



राष्ट्रीय पुस्तक न्यास, भारत  
**NATIONAL BOOK TRUST, INDIA**  
Ministry of Education, Govt. of India  
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज- II, वसंतकुंज,  
नई दिल्ली -110070

Advt. No. 116/2022

Date: 30/05.2022

### **WALK-IN- INTERVIEW**

Walk-in-interview will be held in the National Book Trust, India on **02.06.2022 (Thursday)** between **10:00 a.m. to 10:30 a.m.** for the Engagement of Editorial Assistant (English) purely on contract basis (Through Placement Agency), initially for three months which can be extended depending on the performance of the candidate/need of the organization on fixed monthly remuneration of **Rs. 30,000/- to 45,000/-** p.m. in NBT, India. Interested candidates may appear for the **Walk in interview on Thursday (02.06.2022)** with a prescribed application form.

1	Name of Post	<b>Editorial Assistant (English)</b>
2	No. of post and posting	<b>01 (One) at Headquarter, New Delhi.</b> Purely on short term contract basis, initially for three months which can be extended depending on the performance of the candidate/need of the organization.
3	Salary	<b>Rs. 30,000/- to 45,000/-</b>
4.	Age Limit	<b>Below 45 years</b>
5	Date of Walk in Interview	<b>02/06/2022 (Thursday) between 10:00 a.m. to 10:30 a.m.</b>
6	Qualifications and Experience	<b><u>Essential</u></b> a. A Bachelor's degree from a recognized university. b. Proficiency in the specified language. c. Working knowledge of Hindi. d. Three years' work experience with knowledge of proof reading, editing, translation, book assessment writing, content development, booklet layout designing etc. e. Knowledge of working on PageMaker, Excel and other software. <b><u>DESIRABLE</u></b> Master's degree in the specified language.

**CANDIDATES WHO HAVE APPEARED IN THE INTERVIEW HELD ON 25/05/2022 NEED NOT COME AGAIN FOR WALK-IN-INTERVIEW.**



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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 : \_\_\_\_\_