

Advt. No. 138 /2026/Estt.

26.10.2026

WALK-IN-INTERVIEW

Walk-in-interview will be held in the National Book Trust, India on 02.11.2026 between 9:00a.m. and 12.00 p.m. for the engagement of Executive Assistant purely on contract basis through Placement Agency Initially for three months which can be extendable as per requirement of the Trust. Interested candidates may appear for the Walk-in-interview with a prescribed application form available on the website i.e. www.nbtindia.gov.in.

S. No	Name of the post	No. of posts & Upper Age limit	Monthly Remuneration (Rs.)	Eligibility
1	Executive Assistant	01 Post 35 years	₹35,000 – ₹40,000	<u>Educational Qualifications:</u> - Bachelor's Degree in English Honours/Humanities from a recognised University, or any Graduate with strong English communication skills. <u>Desirable Qualification:</u> - Diploma/Certificate in Office Administration or Secretarial Practices <u>Experience:</u> - Minimum 2-3 years of experience in Office administration, filing, drafting and noting work. - Experience of working with Govt. Organizations/Public Sector undertaking/educational institution/reputed organization. <u>Key Responsibilities:</u> - Noting and Drafting of official correspondence, reports and documentation - Communication and coordination with media persons through email, phone, and other official channels. - Support in administrative documentation, data management and overall reporting related to project implementation <u>Mandatory Requirement</u>

				• Candidate must possess strong proficiency in written and spoken English and Hindi, good knowledge of MS Office, Excel and the ability to undertake structured noting and drafting work independently.
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Note:

1. Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and originals must be produced at the time of interview and if selected, at the time of joining.
2. Incomplete applications will be rejected.
3. No T.A./D.A. will be paid for attending the interview.