

Advt. No. 77/2025/Estt.

Date: 26.12.2025

WALK-IN-INTERVIEW

Walk-in-interview will be held in the National Book Trust, India on **30.12.2025 at 02:00 pm** for the engagement of following post purely on contract basis through Placement Agency initially for a period of three 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 form available on the website i.e. www.nbtindia.gov.in.

Sl. No.	Details of Post	Requirement
1.	Post Name	Media Co-ordinator
2.	No. of Post	02
3.	Qualification	Essential Qualification: Graduate in Journalism/Mass Communication/Public Relations/Media Studies or any other relevant discipline from a recognized University. Desirable Qualification: Masters Degree in the relevant field
4.	Experience a) Work	<ul style="list-style-type: none"> • Minimum 2-3 years of experience in Media Coordination, Public relations, Corporate Communication or event Publicity. • Experience of working with Govt. Organisations/Public sector undertakings/Large Scale events or exhibitions will be desirable. • Prior experience in handling Book fairs, Cultural Events or National Level Exhibitions will be an added advantage.
5.	Key Responsibilities	<ul style="list-style-type: none"> • Coordination with Print, Electronic, Digital and Social Media for Publicity of Book Fairs and related events. • Drafting and dissemination of Press Releases, Media Briefs and Press Notes. • Liaison with Media Persons for Press Conferences, Interviews and Media Visits • Monitoring Media Coverage and Preparation of Daily media
6.	Upper Age limit	45 years
7.	Remuneration	Rs. 70,000/- to Rs.80,000/- per month
8.	Mode of engagement	Through Manpower Agency

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.



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 : _____