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. 139/2026/Estt. Date 29.10.2026

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, 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 post	Educational Qualification and Experience	Upper Age Limit	Monthly Remuneration
01	Consultant Administration Grade-I	01	**Essential Qualifications** • Master's degree in relevant subject or possessing Degree earned after a study of 4 years or more acquired after 10+2. • More than 10 years' experience in relevant field. **Desirable Qualification** • Persons with Ph.D in the relevant field would be preferred. **Job Summary** Consultant Administration will be responsible for overseeing and managing administrative operations, tendering, procurement processes including GeM (Government e-Marketplace), office management, asset maintenance, and compliance with relevant government procedures and procurement rules. The role demands efficiency, integrity, and familiarity with public procurement and government administrative frameworks. **Key Responsibilities:** 1. **General Administration:** • Manage day-to-day office operations including infrastructure, housekeeping, recordkeeping, and facility management.	45 Years	Rs. 80,000/- to Rs. 1,45,000/-

			• Coordinate with departments to ensure smooth functioning of office support services. • Maintain and update inventory, office assets, and administrative records. • Supervise support staff and ensure adherence to organization policies. • Manage Hotel Bookings, Transportation Management, Hospitality & Catering 2. **Procurement & GeM:** • Handle procurement of goods and services as per General Financial Rules (GFR), CVC guidelines, and relevant procurement norms. • Manage end-to-end procurement processes through GeM portal, including product/service listing, bid creation, comparative analysis, placement of orders, and tracking deliveries. • Liaise with vendors/suppliers, ensure quality and timely delivery, and manage service-level agreements (SLAs) of all contracts/agreements. • Prepare purchase orders, comparative statements, justifications, and documentation for audits. 3. **Compliance & Documentation:** • Ensure all procurement and administrative activities comply with government rules, policies, and internal SOPs. • Maintain complete and accurate documentation related to tenders, contracts, purchases, and administrative decisions. • Prepare reports and assist in internal/external audits and inspections. 4. **Budget & Cost Management:** • Support budget planning and expenditure tracking related to administrative and procurement functions. • Optimize costs without compromising quality and compliance. 5. **Coordination & Support:** • Coordinate with internal departments and external agencies/vendors for timely completion of administrative tasks. • Assist in organizing official meetings, events, travel, and logistics.		

			6. <u>Tendering:</u> • Prepare, publish, and manage tender documents (EoI, RFP, RFQ, etc.) in compliance with GFR and relevant procurement rules. • Coordinate with user departments to define technical specifications and scope of procurement. • Manage the entire e-tendering process including bid opening, evaluation coordination, and award of contracts. • Maintain vendor databases, contracts, and procurement records.		

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 online through the National Book Trust, India website: www.nbtindia.gov.in. The last date for submitting applications is 09.11.2026