



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. 56-A/Advt/RO-32/24-25/PR

Date: 11.10.2024

**VACANCY NOTICE : WALK IN INTERVIEW**

National Book Trust, India, an apex body in publication of books and book promotion in the country, calls for a Walk In Interview for the following positions on 22 October 2024 (reporting time 11:00) at NBT India Headquarters, 5, Institutional Area, Vasant Kunj, New Delhi:

Name of the post	<b>Assistant Manager (Business Development)</b>
No. of post and period of contract	One, initially for a period of eleven months
Educational Qualifications & Experience	<b>Essential</b> Graduate <b>Experience</b> Extensive experience of 15 years or more in Books Trade with records of positive growth in business involved.
Major Tasks	Expansion of Retail business through Book Stores, Weekly Marketing Plans, Foray into new markets.
Remuneration	Rs. 80,000/- to 1,45,000/- per month
Maximum Age	45 years

Name of the post	<b>Section Officer</b>
No. of post and period of contract	One, initially for a period of eleven months
Educational Qualification & Experience	<b>Essential:</b> Graduate <b>Experience</b> Retired Govt. Servant with minimum experience of 10 years of Noting, Drafting, Audit, Secretarial Services, E. Procurement, Inventory Management at the level of Assistant Section Officer or above in a central Govt. office/central university
Tasks	Managing records and files as per Secretarial procedure, review of proposals, Business records.
Remuneration	As per Government of India, Ministry of Finance, Department of Expenditure's Office Memorandum F.No.3-25/2020-E.IIIA dated 9 <sup>th</sup> December 2020
Age limit	62 years

Name of the post	<b>Consultant Grade – 1 (Visual Design and Merchandise for NDWBF)</b>
No. of post and period of contract	One, initially for a period of five months
Educational Qualification & Experience	<b><u>Essential:</u></b> Masters of Design/Fine Arts <b><u>Experience</u></b> 03-08 years in the relevant field of Visual Communication, Typography, Product Designing, Brand Communication through Design
Tasks	Leading visual design for NDWBF-25 and creating merchandise for the same.
Remuneration	Rs. 80,000/- to 1,45,000/- per month
Age limit	45 years

The National Book Trust, India reserves the right not to fill up the post as advertised, if circumstances so warrant.



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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 : \_\_\_\_\_