

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 subject to fill up the post on regular basis whichever is earlier. 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
01	Office Assistant	One	Rs.25,000/- per month	(i) Graduation Degree from a recognized University. (ii). Retired from the post of Office Assistant in Central Govt./Autonomous Bodies/Institutions in the Pay Band of Rs.9300-34,800+Grade Pay of Rs.4200 (iii). Possessing experience of handling service matters, fixation of pay, processing of personal claims, leave rules, TA & LTC rules, conduct rules, discipline rules, recruitment , promotion, reservation rules and pension rules etc. (iv).Good knowledge of Hindi & English. (v). Working knowledge of Computer.	19.05.2016 at 9:30 a.m.
02	D.T.P. Operator	One	Rs.20,000/- per month	Graduate with three years diploma in Desk Top Publishing. The DTP Operator should have sufficient knowledge of Pagemaker, Coral Draw, Photoshop etc.	19.05.2016 at 11:00 a.m.

03	Hindi Translator	One	Rs.20,000/- per month	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 with either of the two as medium of examination and other as a main subject plus recognised Diploma/Certificate Course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India undertakings.	20.05.2016 at 9:30 a.m.
04	Jr. Steno English	One	Rs.20,000/- per month	Graduate-Stenographer(English) with 3 years' experience as Personal Assistant and knowledge of computer.	20.05.2016 at 9:30 a.m.
05	Clerks	Three	Rs.20,000/- per month	Candidate should possess Senior Secondary or its equivalent from a recognized Board or University. His/her typing speed on computer should be 35 w.p.m. in English and 30 w.p.m. in Hindi or skill of Data Entry and work processing in computer.	25.05.2016 at 9:30 a.m.
06	Toy Train Driver	One	Rs.20,000/- per month	Retired Railway Engine Driver	25.05.2016 at 9:30 a.m.
07	Consultant (Civil Engineering)	One	Rs. 25,000/- Per month	(i). Diploma in Civil Engineering with minimum 3 year experience in construction and maintenance of Civil work. (ii). Good knowledge of English and Hindi.	25.05.2016 at 9:30 a.m.
08	Instructor (Environment)	One	Rs.20,000/- per month	Science Graduate (B.Sc.) preferably with biology. 3 years'	30.05.2016 at 10:00 a.m.

				experience.	
09	Instructor (Animal & Fish Corner)	One	Rs.20,000/- per month	Essential: (i). B.Sc. Degree with relevant subject(s) as the main subject from a recognized University. (ii). Proficiency in the relevant field. (iii). Minimum 3 years experience of working with children. (iv). Good knowledge of Hindi & English. Desirable: (i). Interest in other media of expression Aptitude for development of creativity and innovations.	30.05.2016 at 10:00 a.m.
10	Instructor (Astronomy)	One	Rs.20,000/- per month	Essential: (i). B.Sc. Degree with relevant subject(s) as the main subject from a recognized University. (ii). Proficiency in the relevant field. (iii). Minimum 3 years experience of working with children. (iv). Good knowledge of Hindi & English. Desirable: (i). Interest in other media of expression Aptitude for development of creativity and innovations.	30.05.2016 at 10:00 a.m.
11	Instructor (Aeromodel ling)	One	Rs.20,000/- per months	Essential: (i). B.Sc. Degree with relevant subject(s) as the main subject from a recognized University. (ii). Proficiency in the relevant field. (iii). Minimum 3 years experience of working with children. (iv). Good knowledge of Hindi & English. Desirable: (i). Interest in other media of expression Aptitude for development of creativity and innovations.	30.05.2016 at 10:00 a.m.
12	Technical Assistant	One	Rs.20,000/- per month	Essential : (i). Secondary or its equivalent from a recognized Board with certificate course in Science/Electronics/Mechanics OR	30.05.2016 at 10:00 a.m.

				Senior Secondary or equivalent with Science subjects. (ii). Good knowledge of English & Hindi Desirable: Interest in Science related activities.	
13	Consultant (Programme)	One	35,000/- Per month	Essential: He/ She will be responsible for coordination of all programs and having ability for coordinating competitions. Educational Qualification: Post Graduate in Performing Arts/ Fine Arts/ Visual Arts/ Education from a recognized University/Institution with 5 years experience of working in schools/educational institutions for children. Desirable: (i) Administrative experience in a Govt. Institution/Institution fully/partially funded by the Govt. (ii) Working knowledge of Computer.	20.05.2016 at 10:00 a.m.

- Note: - 1. Upper age limit in respect of all the above posts is 62 years as on 25.05.2016.
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)