राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
5 इंस्टीट्यूशनल एरिया, फेज–2, वसंतकुंज
नई दिल्ली–**110070**
Phone:91-11-35464688
E-mail: recruitment@nbtindia.gov.in

Advt. No. 107/2026/Estt.

Date: 11.06.2026

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 three months which can be extended as per requirement of the Trust. The details are as under:

S. No	Name of the post & Place of Posting	No. of posts & Upper Age limit	Monthly Remuneration (Rs.)	Eligibility
1	Executive – International Outreach, New Delhi	01 Post 30-40 years	₹60,000 – ₹70,000 per month (approx.)	**Minimum Qualification** • Graduation in International Relations / English / Mass Communication / Humanities or any related discipline from a recognized university. **Preferable Qualification** • Postgraduate degree or diploma in International Relations / Public Policy / Communication / Development Studies / Foreign Languages. **Essential Experience** • Minimum 3–5 years of experience in international engagement, partnerships, outreach, or coordination roles in a government organization / international organization / embassy / reputed institution. • Experience in working with foreign delegations, embassies, cultural institutions, or multilateral organizations. • Strong skills in communication, documentation, drafting, and stakeholder coordination. **Key Responsibilities** • Support international partnerships and outreach initiatives for NBT, including engagement with embassies, high commissions, and international cultural organizations. • Coordinate participation of international publishers, authors, and delegations in book fairs such as NDWBF and other global

				platforms. • Facilitate communication with foreign missions, international partners, and institutions for collaboration and programme development. • Assist in preparing concept notes, briefs, official correspondence, and MoUs related to international engagement. • Assist in organizing international sessions, country-focus programmes, and cultural exchanges during book fairs and events. • Coordinate logistics and protocol requirements for international delegates and guests. • Maintain database of international partners, embassies, publishers, and collaborators. • Support NBT's participation in international book fairs and global events. • Prepare reports, documentation, and outcome summaries of international engagements. **Mandatory Requirement** • Submission of resume, educational and experience certificates along with the duly filled application form. • Candidate must possess excellent written and spoken English, strong interpersonal and cross-cultural communication skills, and working knowledge of MS Office. • Candidate should be willing to travel and handle coordination under tight timelines. **Additional Desirable Skills** • Knowledge of a foreign language (French / Spanish / Arabic, etc.) will be an added advantage. • Prior exposure to book fairs, publishing sector, cultural diplomacy, or international event coordination will be preferred.

National Book Trust, India reserves the right not to fill up the posts 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 receipt of applications is 07 days from the date of publishing of this advertisement on NBT website. **Candidates who have applied before may not apply again.**

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.

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NATIONAL BOOK TRUST, INDIA

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नई दिल्ली–110070

nbt.india
एकः सूते सकलम्

Place a self-attested passport size photograph here

Post applied for _____

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 : _____