

Advt. No. 82 /2026/Estt.

Date: 19.02.2026

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites applications from eligible candidates to fill up the following posts 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 posts & Age limit	Remuneration	Eligibility
1	Admin Executive	<p>01 Post</p> <p>Age should not exceed 35 years as on the closing date of receipt of application</p>	<p>Rs. 45,000 – Rs. 50,000/- per month (approx.)</p>	<p>Essential Qualifications</p> <ul style="list-style-type: none"> ➤ Bachelor's degree in English Honours/Humanities from a recognized university, or any graduate with strong English communication skills. <p>Preferable Qualification</p> <ul style="list-style-type: none"> ➤ Diploma/Certificate in Office Administration or Secretarial Practices. <p>Essential Experience</p> <ul style="list-style-type: none"> ➤ Minimum 3 years' of experience in office administration, filling, drafting and noting work in a Government office/educational institution/reputed organization. <p>Key Responsibilities</p> <ul style="list-style-type: none"> ➤ Maintenance of physical and digital filling systems and official records. ➤ Drafting letters, office notes, e-mails and routine correspondence. ➤ Assistance in preparation of reports, minutes and documentation. ➤ Managing inward/outward dak and record registers. ➤ Coordination with internal departments for administrative matters. ➤ General administrative and logistical support as assigned. <p>Mandatory Requirement</p> <ul style="list-style-type: none"> ➤ Submission of resume, educational certificates, and a brief writing sample along with the duly filled application form. ➤ Candidate must possess strong proficiency in written and spoken English and Hindi, good knowledge of MS Office, and the ability to undertake structured noting and drafting work independently.

2	Driver	02 Posts Age should not exceed 45 years as on the closing date of receipt of application (Relaxable by the Competent Authority on the basis of Skill/Experience) Preference will be given to ex-serviceman Age relaxation as per norms	Minimum wages as per Delhi Government	<u>Essential Qualifications</u>
				<u>Class 10th Pass (Matriculation)</u> <u>Valid License</u> <u>License Status</u> <u>Physical Fitness</u> <u>Professional Experience</u>
				<ul style="list-style-type: none"> ➤ Class 10th Pass (Matriculation) ➤ Must possess a valid Heavy Transport Vehicle (HTV) driving license. ➤ License must be renewed and active, with full authorization to operate heavy vehicles ➤ Must be medically and physically fit to operate heavy vehicles (no physical disabilities that would hinder safe driving). ➤ A minimum of 3 years of experience driving heavy vehicles on long-distance routes

National Book Trust, India reserves the right not to fill up the post as advertised, if circumstances so warrant.

Interested candidates who fulfilled 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 05/03/2026.



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

Post applied for _____

Place a self-attested
passport size
photograph
here

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 : _____