



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

Advt. No. 118/2026/Estt.

Date: 21.07.2026

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 post 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	No. of posts & Age limit	Remuneration	Eligibility
1	Executive Assistant	01 Post Age should not exceed 35 years as on the closing date of receipt of application	Under Minimum Wages Act Skilled Category Rs. 24,365/- Per month	<u>Essential Qualifications</u> ➤ Bachelor's degree in English Honours/Humanities from a recognized university, or any graduate with strong English communication skills. <u>Preferable Qualification</u> ➤ Diploma/Certificate in Office Administration or Secretarial Practices. <u>Essential Experience</u> ➤ Minimum 3 years' of experience in office administration, filing, drafting and noting work in a Government office/educational institution/reputed organization. <u>Key Responsibilities</u> ➤ Preparation and management of registration forms and maintenance of participants' records. ➤ Preparation of various reports including booking summaries, clubbing, block allocation, and financial reports. ➤ Noting and drafting of official correspondence, reports, and

				documentation. ➤ Communication and coordination with participants 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. ➤ Preparation of Bill of Quantities (BOQ) for book fair tenders. ➤ Support in administrative documentation, data management and overall reporting related to project implementation. <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 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, 5, Institutional Area, Vasant Kunj, New Delhi - 110070 in the prescribed format as given on the website i.e. www.nbtindia.gov.in. Last date for submission of applications is 15 days from the date of publishing of this advertisement on NBT website.

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/Skill Test.



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नई दिल्ली-110070

Post applied for _____

Place a self-attested
passport size
photograph
here

Advt. No. _____ Dated _____

Name _____

Father's/Husband's Name _____

(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 : _____