



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

Advt. No.139/2022/Estt.

Date: 21/12/2022

**WALK-IN-INTERVIEW**

Walk-in-interview will be held in the National Book Trust, India from 22/12/2022 to 30/12/2022 between 10:00 a.m. and 12:30 p.m. for the engagement of Research Professional (Editorial Assistant) 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. Interested candidates may appear for the Walk in interview with a prescribed application available on the website i.e. [www.nbtindia.gov.in](http://www.nbtindia.gov.in).

S. No.	Name of Post	Monthly Salary	Age Limit	Qualifications
1	Research Professional (Editorial Assistant)	30,000/- to Rs. 50,000/-	Below 45 years	<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> a) Post Graduation/Research qualifications in Humanities/Social Science

**NOTE:**

1. Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and originals must be produced at the time of interview and if selected, at the time of joining.
2. Incomplete applications will be rejected.
3. No T.A./D.A. will be paid for attending the interview.



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नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-11, वसंतकुंज,  
नई दिल्ली -110070

Post applied for \_\_\_\_\_

Place a self-attested  
passport size  
photograph  
here

Advt. No \_\_\_\_\_ Dated \_\_\_\_\_

1. **Name** (in block letters as recorded in matriculation certificate): \_\_\_\_\_
2. **Father's/Husband's Name** (in block letters as recorded in matriculation certificate): \_\_\_\_\_
3. (i) **Date of Birth** (in Christian Era) : \_\_\_\_\_  
In words: \_\_\_\_\_  
(ii) **Age**: \_\_\_\_\_ **Years**: \_\_\_\_\_ **Months** (as on closing date): \_\_\_\_\_  
(iii) **Whether you claim Age Relaxation** : \_\_\_\_\_ (Yes/No)  
(Reason for claiming Age Relaxation) : \_\_\_\_\_
4. **Religion** : \_\_\_\_\_ (Hindu/Muslim/Christian/Sikh/Buddhist/Others)
5. **Category** : \_\_\_\_\_ (SC/ST/OBC/General)  
(Attach necessary certificate issued by Competent Authority)
6. **Whether Ex-Serviceman** : \_\_\_\_\_ (Yes/No)  
(Attach necessary certificate issued by Competent Authority)
7. **Nationality**: \_\_\_\_\_
8. **Sex** : \_\_\_\_\_ (Male/Female)
9. **Marital Status** : \_\_\_\_\_ (Married/Unmarried)
10. (i) **Whether Physically Disabled** : \_\_\_\_\_ (Yes/No)  
(If Yes, certificate from a medical officer not below the rank of Civil Surgeon should be enclosed)  
(ii) **Nature of Disability** : \_\_\_\_\_  
(iii) **Percent of Disability** : \_\_\_\_\_

11. Languages known : \_\_\_\_\_

12. Correspondence Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin Code: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email. ID. \_\_\_\_\_

Fax No. \_\_\_\_\_

13. Permanent  
Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

14. Educational Qualifications (beginning from Matriculation or equivalent) :

Examination(s) passed	University/Board	Year of passing	Subjects covered	Division / Grade	% of Marks

15. Professional qualifications, if any :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Experience (in ascending order) :

Office/Department	Designation	Salary Structure	Period		Nature of Work
			From	To	

17. Details of Computer literacy: \_\_\_\_\_

\_\_\_\_\_

18. 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 (if any) etc. enclosed should be self-attested and then scanned and attached with the Application. A passport size photograph should also be enclosed.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Signature of the applicant**