



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

5 इंस्टीट्यूशनल एरिया, फेज-2
वसंत कुंज, नई दिल्ली-1100700

Phone: 011-26707798, Email: recruitment@nbtindia.gov.in

Advt. No. 23/2024/Estt.

Date: 30/12/2024

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the eligible candidates filling up the following posts purely on contract basis through manpower agency initially for eleven months which can be extendable as per requirement of the Trust. The details are as under:

Name of the Post	Project Coordinator
No. of Position	02
Remuneration	Rs.50,000-Rs.70,000
Upper Age Limit	45 Years
Experience	<ul style="list-style-type: none">•Minimum of 5 years of experience in project coordination, preferably in CSR or the non-profit sector.•Prior experience with educational initiatives, book distribution projects, or literacy campaigns is an advantage.
Key Responsibilities	<ol style="list-style-type: none">1. Project Planning and Execution<ul style="list-style-type: none">• Develop and maintain project plans, timelines, and budgets in collaboration with internal teams and external stakeholders.• Coordinate project activities, including book donations, reading programs, educational outreach, and library setup initiatives• Monitor project progress to ensure milestones are met and adjust plans as necessary.2. Stakeholder Management<ul style="list-style-type: none">• Act as the primary point of contact between NBT and external clients, ensuring smooth communication and alignment on project goals.• Liaise with schools, libraries, NGOs, and community organizations to identify beneficiaries and execute programs effectively.3. Financial Oversight<ul style="list-style-type: none">• Track project budgets and expenditures, ensuring compliance with financial guidelines.• Prepare periodic financial and progress reports for clients and internal review.4. Quality Assurance<ul style="list-style-type: none">• Ensure the delivery of high-quality outcomes, such as curated book selections, well-organized events, and impactful outreach campaigns.• Conduct on-site visits to assess the effectiveness of project implementation.5. Data Collection and Reporting<ul style="list-style-type: none">• Maintain detailed records of project activities, including beneficiary data, event reports, and client communications• Compile and present reports to clients, highlighting key achievements, challenges, and recommendations.6. Compliance and Documentation<ul style="list-style-type: none">• Ensure all projects comply with legal, regulatory, and CSR-specific requirements.• Prepare project documentation, including MOUs, contracts, and case studies.
Place of Deployment	Anywhere in India

Name of the Post	Young Professional – Corporate Communication (Sponsorship Sales)
No. of Position	02
Remuneration	Rs.50,000-Rs.70,000
Upper Age Limit	32 Years
Essential Qualifications	A Master's degree in Marketing, Business Administration, Communications, Public Relations, or a related field are preferred.
Experience	1-3 years of experience in sponsorship Sales would be preferred.
Key Responsibilities	<ul style="list-style-type: none"> • Sponsorship Acquisition: <ul style="list-style-type: none"> ❖ Identify, approach, and secure sponsorships from potential partners, including corporate and government bodies. ❖ Develop customized sponsorship packages tailored to meet the needs of different sponsors. ❖ Build and maintain a robust pipeline of sponsorship leads. • Relationship Management: <ul style="list-style-type: none"> ❖ Build and nurture long-term relationships with sponsors and stakeholders. ❖ Ensure regular communication and updates with existing sponsors regarding event milestones and deliverables. • Strategic Planning: <ul style="list-style-type: none"> ❖ Develop and implement a sponsorship strategy aligned with the goals of book fairs and festivals. ❖ Conduct market research to identify emerging opportunities for partnerships. • Event Support: <ul style="list-style-type: none"> ❖ Collaborate with event teams to ensure sponsor deliverables are met during events. ❖ Oversee branding, visibility, and activation plans for sponsors at book fairs and festivals. • Documentation and Reporting: <ul style="list-style-type: none"> ❖ Prepare sponsorship proposals, agreements, and follow-up reports. <p>Maintain accurate records of sponsorship activities and financial contributions. Knowledge Areas: <i>A strong understanding of sales techniques, branding, market research, and contract negotiation is highly valued.</i></p>
Place of Deployment	Anywhere in India

National Book Trust, India reserves the right not to fill up the post as advertised, if circumstances so warrant.

Interested candidates who fulfill the minimum eligibility criteria may apply to the Deputy Director (E&E), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi - 110070 in the prescribed format as given on the website i.e. www.nbtindia.gov.in. Last date for submission of applications is 07/01/2025.

GENERAL TERMS AND CONDITIONS

1. Post may be increased/ decreased at the discretion of the Competent Authority.
2. Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
3. The candidate should have good communication skills.
4. During his/her service with the Trust he/she may be required to serve anywhere in India under an office of this office.
5. During the tenure with NBT, it is not allowed to work concurrently with any other organization of the similar field/nature.
6. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
7. The National Book Trust, India reserves the right not to fill up the vacancy against advertisement.
8. Applications which do not meet the minimum qualifications given the advertisement and/or incomplete applications will be summarily rejected.
9. Applications will not be accepted after last date of the receipt of applications
10. Age will be determined on the last date of the receipt of applications.
11. Canvassing in any form will be treated as disqualify.
12. The application duly completed in all respect should reach the Deputy Director (E&E) National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.

Note:

1. Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining.
2. No T.A./D.A. will be paid for attending the interview.



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज
नई दिल्ली-110070

Post applied for _____

Advt. No _____ Dated _____

Place a self-attested
passport size
photograph
here

Name (in block letters as recorded in matriculation certificate):

Father's/Husband's Name (in block letters as recorded in matriculation certificate):

(i) **Date of Birth** (in Christian Era) : _____

In words: _____

(ii) **Age**: _____ **Years**: _____ **Months** (as on closing date):

Religion : _____ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)

Category : _____ (SC/ST/OBC/General)

Whether Ex-Serviceman : _____ (Yes/No)

Nationality: _____

Sex : _____ (Male/Female)

Marital Status : _____ (Married/Unmarried)

(i) **Whether Physically Disabled** : _____ (Yes/No)

Correspondence Address:

_____ **Pin Code**: _____

Contact No. _____ **Email.**

ID. _____

Fax No. _____

Permanent

Address: _____

_____ Pin Code: _____

Educational Qualifications (beginning from Matriculation or equivalent) :

Examination(s) passed	University/Board	Year of passing	Subjects covered	Division / Grade	% of Marks

Professional qualifications, if any :

Experience (in ascending order) :

Office/Department	Designation	Pay Band + Grade Pay	Period		Nature of Work
			From	To	

Details of Computer literacy: _____

Any other relevant information:

I do hereby declare that the statements made in the Application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected or after test/interview or at any stage, my candidature will stand cancelled and all my claims for the recruitment will stand forfeited.

Note: Mark Sheet, Age Certificate, Experience Certificate, Caste Certificate etc. enclosed should be self attested and then scanned and attached with the Application. A passport size photograph should also be enclosed.

Place : _____

Signature of the applicant

Date : _____