



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज
नई दिल्ली-110070

Advt. No. Estt. /13/2024
30/10/2024

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and books promotion in the country, invites application from the eligible candidates filling up the following posts on purely contract basis (Through Placement agency) initially for a period of three/six months which can be extended depending on the performance of the candidate/requirement of the Trust.. The details are given below:-

Sl. No.	Name of the Posts	No. of Posts	Experience in Year	Remuneration	Age Limit	Qualification/Experience
01	Consultant Grade-2 (For NDWBF-2025)	01	8-15 years	Rs.145000/- to Rs.265000/-	Below 50 years	<ul style="list-style-type: none">• Master's degree in relevant subject or possession of any Professional Degree earned after a study of 4 years or more acquired after 10+2.• Minimum 8 years' experience in Exhibitions and events.
02	Consultant Grade-1 (Visual Design and Merchandise (For NDWBF-2025)	01	03-08 years	Rs. 80,000/- to Rs.1,45,000/-	Below 45 years	Masters of Design/Fine Arts. 03-08 years in the relevant field of Visual Communication Typography, Product Designing, Brand Communication through Design. Task: Leading visual design for NDWBF-2025 and creating merchandise for the same.
03	Event Officer (For NDWBF-2025)	01	3 years	Rs.50,000/- to Rs.70,000/-	Below 40 years	<ul style="list-style-type: none">• Master's degree in relevant subject or possession of any Professional Degree earned after a study of 4 years or more acquired after 10+2.• Minimum 3 years' experience in the Exhibition Field.
04	Young Professional (Cultural Coordinator)	01	3 years	Rs.50,000/- to Rs.70,000/-	Below 35 years	<ul style="list-style-type: none">• Master's degree in relevant subject or possession of any Professional Degree earned after a study of 4 years or more acquired after 10+2.• Minimum 3 years' experience in the field curating of Cultural Programmes.
05	Young Professional (Social Media Executive)	01	3 years	Rs.50,000/- to Rs.70,000/-	Below 35 years	<ul style="list-style-type: none">• Master's degree in relevant subject or possession of any Professional Degree earned after a study of 4 years or more acquired after 10+2.• Minimum experience of 3 years' in branding communications, social media, public relations, business development, etc.

06	Protocol Officer	01	5 years	Rs.70,000/- to Rs.80,000/-	Below 45 years	<ul style="list-style-type: none"> • Master's degree in relevant subject or possession of any Professional Degree earned after a study of 4 years or more acquired after 10+2. • Minimum experience of 5 years' in the relevant field.
07	Consultant (Establishment)	01	10 years	Rs.1,25,000/- to Rs. 1,50,000/-	Below 65 years	<p>Post Graduate degree in any discipline from a recognized University.</p> <p>Experience:</p> <p>Work experience of at least 10 years in recruitment.</p> <p>Should have good communications and skills.</p> <p>Knowledge of Computer such as MS World, MS Excel.</p> <p>Essential: Recruitment</p> <p>Preferably retired Govt., official at the level of PML-12 and above from Central Govt./Central Autonomous bodies with minimum 10 years' experience in recruitment. The incumbent will be required to carry out recruitment of officials of various cadres in time bound task.</p>
08	Section Officer	01	10 years	As per Govt. of India, Ministry of Finance, Department of Expenditure's Office Memorandum F.No. 3-25/2020-E-IIIA dated 9 th December 2020.	Below 65 years	<p>Post Graduate degree in any discipline from a recognized University.</p> <p>Experience:</p> <p>Work experience as Section Officer/Assistant Section Officer from Central Govt./ Central Autonomous bodies with minimum 10 years' experience in Establishment matters.</p> <p>Should have good communications and skills.</p> <p>Knowledge of Computer such as MS World, MS Excel.</p> <p>Essential:</p> <ul style="list-style-type: none"> - Recruitment and Appointment of Direct/Deputation basis. - Preparation of Vacancy Reservation Roster and Establishment Register, Seniority List. - Examination of MACP Cases. - Compassionate Appointment. - RTI Matter of Estt. Section. - Disciplinary cases. - Personnel file matter. - Pay fixation etc.

