



राष्ट्रीय पुस्तक न्यास, भारत  
NATIONAL BOOK TRUST, INDIA

5 इंस्टीट्यूशनल एरिया, फेज-2

वसंत कुंज, नई दिल्ली-110070

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

Advt. No. 44/2025/Estt.

Date: 01.09.2025

**WALK-IN-INTERVIEW**

Walk-in-interview will be held in the National Book Trust, India (NBT, India) on **15.09.2025 at 02:00 pm to 04:00 pm** for the engagement of **Production Assistant** purely on contract basis through Placement Agency initially for a period of three months, extendable depending on the performance of the candidate/need of the organization. Interested candidates may appear for the Walk in interview with a prescribed application available on the website i.e. [www.nbtindia.gov.in](http://www.nbtindia.gov.in) :

S. No.	Name of Post	No. of Post	Monthly Salary (Rs.)	Upper Age Limit	Qualifications/ Experience
1	Production Assistant	02	30,000 – 40,000	35 years	<b>Educational Qualifications:</b> Three year Diploma or Degree in Printing Technology from a recognized Institution/University  <b>Experience:</b> Minimum 2 years of relevant experience in production of books in a printing press or book publishing organization. However, fresh candidates with a strong academic background in Printing Technology and aptitude for production work may also be considered, as per organizational norms.

Note:

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

### **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

#### **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.



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नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज  
नई दिल्ली-110070

Post applied for \_\_\_\_\_

Place a self-attested  
passport size  
photograph  
here

Advt. No. \_\_\_\_\_ Dated \_\_\_\_\_

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 : \_\_\_\_\_