



राष्ट्रीय पुस्तक न्यास, भारत  
शिक्षा मंत्रालय, भारत सरकार  
NATIONAL BOOK TRUST, INDIA  
Ministry of Education, Government of India

5 इंस्टीट्यूशनल एरिया, फेज-2  
वसंत कुंज, नई दिल्ली-110070

Phone: 011-35464688, Email: [recruitment@nbtindia.gov.in](mailto:recruitment@nbtindia.gov.in)

Advt. No. 98/2026/Estt.

Date: 29.04.2026

**WALK-IN-INTERVIEW**

A Walk-in-interview will be held in the National Book Trust, India HQ premises on **30.04.2026** between **11:00 a.m. and 01:00 p.m.** for the engagement of following posts purely on contract basis through Placement Agency initially for a period of eleven (11) months which can be extended depending on the performance of the candidate/need of the organization. Interested candidates may appear for the Walk in interview with a prescribed application available on the website i.e. [www.nbtindia.gov.in](http://www.nbtindia.gov.in).

S. No.	Name of Post	No. of Post	Monthly Salary	Upper Age Limit	Qualifications/ Experience
1	Assistant Finance & Operations Manager	01	Rs. 50,000/- - 70,000/-	40 yrs	<p>Master's/Bachelor's degree in Finance, Commerce, Accounting or related field</p> <p>(Preferred) CA/ICWA/MBA (Finance) or equivalent professional qualification. 5-8 years of experience in financial planning, budgeting and fund management.</p> <p><b>Essential Qualifications:</b> Knowledge of government financial rules, audit procedures, and compliance standards, noting and drafting</p> <p>Skilled in MIS reporting, financial risk management and cost optimization. Experience with accounting software (Tally, SAP, ERP systems) Ability to oversee accounts team and ensure transparency in financial operations.</p> <ul style="list-style-type: none"><li>• Oversee all tender documents along with ensuring that the financial bids submitted are in accordance to applicable policies</li><li>• Co-ordinating timely payments to shortlisted publishers in compliance with applicable Revenue Laws, ensuring proper invoicing and maintaining all the required documentation</li><li>• Preparing Budget under the Project on timely basis</li><li>• Reconciling present expenditure with expected and amending the budget projections accordingly</li><li>• Ensuring the compliance of all the applicable statutory obligations that includes but is not limited to TDS and GST</li><li>• Assisting the Empanelled Auditor during Audit Process</li><li>• Providing guidance to Accountant(s) in execution of their tasks from time to time</li></ul>

2	Junior Accountant	1	Rs. 30,000/- - 50,000/-	32 yrs	<p>Bachelor's degree in Commerce, Accounting, or Finance</p> <p>(Preferred) Certification/Diploma in Accounting/Tally/GST</p> <p>2-5 years of experience in accounting, bookkeeping and financial record keeping. Knowledge of GST, TDS, payroll, and statutory compliance.</p> <p>Proficiency in accounting tools/software (Tally, Excel, ERP)</p> <p>Ability to maintain ledgers, reconcile accounts, and assist in audits.</p> <p>Strong attention to detail and accuracy in financial data management.</p> <ul style="list-style-type: none"> <li>• Maintain Technical &amp; financial records related to content procurement, licensing, and royalties.</li> <li>• Handle payments to authors/publishers/vendors</li> <li>• Track budgets, prepare financial reports, and ensure compliance with audit requirements.</li> <li>• Monitor subscription revenue, ad revenue, and expense sheets for the unit.</li> <li>• Support the unit in contract costing and financial forecasting.</li> <li>• Assisting the Manager (Finance &amp; Accounts) and executing any other work assigned from time to time.</li> </ul>
3	Front End Developer Web	1	Rs. 60,000/- - 80,000/-	32 yrs	<p>Bachelor's in Computer Science, IT, or related field.</p> <p>3-5 years in web fronted development Strong in HTML5, CSS3, JavaScript and framework like React, Angular, or Vue. Experience with responsive design, accessibility (WCAG), and cross-browser compatibility</p> <p>Familiarity with API integration, state management, and frontend build tools (Webpack, npm)</p> <p>Knowledge of performance optimization and SEO basics.</p> <ul style="list-style-type: none"> <li>• Create responsive, user friendly web interfaces</li> <li>• Ensure cross-browser/device compatibility</li> <li>• Optimize performance &amp; page load times</li> <li>• Implement UI based on design prototypes</li> <li>• Debug &amp; fix front end issues</li> </ul>
4	Software Tester	1	Rs. 60,000/- - 80,000/-	32 yrs	<p>Bachelor's in Computer Science, IT, or related field</p> <p>3-5 years as a software tester in a reputed firm</p> <p>Experience in manual and/or automated testing</p> <p>Strong knowledge of testing methodologies (functional, regression, performance, usability)</p> <p>Familiarity with tools like Selenium, JMeter, Postman, or Jira</p> <p>Ability to prepare test cases, scenarios, and bug reports</p> <p>Understanding of mobile (Android/iOS) and web application testing</p> <p>Detail oriented with strong documentation</p>

