



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
5 Institutional Area, Phase-II, Vasant Kunj
New Delhi – 110070
Phone:91-11-35464688
E-mail: recruitment@nbtindia.gov.in

Advt. No. 82 /2026/Estt.

Date: 23.02.2026

VACANCY NOTICE

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

| S. No | Name of the post | No. of posts & Age limit | Remuneration | Eligibility |
|-------|----------------------|--|--|--|
| 1 | GeM Portal Executive | 01 Post Age should not exceed 35 years as on the closing date of receipt of application | Rs. 40,000 – Rs. 50,000/- per month (approx.) | <p><u>Essential Qualifications</u></p> <p>➤ Candidate must be Graduate.</p> <p><u>Preferable Qualification</u></p> <p>➤ GeM related training from NIFM/ISTM/IIPA or any other Govt. Institution. ➤ Should be able to work independently.</p> <p><u>Essential Experience</u></p> <p>➤ Minimum three years working experience of e-Procurement and Bidding for various services like Security, Housekeeping, Manpower, Facility Management etc. on GeM Portal in Central/State Govt. institutions/PSUs/Autonomous Bodies on regular/contractual basis or through placement Agencies.</p> <p><u>Key Responsibilities</u></p> <p>➤ Working on GeM Portal: Bidding, clarification, preparing documents and other post contract process including Coordination with Clients. ➤ Working on E-procurement and other Tender sites-Surfing, browsing, finding and preparing tender documents. ➤ Making Quotations/ proposals/PPT's and other general routine work.</p> |

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

Interested candidates who fulfilled the minimum eligibility criteria may apply to the Deputy Director (A&E), National Book Trust, India, 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 05/03/2026.

GENERAL TERMS AND CONDITIONS

1. Post may be increased/ decreased at the discretion of the Competent Authority.
2. The candidate should have good communication skills.
3. During his/her service with the Trust he/she may be required to serve anywhere in India under an office of the Trust.
4. During the tenure with NBT, he/she is not allowed to work concurrently with any other organization of the similar field/nature.
5. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
6. Applications which do not meet the minimum qualifications given in the advertisement and/or incomplete applications will be summarily rejected.
7. Applications will not be accepted after last date of the receipt of applications
8. Age will be determined on the last date of the receipt of applications.
9. Canvassing in any form will be treated as disqualification for the post(s).
10. Candidate(s) selected for the post(s) will be required to furnish a Medical Certificate of their being medically fit to work in NBT, India
11. If you do not hear from us within 15 days of application submission, please consider that you have not been shortlisted.

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/Written Test.



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 |
|--------------------------|------------------|--------------------|------------------|---------------------|---------------|
| | | | | | |
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| | | | | | |
| | | | | | |

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 : _____