



राष्ट्रीय पुस्तकन्यास, भारत

NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2, वसंतकुंज
नईदिल्ली-110070

Walk In Interview

Advt No.12/2025/Estt.

Date: 29.4.2025

Walk-in-interview will be held in the National Book Trust, India from **30.4.2025 to 02.5.2025 at 11:00am to 12:30 p.m.** for the engagement of **Senior Admin. Supervisor** purely on contract basis (Through placement agency), initially for 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 on 30.4.2025 to 02.5.2025 at 11:00am to 12:30 p.m.** The details are given below:-

1	Name of the post	Senior Admin. Supervisor
2	No. of Posts	01
3	Remuneration	Fixed Salary Rs. 50,000/-pm
4	Age Limit	50 years
5	Date of Walk-in-interview	30.4.2025 to 02.5.2025 at 11:00am to 12:30 p.m.
6	Period of Engagement	Purely on short term contract for a period of three months which can be extended as per the requirement or depending on the performance of the candidate/need of the organization
7	Qualifications & Experience	<u>Essential:</u> Graduation in any subject from a recognized University <u>Experience:</u> Minimum 15 years 'experience in the field.



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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 : _____