



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
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VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites applications from the eligible candidates for filling up the following posts, purely on contract basis through manpower agency initially for three months which can be extendable as per requirement of the Trust. The details are as under: -

S. No.	Name of the post	No. of post	Educational Qualification and Experience	Upper Age Limit	Monthly Remuneration
01	Consultant Grade-II (For Exhibition)	01	- Master's degree in relevant subject or possession Degree earned after a study of 4 years or more acquired after 10+2. - More than 15 years' experience of Project Incharge in the ecosystem of literary festivals, ideating and conceptualising literary session, outreach and coordination with authors/speakers' creation of brochures, branding, Event Management, organizing and managing large scale B2C and B2B events, International Events, Book Festivals/Literature Festivals. - Understanding of Tier-1 and Tier-2 cities landscape. - Fluency in English and Hindi. <u>Preferable Experience</u> - Experience in managing Government events & exhibitions. - Experience in Government Financial Processes, Procurement processes and documentation in standards.	50 Years	Rs. 1,45,000/- to Rs. 2,00,000/-
02	Consultant Grade-I (For Exhibition)	01	- Master's degree in relevant subject or possession Degree earned after a study of 4 years or more acquired after 10+2. - More than 10 years' experience as Project Incharge or in any Supervisory Capacity in the	45 years	Rs. 80,000/- to Rs. 1,25,000/-

		ecosystem of literary festivals, ideating and conceptualising literary session, outreach and coordination with authors/speakers' creation of brochures, branding, Event Management, organizing and managing large scale B2C and B2B events, International Events, Book Festivals/Literature Festivals • Understanding of Tier-1 and Tier-2 cities landscape. • Fluency in English and Hindi. <u>Preferable Experience</u> • Experience in managing Government events & exhibitions. • Experience in Government Financial Processes, Procurement processes and documentation in standards.		
03	Literary Festival Curator	<u>Qualifications/Experience/Desirables</u> • Bachelor's degree, preferably in literature/humanities/social sciences • 5-7 years of experience with literary event/event planning management • Experience with book events • Enthusiasm and passion for literature • Knowledge and experience in publishing industry, including curiosity about contemporary trends in publishing • Understanding of the multi-lingual literary landscape of India • Excellent communications skills (oral, written, and presentation) • Excellent interpersonal and organizational skills. • Media and public relations skills. <u>Responsibilities</u> • To develop and implement multi-lingual literary programs for book fairs and literary events • Curate and schedule authors' events developing relevant and engaging topics and panels • Work with Team to create engaging programming that will appeal to a wide range of audiences • Work with the community of publishers, authors, School and College/University network to locate authors and themes for literary events • To be able to manage written	32 years	Rs. 60,000/- to Rs. 70,000/-

			communication, co-ordination, logistics of travel with invited speakers/panelists. • Produce literary program reports • Produce literary content for emails, website, press releases, advertisements, and promotional materials and lit events calendar		
04	Cultural Curator (Events & Exhibition)	01	Minimum Qualification • Graduation in Mass communication/humanities/or any related discipline from a recognized university. Preferable Qualifications • Postgraduate degree diploma Studies//Mass or in Cultural communications/Public Relations/Marketing <u>Essential Experience</u> • Minimum of 5-7 years' 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, and cultural Speaker's practitioners. • Strong skills in content development, programme design, documentation and stake holder coordination. <u>Key Responsibilities</u> • Assist in curation and of development 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	32 years	Rs. 60,000/- to Rs. 70,000/-

