



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: 011-26707798, Email: recruitment@nbtindia.gov.in

Advt. No. 92/2026/Estt.

Date: 25.03.2026

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites applications from eligible candidates to fill 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 Post	No. of Post	Salary	Upper Age Limit	Qualifications	Experience
1	Assistant Editor (English)	03	Rs. 60,000/- to 80,000/- per month	40 Years	EQ: Graduation from recognized University DQ: M.A (English)/M.Phil	Ideally 3-4 years of experience of manuscript evaluation, commissioning, copyediting, proofreading etc.
2	Assistant Editor (English) For Comics/Graphic Books/Coffee Table Books etc.	01	Rs. 60,000/- to 80,000/- per month	40 Years	EQ: Graduation from a recognized University DQ: M.A (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 comic, 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.

3	Editorial Assistant (English) For Comics/Graphic Books/Coffee Table Books etc.	02	Rs. 40,000/- to 50,000/- per month	30 Years	EQ: Graduation from recognized University DQ: M.A (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 comic, 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.
4	Editorial Assistant (Marathi, Kannada, Gujrati, Malayalam, Odia, Telugu) (One each)	06	Rs. 40,000/- to 50,000/- per month	40 years	EQ: Graduation DQ: Masters Degree in specified language	a) Minimum 1 years experience of working in a publishing house in the Editorial Department. b) Translation, Copy Editing, Proof Reading, Excellent written & Verbal communication skills. c) Knowledge of computer application i.e. Adobe Page Maker, InDesign, Page designing, DTP composing & Typesetting etc. in the concerned language.

5	Editorial Assistant (English)	05	Rs. 40,000/- to 50,000/- per month	40 years	EQ: Graduation DQ: Masters Degree in specified language	<p>a) Minimum 1 years experience of working in a publishing house in the Editorial Department.</p> <p>b) Translation, Copy Editing, Proof Reading, Excellent written & Verbal communication skills.</p> <p>c) Knowledge of computer application i.e. Adobe Page Maker, InDesign, Page designing, DTP composing & Typesetting etc. in the concerned language.</p>
---	-------------------------------	----	------------------------------------	----------	--	--

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, 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 09.04.2026.

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
11. If you do not hear from us within 15 days of application submission, please consider that you have not been shortlisted.

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 : _____