

Advt. No. 72/2025/Estt.

Date: 09.12.2025

**VACANCY NOTICE**

National Book Trust, India (NBT, 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 posts purely on contract basis through manpower agency initially for 03 months, extendable as per requirement of the Trust. The details are as under:-

Sl. No.	Name of the post and place of posting	No. of post	Educational Qualification and Work Experience	Upper Age Limit	Monthly Remuneration	Key Responsibilities
1.	Graphic Designer (Project)  (New Delhi)	01	Graduation in Graphic Design/Visual Arts/Multimedia or related filed  <b>Experience :</b>  Minimum 3 years in Graphic Design/Visual Content Creation for Campaigns  <b>Preferable:</b>  Candidates with Corel Draw Experience	40 years	40,000 – 45,000	<ul style="list-style-type: none"> <li>Design visual content for campaign branding, reports, posters, and exhibitions</li> <li>Support creative documentation of field activities and outreach initiatives</li> <li>Prepare digital and print-ready content for events and social media</li> <li>Ensure thematic consistency, accessibility, and impact across visual communication</li> <li>Assist in developing campaign kits, infographic panels, and visual storytelling materials</li> <li>Maintain visual archives and collaborate with communications and content teams</li> </ul> <b>Mandatory Requirement :</b> Submission of Resume, pdf of design portfolio and fully filled form
2.	Young Professionals (Communications & Outreach)  New Delhi	01	<b>Minimum Qualification:</b> <ul style="list-style-type: none"> <li>Graduation in International Business or other similar discipline from a recognised University.</li> </ul> <b>Essential Experience:</b> <ul style="list-style-type: none"> <li>Minimum 3 years of relevant work experience in communications, outreach, public</li> </ul>	35 years	50,000-70,000/-	<b>Key Responsibilities :</b> <ul style="list-style-type: none"> <li>Develop and implement communication and outreach strategies for NBT's international activities and programmes</li> <li>Prepare reports, communication materials, briefs, concept notes, and presentations</li> <li>Coordinate with ministries, government bodies, publishers and international organisations</li> <li>Support events, workshops, field outreach, and</li> </ul>

### **GENERAL TERMS AND CONDITIONS**

1. Post may be increased/ decreased at the discretion of the Competent Authority.
2. The candidate should have good communication skills.
3. During his/her service with the Trust he/she may be required to serve anywhere in India under an office of the Trust.
4. During the tenure with NBT, he/she is not allowed to work concurrently with any other organization of the similar field/nature.
5. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
6. Applications which do not meet the minimum qualifications given in the advertisement and/or incomplete applications will be summarily rejected.
7. Applications will not be accepted after last date of the receipt of applications
8. Age will be determined on the last date of the receipt of applications.
9. Canvassing in any form will be treated as disqualification for the post(s).
10. Candidate(s) selected for the post(s) will be required to furnish a Medical Certificate of their being medically fit to work in NBT, India

**Note:**

1. Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining.
2. No T.A./D.A. will be paid for attending the Interview/Written Test.



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

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 : \_\_\_\_\_