



**NATIONAL BOOK TRUST, INDIA**  
Ministry of Human Resource Development, Government of India  
'Nehru Bhawan', 5, Institutional Area, Phase-II,  
Vasant Kunj, New Delhi-110070

**Advt. No. Estt./03/2013**

**Date: 07 May 2013**

NBT, India invites application from interested candidates for appointment to the post of **Programme Officer (Exhibition)** on contractual basis.

**I. Programme Officer (Exhibition) – Two Posts (Contractual)**

(i)	<b>Salary</b>	<b>Rs. 25,000/- (consolidated) per month</b>
(ii)	<b>Essential Qualification &amp; Experience:</b>	a) A good Bachelor or Master degree preferably in Commerce, Management, Arts or Social Sciences. b) Minimum two years experience in coordination work in a reputed Firm / Organization at National or International level or in a reputed Publishing House in Marketing of Non Text-Books. c) Good oral and writing communication skills in English and Hindi. d) Knowledge of one of Foreign Language.
(ii)	<b>Job Requirement:</b>	a) Marketing of NBT Fairs and coordination with stakeholders of international fairs where NBT India shall participate. b) Coordination work with stake holders of NBT for organizing National & International level Book Fairs including the New Delhi World Book Fair. c) Organize and attend meetings, seminars, presentations as and when required by the Competent Authority. d) Preparation of notes, letters, emails and other types of communications as required to be sent to the stakeholders. e) Deal with and reply to relevant incoming communication with cultural, social as well professional sensibilities. f) Perform any other allied duties related to Book Promotion.
(iv)	<b>Age Limit:</b>	40 years
(v)	<b>Initial Posting:</b>	NBT Headquarter, Vasant Kunj, New Delhi.

**HOW TO APPLY:** Application along with biodata, one passport size photograph, photocopy of testimonials in support of education and experience should reach the Joint Director (A&F), NBT, India at the above mentioned address.

Last date for receipt of application is within 15 days from the date of issue of this advertisement.