed in English- 30 W.P.M.	UR

10	Lower Division Clerk Rs.5200-20,200+Grade Pay of Rs.1900	04	<p>Age : Between 18 to 25 years. However, age relaxation will be governed by the Govt. of India Rules</p> <p>Educational and other qualifications :- Essential : (i). Senior Secondary or its equivalent from a recognised Board or University. (ii). Typing Speed of 30/25 W.P.M. in English/Hindi or skill of Data Entry and Work Processing in Computer. (iii). Good knowledge of English and Hindi</p>	ST-1 OBC-1 UR-2
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Posts which are to be filled up on Deputation basis

Sl. No.	Name of the Post, Pay Band and Grade Pay	No. of vacancy	Eligibility Conditions	Reservation/ category
1	Office Assistant Rs.9300-34,800+Grade Pay of Rs.4200 Group 'C' in Central Government.	02	<p>Age Limit : The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Educational & Other Qualifications required:- a) Bachelor's Degree or any qualification recognized by Central Government. b) Proficiency in Computer.</p> <p>Other qualification/ experience required :- i) Holding analogous post on regular basis, or Minimum 8 years regular service as Upper Division Clerk. ii) Knowledge of Govt. of India Rules relating to autonomous bodies iii) Good knowledge of English and Hindi.</p> <p>Other conditions:- (i) The departmental officer in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. (ii) Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not Exceed Three Years.</p>	Not applicable
2	PA to Director Rs.9300-34,800+Grade Pay of Rs.4200 Group 'C' in Central Government.	01	<p>Age Limit : The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Qualification and experience required :- Officers holding the post of Stenographer (English) under the Central Government. (i). holding analogous post on regular basis in the parent cadre or department; or</p>	Not applicable

			<p>(ii). with ten years regular service in the Pay Band 1 with Grade Pay of Rs. 2400 or equivalent.</p> <p>(iii). Shorthand Speed in English- 120 w.p.m.</p> <p>(iv). Typing Speed in English- 40 w.p.m.</p> <p>Other conditions :-</p> <p>(i). The departmental officer in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(ii). Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not Exceed Three Years.</p>	
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Please note the following instructions :-

1. NBB reserves the right to fill or not to fill any or all the post/s and also reserves the right to reject any or all the applications for any or all the posts.
2. NBB reserves the right to increase or decrease the number of vacancies.
3. Age will be reckoned as on the last date of submission of application.
4. Candidates who are interested to apply for direct recruitment posts, are requested to kindly apply alongwith copies of their testimonial strictly in the prescribed proforma of application as per **Annexure-I**. Candidates who are working in Central Govt./State Govt.Offices /Autonomous Bodies may apply through proper Channel through his/her office in the prescribed proforma of application.
5. **For the posts to be filled up on deputation basis**, candidates are requested to submit their application in the prescribed proforma as per **Annexure-II** through proper channel accompanied with Vigililance Clerance Certificate and a authenticated statement showing the APARs' Gradings of last five years duly signed and stamped by the Competent Authority of concerned office within prescribed time limit as mentioned above.
6. Candidates who are inested to apply may please ensure that the information/documents given by him/her in/with the application is/are factually correct and nothing has been concealed therein. After his/her selection/appointment to the post in question, if any information/document would found incorrect/fake/wrong, the selection/appointment will be cancelled with immediate effect without any notice or assigning any reason.
7. **The last date for submission of application (Direct recruitment and deputation) is 30 days from the date of publication of this vacancy notice** after which no application will be accepted. NBB will not be responsible for any postal delay.

(Director, NBB)

Annexure-I**APPLICATION FORM for Direct Recruitment**

1. Post applied for
2. Name in Block Letters
3. Date of birth
4. Residential Address, Phone No.& e-mail address
5. Present Office address, Phone No. & e-mail address
6. Whether belongs to SC/ST/OBC/Physically handicapped category
(Attach copy of certificate issued by competent authority.)
7. Educational & Professional Qualification

Latest Passport size photograph

Details of Educational Qualifications							
Sl. No.	Class/Qualification	Board/ University	Subjects	Year of Passing	Maximum Marks	Marks Obtained	%age of Marks obtained

Details of Professional Qualifications								
Sl. No.	Degre/ Diploma/Course	Duration	Board/ University	Subjects	Year of Passing	Maximum Marks	Marks Obtained	%age of Marks obtained

8. Working experience from past to present accompanied with attested copy of experience certificate :-

Sl. No.	Organisation	Working period		Monthly Salary	Nature of employment i.e. regular/contractual/ adhoc etc.	Nature of job
		From	To			

9. Any other information :

I understand and hereby declare that the information/documents given by me above is/are factually correct and nothing has been concealed therein. I fully understand that after my selection/appointment to the post in question, if any information/document is found incorrect/fake/wrong, my selection/appointment will be cancelled with immediate effect without giving any notice or assigning any reason.

