



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज
नई दिल्ली-110070

Advt. No. 131/2026/Estt.

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VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites online applications from eligible candidates for filling up the following post for Rashtriya e-Pustakalaya Project, purely on contract basis through manpower agency initially for three months which can be extended as per requirement of the Trust. The details are as under:

S. No.	Name of the Post	Number of Post	Upper Age Limit	Remuneration	Educational Qualification and Experience
1	Administrative Assistant	2	35 yrs.	Rs. 30,000/- to Rs. 40,000/-	<u>Essential Qualification</u> ➤ Bachelor's degree in English Honours/Humanities from a recognized university, or any graduate having strong English communication skills and Computer Literacy with MS Office Proficiency <u>Preferable Qualification</u> ➤ Diploma/Certificate in Office Administration or Secretarial Practices. <u>Essential Experience</u> ➤ Minimum 2 years of experience in office administration, filing, drafting and noting work in a government office/educational institution/reputed organization. <u>Key Responsibilities</u> ➤ Preparation of various reports including booking summaries, monthly performance report, and financial reports ➤ Noting and drafting of 'official correspondence', reports, and

					documentation. ➤ Maintain records, correspondence and documentation. ➤ Communication and coordination with stakeholders 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. ➤ Asset Management, File tracking Management. ➤ Support in documentation, management and reporting related to implementation. ➤ Support in Book scanning & optimization of sizes. ➤ Maintain meeting events/calendar ➤ Handles ReP Calls/Letters. ➤ Coordinate dispatch and mass printing of letters among different teams. <u>Mandatory Requirement</u> ➤ Submission of resume, educational certificates and a brief writing sample along with the duly filled application form. ➤ Candidate must possess strong proficiency in written and spoken English and Hindi, good knowledge of MS Office, and the ability to undertake structured noting and drafting work independently.
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National Book Trust, India reserves the right not to fill up the posts as advertised, if circumstances so warrant. Interested candidates who fulfill the minimum eligibility criteria may apply online through the National Book Trust, India website: www.nbtindia.gov.in. The last date for submitting applications is 10 days from the date of publication of this advertisement on the Trust's website