



**NATIONAL BOOK TRUST, INDIA**  
Ministry of Education, Govt. of India  
5 Institutional Area, Phase-II,  
Vasant Kunj, New Delhi-110070  
Phone:91-11-35464688  
Email: [recruitment@nbtindia.gov.in](mailto:recruitment@nbtindia.gov.in)

Advt. No. Estt.80/2026

## **VACANCY CIRCULAR**

**APPLICATIONS ARE INVITED FOR FILLING UP THE FOLLOWING POSTS ON CONTRACTUAL BASIS:-**

S. No.	Name of the post	No. of posts & Age limit	Remuneration	Eligibility
1	Consultant (Establishment)	01 Post Age should not exceed 65 years as on the closing date of receipt of application (Relaxable in exceptional cases)	Rs. 80,000 – Rs. 90,000/- per month	<p><b>Essential Qualifications</b></p> <p>(a) Must be a Graduate degree from a recognized University.</p> <p>(b) Must be a retired Government Officer at the level of Section Officer or above from the Central Government/State Government/Central Autonomous Bodies/PSUs.</p> <p><b>Experience</b></p> <p>(a) Minimum 10 years in Establishment and Administrative matters.</p> <p>(b) Computer Savvy</p> <p><b>Key Responsibilities</b></p> <p>(a) Recruitment, Promotion, Compassionate Appointments, RTI</p> <p>(b) Maintenance of Rosters/Registers</p> <p>(c) Disciplinary Matters</p> <p>(d) Other Establishment related matters</p>
2	Assistant Section Officer (ASO)	01 Post Age should not exceed 65 years as on the closing date of receipt of application (Relaxable in exceptional cases)	Rs. 40,000 – Rs. 50,000/- per month	<p><b>Essential Qualifications</b></p> <p>(a) Must be a Graduate degree from a recognized University.</p> <p>(b) Must be a retired officer at the Level of Section Officer or above from the Central Government/State Government/Central Autonomous Bodies/PSUs.</p> <p><b>Experience</b></p> <p>(a) Must have experience in handling disciplinary matters, framing of Recruitment Rules.</p> <p>(b) Recruitment, Promotion and Deputation.</p> <p>(c) Maintenance of Rosters/Registers.</p> <p>(d) Upgrading the Officer Cadre (Group A &amp; B Posts) to meet current organizational needs.</p> <p>(e) "Saving and Matching" (restructuring) of existing Group C &amp; D posts.</p> <p>(f) Reframing/revising of RRs to align with NBT's new projects. The rules must account for future IT challenges, digital opportunities, and the goals of the new generation of staff.</p>

**Last date of submission of the applications is within 15 days from the date of issue of this advertisement.**

### **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.



राष्ट्रीय पुस्तक न्यास, भारत  
NATIONAL BOOK TRUST, INDIA  
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज  
नई दिल्ली-110070

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

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

Place a self-attested  
passport size  
photograph  
here

**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 : \_\_\_\_\_