(Signature of Candidate with date)

Full name in Capital Letters:í í í í í í í

Annexure-II

APPLICATION FORM for Deputation

1. Post applied for
2. Name in Block Letters
3. Date of birth
4. Date of retirement on superannuation
5. Residential Address, Phone No.& e-mail address
6. Office address, Phone No. & e-mail address
7. Educational Qualifications
8. Date of entry in Govt. service
9. Date of appointment to the present post, Pay Band + Grade Pay and whether officiating or substantive
10. Name of present post and Pay Band+Grade Pay with basic pay
11. Whether belonging to SC/ST/OBC/Physically Handicapped category
12. Experience and details of service

Latest Passport size photograph

Sl. No.	Name of Employer	Name of Post	Period		Pay Band+ Grade Pay of post held and classification of post held	Whether held on regular/on deputation/ adhoc basis	Nature of duties performed
			From	To			

13. Copies of Certificates/Documents to be attached alongwith application.

- (a). Age Proof
- (b). Proof of Qualifications
- (c). Proof of Experience
- (d). Proof of document to claim age relaxation if any

I understand and hereby undertake that in the event of my selection to the post in question, I will not withdraw my candidature or decline the post when offered.

(Signature of Candidate with date)

CERTIFICATE TO BE GIVEN BY THE DEPARTMENT

Certified that the particulars furnished by Sh/Smtí í í í í í í í í í í í í í í Designationí í í í í í í í í í í í ..have been verified and found correct as per office records. It is also certified that no disciplinary/vigilance case is pending or contemplated against the official concerned. The integrity of the official is also certified.

(Signature of the Head of the Office)
with Designation and Seal

National Bal Bhavan
(Autonomous Body under Department of School Education & Literacy, Ministry of H.R.D., Govt. of India)
Kotla Road, New Delhi ó 110002

Applications are invited from eligible candidates for the following posts in National Bal Bhavan, New Delhi.

Posts which are to be filled up on Direct Recruitment basis				
Sl.No.	Name of Post	Pay Band+Grade Pay	No. of Vacancy	Reservation/ Category
1.	Hindi Translator	Rs.5200-20,200+Grade Pay of Rs.2800	01	UR
2	Senior Instructor(Environment)	Rs.5200-20,200+Grade Pay of Rs.2800	01	UR
3	Artist(Sitar)	Rs.5200-20,200+Grade Pay of Rs.2800	01	UR
4	Artist(Folk Dance)	Rs.5200-20,200+Grade Pay of Rs.2800	01	UR
5	Artist(Drama)	Rs.5200-20,200+Grade Pay of Rs.2800	01	UR
6	Artist(Harmonium)	Rs.5200-20,200+Grade Pay of Rs.2800	01	UR
7	Junior Instructor(Astronomy)	Rs.5200-20,200+Grade Pay of Rs.2400	01	UR
8	Junior Instructor(Animal & Fish Corner)	Rs.5200-20,200+Grade Pay of Rs.2400	01	UR
9	Junior Instructor (Stitchery)	Rs.5200-20,200+Grade Pay of Rs.2400	02	UR
10	Junior Stenographer (English)	Rs.5200-20,200+Grade Pay of Rs.2400	01	UR
11	Lower Division Clerk	Rs.5200-20,200+Grade Pay of Rs.1900	04	ST-1,OBC-1,UR-2
Posts which are to be filled up on Deputation basis				
Sl. No.	Name of the Post	Pay Band and Grade Pay & Classification of post	No. of vacancy	Reservation/ category
1	Office Assistant	Rs.9300-34,800+Grade Pay of Rs.4200 Group 'C' in Central Government.	02	Not applicable
2	PA to Director	Rs.9300-34,800+Grade Pay of Rs.4200 Group 'C' in Central Government.	01	Not applicable

Last date of receipt of applications for direct recruitment and deputation is _____.

For details regarding eligibility, educational and other qualifications, website of National Bal Bhavan ó www.nationalbalbhavan.nic.in may kindly be seen.

(Director, NBB)

