

National Bal Bhavan
Kotla Road, New Delhi – 110002

Walk-in-Interviews are scheduled to be held in NBB for engagement of eligible persons to the following positions on contract basis for a period of one year. Interested candidates may report for Walk-in- Interview on stipulated date and time alongwith their Bio-data and original documents for verification.

S. No.	Contractual Positions	No. of post	Consolidated remuneration	Eligibility conditions	Date & Time for Walk-in-Interview
1	Consultant (Legal)	One	Rs.25000/- per month	Law Graduate and should be fully conversant with rules and regulation of Government of India and able to handle Establishment/Administrative Leave matters. Retired Officer from any Govt. Deptt. can also apply.	05.08.2016 at 10.00 A.M.
2	Consultant (Public Relation)	One	Rs.35000/- per month	(i) Degree from a recognized University (ii) Diploma in Public Relations/ Mass Communication (iii) Working knowledge of computer preferably Page Maker, Corel Draw, Photoshop. (iv) 2 years experience of handling work relating to publication, mass media, publicity etc.	05.08.2016 at 12.00 Noon
3	Personal Assistant	One	Rs.25000/- per month	Graduate with 3 years experience as Senior Stenographer (English)/Personal Assistant or 5 years experience as Junior Stenographer (English) with knowledge of computer application	05.08.2016 at 12.00 Noon

Note: -

1. Upper age limit in respect of all the above posts is 63 years.
2. The person appointed on contract would be allowed 08 C.L. and 02 R.H. only in a year.
3. Working hours of the office is 09:00 a.m. to 05:30 p.m. (Sunday & Monday are holidays).
4. No of posts are tentative which can be increased / decreased as per requirement. Competent authority NBB reserves the right not to fill up any of the vacancy.

(Director, NBB)