



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

5 इंस्टीट्यूशनल एरिया, फेज-2

वसंत कुंज, नई दिल्ली-1100700

Phone: 011-26707798, Email: recruitment@nbtindia.gov.in

Advt. No. 27/2025/Estt.

Date: 26/06/2025

VACANCY NOTICE

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

Sl. No.	Details of post	Requirements
1	Post name: Editorial Assistant (English)	No. of post - 03
2	Essential & Desirable	Essential Qualifications : Graduation Desirable Qualifications: Masters Degree in English.
3	Experience (a) Work	Minimum 1 year experience of working in a publishing house in the Editorial department
	(b) Required Editorial Skill sets	Translation, copy editing, Proof Reading, Excellent written and communications skills
	(c) Computer Skill	Knowledge of computer application i.e. Adobe Page Maker, InDesign, Page designing, DTP composing & Typesetting etc. in the concerned language.
4	Upper Age limit	40 years
5	Remuneration	Rs. 40000/- to Rs. 50,000/- per month
6	Mode of engagement	Through Manpower Agency
7	Mode of selection	Written Test and Personal Interview

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 10/07/2025.

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.
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. Merely 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 the advertisement.
8. Applications which do not meet the minimum qualifications given in 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 the 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.



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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 : _____