



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. 111/2026/Estt.

Date: 08.07.2026

**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 post 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 Post	No. of Post	Monthly Salary	Upper Age Limit	Qualifications	Experience
01	Assistant Editor (English)	03	Rs. 60,000/- to Rs. 80,000/-	40 yrs.	<b>EQ:</b> Graduation <b>DQ:</b> MA (English)/M.Phil	Proven 3 to 4 years' experience of manuscript evaluation, commissioning, copyediting, proofreading etc.
02	Assistant Editor (English) For Comics/Graphic Books/Coffee Table Books etc.	01	Rs. 60,000/- to Rs. 80,000/-	40 yrs.	<b>EQ:</b> Graduation <b>DQ:</b> MA (English)/M.Phil	Proven 3 to 4 years' experience of manuscript evaluation, commissioning, copyediting, proofreading in a reputed publishing house with special expertise in conceptualizing, visualizing, scripting, editing etc. of comics, graphic books and other pictorial books such as coffee tables etc. Background of Art education/training and knowledge of graphics related IT Software will be an added advantages
03	Editorial Assistant (English) For Comics/Graphic Books/Coffee Table Books etc.	01	Rs. 45,000/- to Rs. 55,000/-	35 yrs.	<b>EQ:</b> Graduation <b>DQ:</b> MA (English)/M.Phil	Proven 1 to 2 years' experience of manuscript evaluation, commissioning, copyediting, proofreading in a reputed publishing house with special expertise in conceptualizing, visualizing, scripting, editing etc. of comics, graphic books and other pictorial books such as coffee tables etc. Background of Art education/training and knowledge of graphics related IT Software will be an added advantage

04	Editorial Assistant  (Marathi, Telugu, Kannada, Odia, Gujarati, Malayalam)	Each (01)	Rs. 45,000/- to Rs. 55,000/-	40 yrs.	<b>EQ:</b> Graduation  <b>DQ:</b> Masters Degree in specified language	<ul style="list-style-type: none"> <li>• Minimum 1 year Experience of working in a publishing house in the Editorial department</li> <li>• Translation, copy editing, proof reading, excellent written &amp; verbal communication skills</li> <li>• Knowledge of computer application i.e., Adobe Page Maker, InDesign, Page designing, DTP composing &amp; typesetting etc. in the concerned language</li> </ul>
05	Editorial Assistant  (Bodo, Dogri, Kashmiri, Konkani, Manipuri, Maithali, Nepali, Sanskrit, Sindhi, Santhali)	Each (01)	Rs. 45,000/- to Rs. 55,000/-	40 yrs.	<b>EQ:</b> Graduation  <b>DQ:</b> Masters Degree in specified language	<ul style="list-style-type: none"> <li>• Minimum 1 year Experience of working in a publishing house in the Editorial department</li> <li>• Translation, copy editing, proof reading, excellent written &amp; verbal communication skills</li> <li>• Knowledge of computer application i.e., Adobe Page Maker, InDesign, Page designing, DTP composing &amp; typesetting etc. in the concerned language</li> </ul>
06	Editorial Assistant  (Hindi)	01	Rs. 45,000/- to Rs. 55,000/-	40 yrs.	<b>EQ:</b> Graduation  <b>DQ:</b> Masters Degree in specified language	<ul style="list-style-type: none"> <li>• Minimum 1 year Experience of working in a publishing house in the Editorial department</li> <li>• Translation, copy editing, proof reading, excellent written &amp; verbal communication skills</li> <li>• Knowledge of computer application i.e., Adobe Page Maker, InDesign, Page designing, DTP composing &amp; typesetting etc. in the concerned language</li> </ul>
07	Editorial Assistant  (Bangla)	01	Rs. 45,000/- to Rs. 55,000/-	40 yrs.	<b>EQ:</b> Graduation  <b>DQ:</b> Masters Degree in specified language	<ul style="list-style-type: none"> <li>• Minimum 1 year Experience of working in a publishing house in the Editorial department</li> <li>• Translation, copy editing, proof reading, excellent written &amp; verbal communication skills</li> <li>• Knowledge of computer application i.e., Adobe Page Maker, InDesign, Page designing, DTP composing &amp; typesetting etc. in the concerned language</li> </ul>
08	Editorial Assistant  (Punjabi)	01	Rs. 45,000/- to Rs. 55,000/-	40 yrs.	<b>EQ:</b> Graduation  <b>DQ:</b> Masters Degree in specified language	<ul style="list-style-type: none"> <li>• Minimum 1 year Experience of working in a publishing house in the Editorial department</li> <li>• Translation, copy editing, proof reading, excellent written &amp; verbal communication skills</li> <li>• Knowledge of computer application i.e., Adobe Page Maker, InDesign, Page designing, DTP composing &amp; typesetting etc. in the concerned language</li> </ul>

09	Editorial Assistant (English)	02	Rs. 45,000/- to Rs. 55,000/-	40 yrs.	<b>EQ:</b> Graduation  <b>DQ:</b> Masters Degree in specified language	<ul style="list-style-type: none"> <li>• Minimum 1 year Experience of working in a publishing house in the Editorial department</li> <li>• Translation, copy editing, proof reading, excellent written &amp; verbal communication skills</li> <li>• Knowledge of computer application i.e., Adobe Page Maker, InDesign, Page designing, DTP composing &amp; typesetting etc. in the concerned language</li> </ul>
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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 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](http://www.nbtindia.gov.in). Last date for submission of applications is 15 days from the date of publication of this vacancy notice in the Employment News.



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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 : \_\_\_\_\_