

Advt. No. 21/2025/Estt.

Date: 02/06/2025

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the eligible candidates filling up the following posts purely on contract basis through manpower agency initially for three months which can be extendable as per requirement of the Trust. The details are as under:-

Sl. No.	Name of the post	No. of post	Educational Qualification and Experience	Upper Age Limit	Monthly Remuneration
1.	Editorial Assistant (ReP) (English-1, Hindi-1)	2	EQ- Post graduation in relevant language from a recognized University with good knowledge of English or Hindi Minimum 3 years of proven work experience in Proofreading & Copy Editing for Print and Digital Medium Proficient in Unicode typing of respective language with a speed of at least 30 wpm DQ- Knowledge of MS Office, Google Suite; An avid reader, a creative writer	40 years	40,000-50,000
2.	Assistant Coordinator (ReP)	2	EQ – Graduation in Business administration, Marketing or any related field from a reputed University. Strong communication skills with fluency in English and Hindi, both spoken and written. Proficient in making outbound calls to prospects, able to prepare reports and summaries from CRM insights and call/email outcomes. Minimum 2 years of experience of working in MS Office DQ- Experience in conducting both qualitative and quantitative research.	32 years	30,000-45,000
3.	Outreach Associate (ReP)	2	EQ- Graduation in Communications, Journalism, Public Relations, Social Sciences, or a related field (or equivalent experience). Minimum 2 years of experience in community outreach, public relations, or a similar role, preferably in Government or Educational Institutions. DQ- Fluent in Hindi, English An avid reader, Active Social Media	32 years	30,000-45,000

			User. Experience working with youth, students, or educational institutions		
4.	Outreach Coordinator (ReP)	1	EQ- Post graduation in Communications, Journalism Public Relations, Social Sciences, or a related field (or equivalent experience) from a recognised University . Minimum 5 years of experience in community outreach, public relations, or a similar role preferably in Government or Educational Institutions. DQ- Fluent in Hindi, English An avid reader, Active Social Media User. Experience working with youth, students, or educational institutions Experience in managing PR/digital Media for large-scale projects/ multinational events with success stories/ Reputed Media House will be preferred.	40 years	50,000-70,000
6.	Software Tester (ReP)	1	EQ: B.Tech / MCA / B.Sc – Any stream from a recognized university or institution. Tools Knowledge: JIRA, Bugzilla, TestLink, MS Excel, Postman (basic), and familiarity with Agile. Knowledge of SDLC, STLC, Test Case Writing, Bug Lifecycle, Priority vs Severity, and UI/UX Basics. Professionals with 5–10 years of experience are encouraged to apply. DQ: Experience in quality assurance in any e-Governance platforms. Strong analytical skills, and a commitment to delivering robust public services.	35 years	80,000-1,45,000
7.	UI/ UX Developer (ReP)	1	EQ: Post Graduation in Design, IT or Any stream from a recognized university or institution with excellent Tools Knowledge: Figma, Adobe XD, Sketch, InVision, Indesign, Illustrator, Photoshop, and familiarity with Agile. Knowledge of Design Systems, Wireframing, Prototyping, Responsive Design, Usability Testing, and WCAG Guidelines. Professionals with 3-8 years of experience are encouraged to apply. DQ: UI/UX Developer to contribute to user-centric design and innovation across government digital platforms.	35 years	80,000-1,25,000

			The role demands creativity, user empathy, strong design fundamentals, and a commitment to enhancing citizen experience.		
8.	E Pub Developer	2	EQ:B. Tech/BE (Computer Science/ IT)/ BCA or any equivalent graduate Minimum 02 year of experience in digital publishing Knowledge of HTML and CSS DQ: Knowledge of InDesign, Photoshop, illustrator. Digital publishing in Indian languages.	32 years	40,000-50,000/-

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, 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 10/06/2025 from the date of publishing of this advertisement on NBT website.

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.
4. During his/her service with the Trust he/she may be required to serve anywhere in India under an office of the Trust.
5. During the tenure with NBT, it is not allowed to work concurrently with any other organization of the similar field/nature.
6. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
7. National Book Trust, India reserves the right not to fill up the vacancy against advertisement.
8. Applications which do not meet the minimum qualifications given the advertisement and/or incomplete applications will be summarily rejected.
9. Applications will not be accepted after last date of the receipt of applications
10. Age will be determined on the last date of the receipt of applications.
11. Canvassing in any form will be treated as disqualified.
12. Mere fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be considered or called for personal interaction/written test.

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 personal interaction/written test.



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज
नई दिल्ली-110070

Place a self-attested
passport size
photograph
here

Post applied for _____

Advt. No. _____ Dated _____

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 : _____