



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

Advt. No. 99 /2026/Estt.

Date: 07.05.2026

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 & Upper Age limit | Monthly Remuneration (Rs.) | Eligibility |
|-------|---|--------------------------------|--|--|
| 1 | Cultural Curator (Events & Exhibitions) | 01 Post 32 years | ₹60,000 – ₹70,000 per month (approx.) | <p><u>Minimum Qualification</u></p> <ul style="list-style-type: none">• Graduation in Mass Communication / Humanities / or any related discipline from a recognized university. <p><u>Preferable Qualification</u></p> <ul style="list-style-type: none">• Postgraduate degree or diploma in Cultural Studies / Mass communications/ Public Relations / Marketing <p><u>Essential Experience</u></p> <ul style="list-style-type: none">• Minimum 5-7 years of experience in curation, programming, or coordination of cultural events/festivals, exhibitions, or public programmes in a government organization / cultural institution / reputed organization.• Experience in working with artists, authors, performers, speakers, and cultural practitioners.• Strong skills in content development, programme design, documentation, and stakeholder coordination. <p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Assist in curation and development of cultural programmes for NBT book fairs, including author sessions, panel discussions, performances, and thematic events.• Identify, onboard and coordinate with artists, performers, musicians and cultural institutions for curated sessions and associated logistics.• Conceptualize thematic segments, special series, and cultural tracks aligned with NBT's mandate.• Assist in preparing concept notes, session briefs, programme schedules, and artist communication.• Manage end-to-end coordination for cultural invitations, confirmations, logistics, sound systems, tech riders and on-ground session management.• Work closely with events, design, and PR teams for programme visibility, branding, and outreach.• Maintain database of artists, and cultural collaborators.• Prepare post-event reports, session summaries, and documentation. |

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| | | | | <p style="text-align: center;"><u>Mandatory Requirement</u></p> <ul style="list-style-type: none"> • Submission of resume, educational and experience certificates along with the duly filled application form. • Candidate must possess strong communication, content curation, and coordination skills, working knowledge of MS Office, and ability to manage multiple programmes simultaneously. • Candidate must be flexible for travel and extended hours during book fairs/events. |
| 2 | Executive Assistant – Operations and Outreach | 01 Post 32 years | ₹40,000 – ₹50,000 per month (approx.) | <p style="text-align: center;"><u>Minimum Qualification</u></p> <ul style="list-style-type: none"> • Bachelor's degree in English Honours / Humanities from a recognized university, or any graduate with strong written and verbal communication skills in English. <p style="text-align: center;"><u>Preferable Qualification</u></p> <ul style="list-style-type: none"> • Diploma/Certificate in Office Administration / Communication. • Exposure to stakeholder coordination or executive support roles. <p style="text-align: center;"><u>Essential Experience</u></p> <ul style="list-style-type: none"> • Minimum 3 years of experience in executive assistance, coordination roles in a government office / educational institution / reputed organization. • Experience in coordinating meetings with internal and external stakeholders, including scheduling, communication, and follow-ups. • Strong experience in drafting, documentation, note-making, and official correspondence. • Exposure to vendor/stakeholder coordination and handling operational workflows. <p style="text-align: center;"><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> • Coordinate and manage meetings with internal teams, external stakeholders, partners, and agencies, including scheduling, agenda preparation, and follow-ups. • Prepare briefs, notes, minutes of meetings (MoMs), and action trackers for all meetings and reviews. • Draft official emails, letters, office notes, and communication for internal and external correspondence. • Support documentation, reporting, and record-keeping for departmental activities and projects. • Maintain physical and digital filing systems, including records of meetings, communications, and approvals. • Coordinate with internal departments for operational and outreach-related tasks. • Assist in tracking deliverables, timelines, and follow-ups with stakeholders and vendors. • Provide coordination support for events, consultations, and official engagements. • Ensure smooth information flow between departments and external stakeholders. <p style="text-align: center;"><u>Mandatory Requirement</u></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 |

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| | | | | and spoken English and Hindi, good knowledge of MS Office, and the ability to undertake structured noting and drafting work independently. |
| 3 | Travel Desk Assistant | 01 Post 32 years | Under Minimum Wages Act Skilled Category Rs. 24,365/- Per month | <p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Bachelor's degree in any discipline from a recognized university with good written and spoken communication skills in English and Hindi <p>Preferable Qualification</p> <ul style="list-style-type: none"> • Diploma/Certificate in Travel & Tourism / Hospitality / Office Administration. <p>Essential Experience</p> <ul style="list-style-type: none"> • Minimum 3–4 years of experience in handling travel desk operations, ticketing, and logistics in a government office / PSU / reputed travel agencies. • Experience in flight, rail, and local travel bookings, accommodation/hotel, itinerary planning, and coordination with travel vendors/agents. • Familiarity with travel policies, billing, reimbursements, and documentation. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist in domestic travel bookings (air, rail, and local transport along with accommodation) for officials, guests, and participants. • Coordinate with travel agencies, vendors, and service providers for bookings, confirmations, and changes. • Prepare and share travel itineraries, booking details, and schedules with concerned officials. • Maintain records of tickets, invoices, travel approvals, and reimbursements. • Ensure compliance with government travel norms and guidelines. • Handle last-minute changes, cancellations, and travel-related queries efficiently. • Coordinate for airport/station pickups, accommodation logistics, and movement plans during events. • Support administrative and logistical requirements related to official travel and events. <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 coordination skills, attention to detail, ability to handle multiple bookings simultaneously, and working knowledge of MS Office. • Ability to manage travel arrangements under tight timelines and provide support during events is essential. • 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. |

National Book Trust, India reserves the right not to fill up the posts 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 15.05.2026.



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NATIONAL BOOK TRUST, INDIA
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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 |
|-----------------------|------------------|-----------------|------------------|------------------|------------|
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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 : _____