					<p>and reporting skills.</p> <ul style="list-style-type: none"> <li>• Test app/website features for bugs, usability and performance</li> <li>• Prepare test cases and conduct cross-device testing</li> <li>• Verify quiz/game logic and scoring accuracy.</li> <li>• Report issues and track fixes for quality releases.</li> </ul>
5	Junior Database Analyst	1	Rs. 40,000/ - 60,000/-	32 yrs	<p>Bachelor's degree in Data Science, Statistics, Mathematics, Computer Science, Economics, or a related field.</p> <p>Minimum 2-5 years of relevant experience in data analysis or a similar role.</p> <p>Proficiency in MS Excel (advanced level) and SQL</p> <p>Experience with data visualization tools such as power BI, Tableau, or equivalent</p> <p>Working knowledge of Python or R for Data analysis (preferred)</p> <p>Strong understanding of statistical concepts and data analysis techniques.</p> <ul style="list-style-type: none"> <li>• Collect, compile and manage data from various internal and external sources</li> <li>• Perform data cleaning, validation, and transformation to ensure accuracy and consistency</li> <li>• Develop and maintain dashboards, reports and data visualizations using tools such as Power BI, Tableau, or Excel</li> <li>• Generate periodic and ad-hoc reports to support management and operational teams.</li> <li>• Monitor key performances indicators (KPIs) and provide actionable recommendations</li> <li>• Support data driven decision making by presenting findings in a clear and structured manner.</li> <li>• Assist in automating data processes to improve efficiency and reduce manual effort.</li> </ul>
6	Content Reviewer & Writer (English)	1	Rs. 50,000/ - 70,000/-	32 yrs	<p>EQ: Post Graduation in a relevant language from a recognized University with good knowledge of English and two other languages</p> <p>Minimum 3-5 years of proven work experience in Proofreading &amp; Copy editing for Print and Digital Media</p> <p>Metadata creation in alignment with SEO best practices</p> <ul style="list-style-type: none"> <li>• Review uploaded content for quality, accuracy, and compliance with guidelines.</li> <li>• Check for plagiarism, copyright and metadata correctness.</li> <li>• Ensure proper formatting (ePub, PDF, MOBI standards) and readability.</li> <li>• Verify alignment of content with thematic categories</li> <li>• Flag errors and coordinate with writers/editors for corrections.</li> <li>• Maintain version control and documentation of approvals.</li> </ul>

Note:

1. Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and originals must be produced at the time of interview and if selected, at the time of joining.
2. Incomplete applications will be rejected.
3. No T.A./D.A. will be paid for attending the interview.



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NATIONAL BOOK TRUST, INDIA  
नेहरू भवन, 5 इन्स्टीट्यूशनल 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 : \_\_\_\_\_