

Employment News 1 - 7 August 2026



NATIONAL BOOK TRUST, INDIA

Ministry of Education, Government of India

5 Institutional Area, Vasant Kunj, New Delhi-110 070

Phone : 011-35464688, Email : recruitment@nbtindia.gov.in

VACANCY NOTICE

Advt. No. 113/2026/Estt.

National Book Trust, India, invites applications for the following posts on deputation basis including short term contract for its Head Office, New Delhi and Regional Offices at Kolkata, Bengaluru and Pune as per following details:

S.No	Name of the post	No. of posts & Age limit	Pay Matrix & Level
1.	Joint Director (Production)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs.78800-209200 Level-12
2.	Deputy Director (Cost & Finance)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs.67700-208700 Level-11
3.	Deputy Director (Art)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs 67700-208700 Level-11
4.	Regional Manager (Kolkata)	01 Post Age should not exceed 56 years as on the closing date of receipt of application.	Pay Matrix Rs.67700-208700 Level-11
5.	Regional Manager (Bengaluru)	01 Post Age should not exceed 56 years as on the closing date of receipt of application.	Pay Matrix Rs 67700-208700 Level-11
6.	Regional Manager (Pune)	01 Post Age should not exceed 56 years as on the closing date of receipt of application.	Pay Matrix Rs 67700-208700 Level-11

Last date for submission of applications is 21 days from the date of publication of this Vacancy Notice in the Employment News.

Details regarding qualifications and experience alongwith application form may be downloaded from NBT's Website www.nbtindia.gov.in

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VACANCY NOTICE

APPLICATIONS ARE INVITED FOR FILLING UP THE FOLLOWING POSTS ON DEPUTATION BASIS INCLUDING SHORT TERM CONTRACT -

S. No.	Name of the post	No. of posts & Age limit	Pay Matrix & Level	Eligibility
1	Joint Director (Production)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs.78800-209200, Level-12	<u>Essential Qualifications:</u> (a) A Bachelor's degree from a recognised University. (b) Post Graduate Diploma in book publishing with specialization in production, or three years Diploma in Printing Technology. (c) 10 years' experience in production in a senior managerial capacity in a leading publishing house or an autonomous organisation engaged in printing activities. Incumbent holding analogous posts on regular basis. OR With 5 years regular service in the post in the Pay Matrix of Rs.67700-208700, Level-11 in the Govt./Semi-Govt./Autonomous organizations & for non-government bodies viz. Universities/Research Institutions/Public Sector undertakings for teachings/Research/Scientific and Technical post(s). The departmental candidates can also apply for deputation and if selected will be appointed on a tenure of three years extendable by maximum one year.
2	Deputy Director (Cost & Finance)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs.67700-208700, Level-11	<u>Essential Qualification:</u> a) A Bachelor's degree in Commerce from a recognized University. b) Member of ICWA of India/Chartered Accountant of India or equivalent. c) A minimum of 10 years of post-qualification experience of financial management, auditing work at the managerial level. d) Knowledge of Govt. Financial Rules. Incumbents holding analogous posts on regular basis or holding posts in the Pay Matrix of Rs.56100-177500, Level-10 or equivalent on regular basis with at least five years' service in the Pay Matrix and having minimum of total Ten years of working experience at managerial level in the Finance/Accounts in the Govt./Semi-Govt./State Govt./Autonomous/Public Sector Institutions/organization. The departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years extendable by maximum one year.