			management. • Work closely with events, design, and PR teams for visibility, programme branding, and outreach. • Maintain database of artists, and cultural collaborators. • Prepare post-event reports, session summaries, documentation. <u>Mandatory Requirement</u> • 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.		
05	Content Writer	01	<u>Essential Qualification</u> • Post Graduate in relevant field from recognized university with good knowledge of English. • Minimum 2 years of proven work experience in Digital content writing & metadata creation in alignment with SEO best practices, press release, articles. • Create high quality descriptions, summaries and promotional blurbs for e-books <u>Desirable Qualification</u> • Fluent in Hindi, English or additional Indian Language. • An avid reader & creative writer.	40 years	Rs. 40,000/- to Rs. 50,000/-
06	Young Professional (For Exhibition)	1	<u>Minimum Qualifications</u> • Graduation Mass Communication/Management /Humanities or any related discipline from a recognized University. <u>Preferable Qualifications</u> • Postgraduate degree or diploma in Mass Communications/Public Relations/Marketing <u>Essential Experience</u> • Minimum 5 years of experience in planning, coordination and execution of events, exhibitions, conferences, fairs or public programmes in a	32 years	60,000-70,000/-

		Government organization/cultural institution/reputed organization. • Experience in coordination with vendors, agencies, exhibitors and stakeholders for large-scale events. • Strong skills in documentation, reporting, and preparation of event-related proposals and presentations. <u>Key Responsibilities</u> • Assist in planning and execution of book fairs, literary festivals, exhibitions and outreach programmes organized by NBT. • Coordinate with publishers, exhibitions, partners, cultural institutions, and Government departments for participation in events. • Assistance in preparation of event layouts, exhibitor coordination and logistics management. • Preparation of event documentation, reports, presentations, and official communication. • Coordination for venue management registrations, publicity support, and on-ground event operations. • Assistance in developing event schedules, speaker sessions and programme coordination • Maintaining event databases, exhibitor records and documentation for exhibitions and book fairs. • Prepare post-event reports, impact documentation, visitor statistics and evaluation reports. • Support inter-departmental coordination within NBT for successful implementation of events and exhibitions. • Assist in handling logistics for VIP visits, inaugurations, and official ceremonies during book fairs. <u>Mandatory Requirements</u> Submission of resume, educational and experience certificates along with the duly filled application form. Candidate must possess strong communication and coordination skills, working knowledge of MS Office, and the ability to manage multiple event-related tasks and deadlines efficiently. Candidate		
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			must be flexible for long duration travel within India.		
07	Emcee (Master of Ceremonies)	01	<u>Educational Qualification</u> • Bachelor's Degree in Journalism/Mass Communication/Humanities, or an equivalent discipline from a recognised university. <u>Experience</u> • Minimum 3 years of relevant experience in hosting and moderating public events, literary festivals, cultural programmes, conferences, or similar events. <u>Mandatory Skills</u> • Excellent command of English and Hindi. • Strong public speaking, presentation, and interpersonal communication skills. • Excellent stage presence, voice modulation, and audience engagement abilities. • Ability to moderate discussions involving authors, academicians, policymakers, artists, and eminent personalities. • Sound understanding of literary, cultural, educational, and public events. • Ability to work under pressure and manage live events efficiently. • Professional appearance and conduct. <u>Job Responsibilities</u> • Hosting inaugural ceremonies and functions. • Anchoring literary sessions, book launches, author interactions, and cultural programmes. • Moderating author conversations, panel discussions, and interactive audience sessions. • Introducing speakers, dignitaries, authors, and special guests professionally and engagingly. • Coordinating with the team to ensure smooth flow and adherence to the programme schedule. • Managing stage proceedings, audience engagement, and transitions between sessions. • Making announcements and providing relevant information to	45 years	Rs. 30,000/- to Rs. 40,000/-

