



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,
नई दिल्ली -110070
Email: recruitment@nbtindia.gov.in
Phone No. 011-26707798

Advt. No. 01/2025/Estt.

Date: 06/1/2025

VACANCY NOTICE

National Book Trust, India under the Ministry of Education invites applications from the eligible candidates for filling up the following post purely on contractual basis through placement agency initially for six months which can be extended depending on the performance of the candidate/requirement of the Trust. The details are as under.

S.No.	Name of Post	Admn. Executive
1.	No. of Post	01
2.	Salary	Rs.30,000/- to Rs.35,000/- p.m
3.	Age Limit	The age limit would be below 40 years on the closing date of application.
4.	Essential qualification and experience	<ul style="list-style-type: none">- Graduate from a recognized university or equivalent and 2 years of specialized administrative support experience of an increasingly responsible nature at a senior level.- The ability to maintain confidentiality is vital.- Computer proficient, knowledge of working on MS Office, Excel, & database software etc.- Excellent communication and writing skills and in-depth- Knowledge of both English and Hindi.- Strong interpersonal and organizational skills

National Book Trust, India reserves the right not to fill up the posts as advertised, if circumstances so warrant. Interested candidates who fulfil the minimum eligibility criteria may apply to the Joint Director (A&F), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, 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 13.1.2025.

GENERAL TERMS AND CONDITIONS:

- 1) Posts may be increased/ decreased at the discretion of the Competent Authority.
- 2) Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
- 3) The candidate should have good communication skills in English, Hindi and Regional Languages.
- 4) During his/her service with the Trust he/she may be required to serve anywhere in India under an office of NBT, India.
- 5) During the tenure with NBT, it is not allowed to work concurrently with any other organization.
- 6) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 7) The NBT reserves the right not to fill up the vacancies against advertisement.
- 8) Applications which do not meet the minimum qualifications in accordance with the advertisement and/or incomplete applications will be summarily rejected.
- 9) Applications will not accepted after the closing date as mentioned in the Advertisement.
- 10) Age will be determined on the last date of the receipt of applications.
- 11) Canvassing in any form will be treated as disqualify.
- 12) Applicants must superscribe the envelope with "Application for the post of _____".
- 13) The application duly completed in all respect should reach the Deputy Director (Estt. & Exh.) National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.

Last Date for receipt of application is 13 January 2025.

NOTE:

- Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached as scanned images with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining.
- One passport size photograph should be placed on the Application Form.
- Incomplete Applications will be rejected.
- 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 _____

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 : _____