3	Deputy Director (Art)	01 Post Age should not exceed 56 years as on the closing date of receipt of application	Pay Matrix Rs 67700-208700, Level-11	<u>Essential Qualification:</u> a) A degree in commercial/ applied art from a recognised institution. b) 7 years' experience in commercial/ applied art. c) Experience of designing books, including the preparation of illustrations, colour designs, jacket design and layout for books and magazines, posters, press advt. etc. in a reputed institution/ organisation. <u>Desirable</u> a) Experience of exhibition display and photography. b) Knowledge of production of books. Incumbents holding analogous posts on regular basis. OR With 5 years regular service in the posts in Pay Matrix of Rs.56100-177500, Level 10 or equivalent, and possessing the educational qualifications and experiences. The departmental candidates can also apply for deputation and if selected he/she will be appointed on a tenure of three years extendable by maximum one year.
4	Regional Manager (Kolkata)	01 Post Age should not exceed 56 years as on the closing date of receipt of application.	Pay Matrix Rs.67700-208700, Level-11	<u>Essential Qualifications:</u> a) A Bachelor's degree from a recognised university. b) Minimum 10 years' experience in Sales & Marketing in a Managerial position in a reputed publishing house of the public sector or private sector. c) Proficiency in English and Hindi and at least one of the major Indian language. <u>Desirable- MBA</u> Incumbents holding analogous posts on regular basis. OR with 5 years regular service in posts in the Pay Matrix of Rs.56100-177500, Level-10 or equivalent in the Govt./Semi-Govt./Autonomous organizations & for non-government bodies viz. Universities/Research Institutions/Public Sector undertakings for teachings/Research/Scientific and Technical post(s). The departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years extendable by maximum one year.
5	Regional Manager (Bengaluru)	01 Post Age should not exceed 56 years as on the closing date of receipt of application.	Pay Matrix Rs 67700-208700, Level-11	<u>Essential Qualifications:</u> a) A Bachelor's degree from a recognised university. b) Minimum 10 years' experience in Sales & Marketing in a Managerial position in a reputed publishing house of the public sector or private sector. c) Proficiency in English and Hindi and at least one of the major Indian language. <u>Desirable- MBA</u> Incumbents holding analogous posts on regular basis. OR With 5 years regular service in posts in the Pay Matrix of Rs.56100-177500, Level-10 or equivalent in the Govt./Semi-Govt./Autonomous organizations & for non-government bodies viz. Universities/Research Institutions/Public Sector undertakings for teachings/Research/Scientific and Technical post(s). The departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years extendable by maximum one year.

6	Regional Manager (Pune)	01 Post Age should not exceed 56 years as on the closing date of receipt of application.	Pay Matrix Rs 67700-208700, Level-11	<u>Essential Qualifications:</u> a) A Bachelor's degree from a recognised university. b) Minimum 10 years' experience in Sales & Marketing in a Managerial position in a reputed publishing house of the public sector or private sector. c) Proficiency in English and Hindi and at least one of the major Indian language. <u>Desirable- MBA</u> Incumbents holding analogous posts on regular basis. OR With 5 years regular service in posts in the Pay Matrix of Rs.56100-177500, Level-10 or equivalent in the Govt./Semi-Govt./Autonomous organizations & for non-government bodies viz. Universities/Research Institutions/Public Sector undertakings for teachings/Research/Scientific and Technical post(s). The departmental candidates can also apply for deputation and if selected, he/she will be appointed on a fixed tenure of three years extendable by maximum one year.
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Last date for submission of application is 21 days from the date of publication of this Vacancy Notice in the Employment News.

APPLICATION FOR THE POST OF _____ ON DEPUTATION BASIS

APPLICATION PROFORMA

Affix one recent
passport size
photograph

1. Name (in block letters)

2. Address (in block letters)

(i) State: _____ (ii) Telephone No. (R) _____

(iii) Mobile No. _____ (iv) E.-Mail ID _____

(v) Telephone No. (Office) _____

3. Date of Birth (in Christian era): _____

4. Age (as on date of closing): _____ Years _____ Months _____ Days

5. Category: General/ ST/ SC /OBC/ PWD

6. Date of retirement under Central/State Govt: _____

7. Educational Qualifications (Certificate enclosed):

8. Technical Qualifications:

9. Please state clearly whether in the view of entries made by you above. Do you meet the requirements of the post? _____

10. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

SI No	Office/ Institute/ Org.	Post held	From	To	Scale of Pay / Level and Pay Matrix	Nature of duties

11. Nature of present post held. Whether held on:

- a) Ad hoc/ Deputation/ Temporary/ Permanent.....
b) Basic pay/ Pay Matrix/ Level at present.....

12. In case the present employment is held on deputation/contract basis, please state:

- a) Date of joining: _____
b) Period of appointment on deputation /contractual appointment:

c) Name of the parent office/organization you belong:

13. Additional details about present employment. Please state whether working under:

- a) Central Government b) State Government
c) Autonomous Organization d) Govt. Undertaking
e) Universities

NOTE:-*NOC & Cadre clearance from present employer (Ref:-T&C SI.4)**

14. (a) Under which Ministry your parent Organization belongs to:

b) Whether the Organization is Ministry/ Department under Ministry/ Statutory Organization in Ministry/ Autonomous Organization _____

(c) Corporation under Central Govt./State Govt. _____

15. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the revised scale. _____

16. Total emoluments per month now drawn: _____

17. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient: _____

Remarks (if any) _____

Address :

Date :

Signature of the candidate

Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against him.

Head of the Department of Present Organization