			participants and visitors during the event. • Handling unforeseen changes in the programme with confidence and adaptability. <u>Desirable</u> • Prior experience of hosting national-level book fairs, literary festivals, government events, conferences, or cultural programmes. • Experience in interviewing authors, moderating panel discussions, or conducting formal ceremonies. • Familiarity with protocol requirements for VIPs and dignitaries.		
08	Hindi Adhikari (Retired Govt. employee)	01	<u>Educational Qualifications</u> • Master's degree from of a recognized University in Hindi besides English as a compulsory or elective subject or as the medium of examination at the degree level; <u>Experience</u> • The Officer should have worked as Rajbhasha Adhikari for at least a period of 10 years in Govt. Organizations. <u>Job Description</u> • Ensure progressive use of Hindi in official work as per the Official Languages Act, 1963 and the rules framed thereafter. • Translate official documents such as circulars, manuals, letters, and reports from English to Hindi and vice versa. - Prepare and submit quarterly/ half-yearly/ annual reports on the progressive use of Hindi. • Conduct inspections of departments/ sections to ensure compliance with the Official Language policy. • Organize Hindi workshops, seminars, training programs, and Hindi Pakhwada (fortnight). • Coordinate with the Town Official Language Implementation Committee (TOLIC). • Impart training to staff on usage of Hindi in day-to-day official work. • Promote use of Hindi in	Below 65 years	The Officer shall be regulated in terms of the Department of Expenditure s OM No. F.No.3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any issued from time to time.

			correspondence, noting, drafting, and file maintenance. • Ensure proper implementation of directives received from the Department of Official Language, Ministry of Home Affairs. • Facilitate audits and inspections by Official Language authorities. • Assist in the preparation of bilingual publications, annual reports, and other promotional materials. • Any other work assigned from time to time related to the promotion of Official Language.		
09	Assistant Section Officer (ASO)	1	<u>Essential Qualifications</u> • Must be a Graduate degree from a recognized University. • Must be a retired officer at the Level of Section Officer or above from the Central Government/State Government/Central Autonomous Bodies/PSUs. <u>Experience</u> • Must have experience in handling disciplinary matters, framing of Recruitment Rules. • Recruitment, Promotion and Deputation. • Maintenance of Rosters/Registers. • Upgrading the Officer Cadre (Group A & B Posts) to meet current organizational needs. • Saving and Matching" (restructuring) of existing Group C & D posts. • 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.	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
10	Admin. Executive	1	<u>Minimum Qualification</u> • Bachelor's degree in English Honours /Humanities from a recognized university, or any graduate with strong written and verbal communication skills in English. <u>Preferable Qualification</u> • Diploma/Certificate in Office Administration / Communication. • Exposure to stakeholder coordination or executive support roles. <u>Essential Experience</u> • Minimum 3 years of experience in	32 years	₹40,000 – ₹50,000 per month (approx.)

		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. <u>Key Responsibilities</u> • 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. <u>Mandatory Requirement</u> • 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		
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			English and Hindi, good knowledge of MS Office, and the ability to undertake structured noting and drafting work independently.		
11	Executive Assistant	1	<u>Essential Qualifications</u> • Bachelor's degree in English Honours/Humanities from a recognized university, or any graduate with strong English communication skills. <u>Preferable Qualification</u> • Diploma/Certificate in Office Administration or Secretarial Practices. <u>Essential Experience</u> • Minimum 3 years' of experience in office administration, filling, drafting and noting work in a Government office/educational institution/reputed organization. <u>Key Responsibilities</u> • Preparation and management of registration forms and maintenance of participants' records. • Preparation of various reports including booking summaries, clubbing, block allocation, and financial reports. • Noting and drafting of official correspondence, reports, and documentation. • Communication and coordination with participants through email, phone, and other official channels. • Management and maintenance of the organization's website, including coordination with the developer for updates, maintenance, and new features. • Preparation of Bill of Quantities (BOQ) for book fair tenders. • Support in administrative documentation, data management	35 years	Under Minimum Wages Act Skilled Category Rs. 24,365/- Per month

			and overall reporting related to project implementation. <u>Mandatory Requirement</u> • 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.		
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National Book Trust, India reserves the right not to fill up the posts as advertised, if circumstances so warrant. Interested candidates who fulfill the minimum eligibility criteria may apply online through website i.e. www.nbtindia.gov.in. The online application process will commence from 21.08.2026.