



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2
वसंत कुंज, नई दिल्ली-110070

Advt. No. 89/2026/Estt.

20/03/2026

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 post purely on contract basis through manpower agency initially for three months which can be extendable 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	Admin Executive	01 Post Age should not exceed 35 years as on the closing date of receipt of application	Rs. 45,000 – Rs. 50,000/- per month (approx.)	<p>Essential Qualifications</p> <p>➤ Bachelor's degree in English Honours/Humanities from a recognized university, or any graduate with strong English communication skills.</p> <p>Preferable Qualification</p> <p>➤ Diploma/Certificate in Office Administration or Secretarial Practices.</p> <p>Essential Experience</p> <p>➤ Minimum 3 years of experience in office administration, drafting and noting work, along with vendor management, stakeholder coordination, and external meeting facilitation in a Government office/educational institution/reputed organization.</p> <p>➤ Experience in handling official communication, coordinating with external agencies, and managing administrative logistics for meetings/events.</p> <p>Key Responsibilities</p> <p>➤ Maintenance of physical and digital filing systems and official records.</p> <p>➤ Drafting letters, office notes, e-mails and routine correspondence.</p> <p>➤ Handling communication with external stakeholders, partners, and service providers</p> <p>➤ Coordinating and facilitating external meetings, including scheduling, communication, agenda</p>

				<p>preparation, and follow-ups</p> <ul style="list-style-type: none"> ➤ Managing vendor relations, including coordination, documentation, and tracking deliverables ➤ Coordination with internal departments for administrative matters. <p style="text-align: center;"><u>Mandatory Requirement</u></p> <ul style="list-style-type: none"> ➤ Submission of resume, educational certificates, and a brief writing sample along with the duly filled application form. ➤ Candidate must possess strong verbal and written communication skills (English & Hindi) ➤ Proven ability in vendor coordination and stakeholder management ➤ Good working knowledge of MS Office ➤ The ability to independently manage official communication, meetings, and administrative processes
2	GeM Portal Executive	01 Post Age should not exceed 40 years as on the closing date of receipt of application	Rs. 40,000 – Rs. 50,000/- per month (approx.)	<p style="text-align: center;"><u>Essential Qualifications</u></p> <ul style="list-style-type: none"> ➤ Candidate must be Graduate. ➤ GeM related training from NIFM/ISTM/IIPA or any other Govt. Institution. <p style="text-align: center;"><u>Essential Experience</u></p> <ul style="list-style-type: none"> ➤ Minimum three years working experience of e-Procurement and Bidding on GeM and CPP Portal for various services like Security, Housekeeping, Manpower, Facility Management etc. in Central/StateGovt. institutions/PSUs/Autonomous Bodies on regular/contractual basis or through placement Agencies. <p style="text-align: center;"><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> ➤ 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.
<i>*Candidates who have applied prior to the above positions need not apply.</i>				

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 06/04/2026.



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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 : _____