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

Advt. No. 109/2026/Estt.

Date: 16.06.2026

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites applications from eligible candidates for filling 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	No. of post & Upper Age limit	Monthly Remuneration (Rs.)	Eligibility
1	**Travel Desk Assistant**	**01 Post** 32 years	Under Minimum Wages Act Skilled Category Rs. 24,365/- Per month	**Minimum Qualifications** • Bachelor's degree in any discipline from a recognized university with good written and spoken communication skills in English and Hindi **Preferable Qualification** • Diploma/Certificate in Travel & Tourism / Hospitality / Office Administration. **Essential Experience** • Minimum 3–4 years of experience in handling travel desk operations, ticketing, and logistics in a government office / PSU / reputed travel agencies. • Experience in flight, rail, and local travel bookings, accommodation/hotel, itinerary planning, and coordination with travel vendors/agents. • Familiarity with travel policies, billing, reimbursements, and documentation. **Key Responsibilities** • Assist in domestic travel bookings (air, rail, and local transport along with accommodation) for officials, guests, and participants. • Coordinate with travel agencies, vendors, and service providers for bookings, confirmations, and changes. • Prepare and share travel itineraries, booking details, and schedules with concerned officials. • Maintain records of tickets, invoices, travel approvals, and reimbursements. • Ensure compliance with government travel norms and guidelines. • Handle last-minute changes, cancellations, and travel-related queries efficiently.

				• Coordinate for airport/station pickups, accommodation logistics, and movement plans during events. • Support administrative and logistical requirements related to official travel and events. **<u>Mandatory Requirement</u>** • **Candidate with Travel Desk background may only apply** • Submission of resume, educational certificates, and a brief writing sample along with the duly filled application form. • Candidate must possess **strong coordination skills, attention to detail, ability to handle multiple bookings simultaneously**, and working knowledge of MS Office. • Ability to manage travel arrangements under tight timelines and provide support during events is essential. • Candidate must possess strong proficiency in written and spoken English and Hindi, good knowledge of MS Office, and the ability to undertake structured noting and drafting work independently.

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 07 days from the date of publishing of this advertisement on NBT website. **Candidates who have applied earlier need not to apply again.**

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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 : _____