



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. 115/2026/Estt.

17.07.2026

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	Hindi Adhikari (Retired Govt. employee)	01 Post Below 65 years	The Officer shall be regulated in terms of the Department of Expenditure s OM No. F.No.3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any issued from time to time.	<u>Educational Qualifications:</u> - Master's degree from of a recognized University in Hindi besides English as a compulsory or elective subject or as the medium of examination at the degree level; <u>Experience:</u> - The Officer should have worked as Rajbhasha Adhikari for at least a period of 10 years in Govt. Organizations. <u>Job Description –</u> - Ensure progressive use of Hindi in official work as per the Official Languages Act, 1963 and the rules framed thereafter. - Translate official documents such as circulars, manuals, letters, and reports from English to Hindi and vice versa. - Prepare and submit quarterly/ half-yearly/ annual reports on the progressive use of Hindi. - Conduct inspections of departments/ sections to ensure compliance with the Official Language policy. - Organize Hindi workshops, seminars, training programs, and Hindi Pakhwada (fortnight). - Coordinate with the Town Official Language Implementation Committee (TOLIC). - Impart training to staff on usage of Hindi in

				day-to-day official work. • Promote use of Hindi in correspondence, noting, drafting, and file maintenance. • Ensure proper implementation of directives received from the Department of Official Language, Ministry of Home Affairs. • Facilitate audits and inspections by Official Language authorities. • Assist in the preparation of bilingual publications, annual reports, and other promotional materials. • Any other work assigned from time to time related to the promotion of Official Language.
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National Book Trust, India reserves the right not to fill up the posts as advertised, if circumstances so warrant. Interested candidates who fulfill 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 15 days from the date of publishing of this advertisement on NBT website.



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NATIONAL BOOK TRUST, INDIA

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

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 : _____