

NATIONAL BOOK TRUST, INDIA

An autonomous body under Ministry of Education, Government of India

Recruitment Notice for Walk-in Interview

Applications are invited for the following positions on short term/ project-based requirement.

Sl. No.	Job Profile	Positions*	Qualification	Age Limit	Remuneration per month
1.	Marketing Assistant (Western Regional Office, Pune)	1	EQ- Graduation in any subject from a recognised University. Minimum 5 Years of experience of Sales in a publishing house DQ- Fluent in Hindi, English Marathi, Gujarati	45 years	50,000-70,000
2.	Marketing Executive (Western Regional Office, Pune)	1	EQ- Graduation in any subject from a recognised University . Minimum 2 Years of experience of Sales in a publishing house DQ- Fluent in Hindi, English Marathi	27 years	30,000 – 40,000
3.	Event Officer (Pune Book Festival)	1	EQ- Graduation in any subject from a recognised University. Minimum 3 years of Experience in organising large scale B2C and B2B events DQ- Fluent in Hindi, English Marathi Experience of organising Book Festivals	32 years	50,000-70,000
4.	Marketing & Sponsorship Consultant (Western Regional Office Pune)	1	EQ- MBA in Sales/ Marketing Minimum 5 years of Experience in fund raising, sponsorship, CSR project implementation DQ- Good understanding of the Education, Social Development and Publishing Market and proven experience of stakeholders' management	45 years	80,000-1,00,000
5.	Event Officer (Headquarters)	2	EQ- Graduation in any subject from a recognised University Minimum 3 years of Experience in organising large scale B2C and B2B events DQ- Fluent in Hindi, English Marathi Experience of organising International Events, Book Festivals/ Literature Festivals	32 years	50,000-70,000
6.	Office Secretary (For CEO, New Delhi World Book Fair)	1	EQ- Graduation in any subject from a recognised University. Minimum 3 years of Experience as Office Secretary to CEO/MD in Govt./PSUs/MNCs DQ- Excellent written & verbal communication, drafting official letters in English, Hindi. Proficiency in MS Office with typing speed of 30 WPM.	45 years	50,000-70,000

7.	Content Writer (Hindi)	1	<p>EQ- Masters in Hindi PG Diploma in Journalism and Mass Communication English as one of the subjects in Graduation Minimum 3 years of proven work experience in Content Writing for Print and Digital Medium</p> <p>DQ- At least 30 published news report/ articles in reputed newspapers/ magazines</p>	32 years	40,000-60,000
8.	Content Writer (Social Media)	1	<p>EQ- Graduation in any subject from a recognised University Good Knowledge of Books, Publishing and Literature. Good understanding of writing on professional platforms, blogs</p> <p>Minimum 3 years of Experience as Content Writer to in Govt./PSUs/MNCs</p> <p>DQ- Fluent in Hindi, English An avid reader, Active Social Media User with a minimum 10k followers on X Copywriting for advertisements Should be able to use creative and info graphics</p>	32 years	50,000-70,000
9.	Media & Public Relations Consultant	1	<p>EQ- Graduation in any subject from a recognised University. Good Knowledge of Books, Publishing and Literature. Good understanding of writing on professional platforms, blogs Minimum 8 years' of proven work experience in managing PR/ Media for large scale projects/ multinational events with success story/ Reputed Media house</p> <p>DQ- Fluent in Hindi, English An avid reader, Active Social Media User, Copywriting for advertisements Work experience with CEOs</p>	45 years	80,000-1,45,000
10.	E Pub Developer	3	<p>EQ-</p> <p>a) B Tech/BE (Computer Science/E&C/E&E/ IT)/ MCA</p> <p>b) Minimum 1 year hands-on experience in digital publishing</p> <p>c) Knowledge of HTML, CSS</p> <p>DQ- Knowledge of InDesign, Photoshop, illustrator. Digital Publishing in Indian languages</p>	45 years	40,000-50,000
11.	Accountant	2	<p>EQ - M.Com/ CA Minimum 3 year of Experience in Cost Accounting, P&L Balance Sheet, BRS, GFR, Taxation/ TDS Hands on Experience in Tally.</p> <p>DQ- Knowledge of Secretariat Rules and E-office</p>	45 years	50,000-70,000

12.	Consultant (Digital Publishing)	1	EQ- B Tech/BE (Computer Science/ E&C/E&E/IT)/ MCA a) 3-8 years hands-on experience in digital publishing, PoD b) Knowledge of HTML, CSS DQ- Knowledge of InDesign, Photoshop, illustrator, Experience of native app development in a secure environment	45 years	80,000-1,00,000
13.	Programme Coordinator (Audio Books)	1	EQ- MBA – Sales & Marketing / Masters in Digital Media Minimum 3 years of experience in sales and marketing of audio books DQ- Experience in Institutional Sales/ Subscription model of audio books Knowledge of eBooks, audio books	32 years	50,000-70,000
14.	Programme Coordinator (Braille Books Project)	1	EQ- Masters in Social Work/ Education Minimum 3 years of Experience as Programme Coordinator in Govt./PSUs/MNCs DQ- Experience in publishing, Accounting, records management, partnership with institutions and corporates	32 years	40,000-50,000
15.	Illustrator	1	EQ- Masters in Fine Arts from a reputed recognised institute. Understanding of visual design thinking Knowledge of scale, fonts, colours on physical and digital tools like Illustrator, Photoshop, Pro-create, CorelDraw Minimum 3 years of Experience as Illustrator in Govt./PSUs/MNCs DQ- Experience in reputed advertising/ publishing agency	32 years	50,000-70,000
16.	Sales Assistant (Exports)	1	EQ- Graduation in any subject from a recognised University. Minimum 3 years' of experience in export of Books/print Material Hands on experience of Exports documentation, Customs, taxation, DQ- MBA (International Business) Experience of International Publishing Market	45 years	50,000-70,000

EQ- Essential Qualification; DQ-Desirable Qualification

- a) For Sl. No. 1 to 4, Time for Walk-in Interview: 11 AM – 3 PM, 24 February, 2025 at AV Hall, Main Building, Fergusson College, Pune (+91 93808 27586 – For Coordination)
- b) For Sl. No. 5 – 16, Time for Walk-in Interview: 11 AM – 3 PM, 12-19 February, 2025 (except Saturday, Sunday), at NBT India Headquarters, 5 Institutional Area, Phase II, Vasant Kunj, New Delhi – 110070

Note:

- 1) Shortlisted candidates are liable to be posted anywhere in India.
- 2) Number indicated under the position column is tentative. It may be increased or decreased as per the organisation's requirement.



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 : _____