

Advt. No.58 /2025/Estt.

Date: 04.11.2025

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 post 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.	Event Executive (Administration & Digital Operations) (New Delhi)	1	Bachelor's Degree in Commerce (B.Com) Any Post Graduate from a recognized institution <u>Experience :</u> Minimum 3 years of experience in administrative coordinations, official documentation, website management, and data handling in a reputed organisation <u>Preferable Qualifications:</u> Prior experience in government organisation	40 years	38,000 – 40,000	- Preparation and management of registration forms and maintenance of participants' records. - Handling of payments, participant accounts, issuance of proforma invoices, and processing of refunds, if any. - 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. - Compilation and preparation of NDWBF brochure, Fair Directory, and related publications, including

						management of advertisement bookings and payment records. • Support in administrative documentation, data management and overall reporting related to project implementation. <u>Mandatory Requirement :</u> Submission of resume, relevant experience certificates, and duly filled application form
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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, Nehru Bhawan, 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 07 days from the date of publishing of this advertisement on NBT website.

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 _____

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 : _____