



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

Advt. No. 124/2026/Estt.

13.08.2026

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the 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	Number of Post	Upper Age Limit	Remuneration	Requirements
1.	Media Coordinator	01	45 years	Rs. 70,000/- to Rs. 80,000/-	<u>Essential Qualifications:</u> • Graduate in Journalism/mass Communication/Public relations/Media Studies or any other relevant discipline from a recognised University. <u>Desirable Qualifications:</u> • Master's Degree in the relevant field <u>Experience</u> • Minimum 3-4 years of experience in Media Coordination, Public relations, Corporate Communication or event publicity. • Experience of working with Govt. Organisations/Public sector undertakings/Large Scale Events or exhibitions will be desirable. • Prior experience in handling Book fairs, Cultural Events or national Level Exhibitions will be an added advantage.

					<u>Key Responsibilities</u> • Coordination with Print, Electronic, Digital and social media for Publicity of Book Fairs and related events. • Drafting and dissemination of Press Releases, Media Briefs and Press Notes. • Liaison with Media Person for Press Conferences, Interviews and Media Visits • Monitoring Media Coverage and Preparation of Daily Media.
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National Book Trust, India reserves the right not to fill up the post as advertised, if circumstances so warrant.

Interested candidates who fulfill the minimum eligibility criteria may apply through speed post 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 receipt of applications is 15 days from the date of publishing of this advertisement on NBT website.



राष्ट्रीय पुस्तक न्यास, भारत
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 : _____