09	Video Editor	01	3 years	Rs.50,000/- to Rs.70,000/-	Below 40 years	<p>Bachelor's degree in any discipline (preferable Bachelors in BFA/B. Des./Film & Animation/ or related fields).</p> <p>Three (3+) years' of professional experience of creating videos projects/motion graphics.</p> <p>Expected skills:</p> <ul style="list-style-type: none"> - Experience InDesign/media/production. - Updated with the current industry trend software. - Story-telling and communication through video. - Frequent in using software like after effects and premier pro. - Good Communication and presentation skills, verbal and written in both individual and group. - Be a visualizer. MUST HAVE A WORK PORTFOLIO.
10	Graphic Designer	01	3-5 years	Rs.50,000/- to Rs.70,000/-	Below 40 years	<ul style="list-style-type: none"> • Graduation in Fine Arts, Graphic Design or a related field. • Minimum 3-5 years' experience in Book Designing/Graphic Designing of Publicity materials like Hoarding, Bill Board, Poster, Folder/Booklet, Press/Magazine advt. etc. • Knowledge of Photoshop, InDesign in, CorelDraw and other relative software's.
11	Illustrator	01	03 years	Rs. 40,000/- to Rs.50,000/-	Below 35 years	<ol style="list-style-type: none"> i. Graduate in Fine Arts, Graphic Design or a related field. ii. At least 03 years of experience as an Illustrator, with a portfolio of published or exhibited work that demonstrates proficiency in a range of styles and media. iii. Proficient in traditional and digital art techniques, including Adobe Creative suite and other industry-standard software. iv. Strong drawing and composition skills, with a solid understanding of colour theory and design principles. v. Ability to collaborate and communicate effectively with the team members, and other stakeholders. vi. Ability to work independently and manage time effectively to meet project deadlines. vii. Strong attention to detail and ability to work with feedback and revisions.

						Job Description
						<p>i. Create high-quality illustrations that communicate and enhance the intended message.</p> <p>ii. Collaborate with the team to understand project objectives and requirements.</p> <p>iii. Research and develop ideas and concepts for illustrations that align with project goals.</p> <p>iv. Revise and refine artwork based on feedback from writers, editors, and other team members.</p> <p>v. Meet project deadlines and manage time effectively to balance multiple projects.</p>
12	Editor (Odia)	01	4 -5 years	Rs. 75000/- to Rs. 85000/-	Below 50 years	<p>Minimum 4 to 5 years' Experience of Working in a publishing house in the Editorial department, preferably in Odia language.</p> <p>Translation, Copy Editing, Proof Reading, Excellent written & verbal communication skills.</p> <p>Knowledge of Computer application i.e. Adobe Page Maker, InDesign, Page designing, DTP composing & Typesetting etc. in the concerned language.</p>

Last date for submission of applications is 13-11-2024.

GENERAL TERMS AND CONDITIONS:

- 1) Proofs towards possessing essential educational qualifications and experience should be submitted along with the application form
- 2) The candidate should have good communication skills in English and Hindi along with language as per the region
- 3) Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
- 4) The NBT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
- 5) Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected
- 6) Candidates should possess the essential qualifications as on the closing date of application
- 7) Age will be determined on the last date of the receipt of applications
- 8) Canvassing in any form will result in disqualification
- 9) Applicants must superscribe the envelope with "Application for the post of _____"
- 10) The application duly completed in all respect should reach the Deputy Director (Estt & Fin.) National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.

Last Date for receipt of application is 13-11-2024

NOTE:

- Self-Attested copies of all relevant certificates, degrees, testimonials etc. should be attached as scanned images with the Application, and the Originals must be produced at the time of interview and if selected, at the time of joining
One passport size photograph should be placed on the Application Form.
- Incomplete Applications will be rejected
No T.A./D.A. will be paid for attending the prescribed tests/interview.



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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 : _____