



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
5 इन्स्टीट्यूशनल एरिया, फेज-2, वसंतकुंज
नई दिल्ली-110070
Phone:91-11-35464688
E-mail: recruitment@nbtindia.gov.in

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VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites applications from eligible candidates to fill up the following post purely on contract basis through manpower agency initially for three months which can be extended as per requirement of the Trust. The details are as under:

S. No	Name of the post	No. of posts & Upper Age limit	Monthly Remuneration (Rs.)	Eligibility
1	Travel Desk Assistant	01 Post 32 years	Under Minimum Wages Act Skilled Category Rs. 24,365/- Per month	<p><u>Minimum Qualifications</u></p> <ul style="list-style-type: none">• Bachelor's degree in any discipline from a recognized university with good written and spoken communication skills in English and Hindi <p><u>Preferable Qualification</u></p> <ul style="list-style-type: none">• Diploma/Certificate in Travel & Tourism / Hospitality / Office Administration. <p><u>Essential Experience</u></p> <ul style="list-style-type: none">• Minimum 3-4 years of experience in handling travel desk operations, ticketing, and logistics in a government office / PSU / reputed travel agencies.• Experience in flight, rail, and local travel bookings, accommodation/hotel, itinerary planning, and coordination with travel vendors/agents.• Familiarity with travel policies, billing, reimbursements, and documentation. <p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Assist in domestic travel bookings (air, rail, and local transport along with accommodation) for officials, guests, and participants.• Coordinate with travel agencies, vendors, and service providers for bookings, confirmations, and changes.• Prepare and share travel itineraries, booking details, and schedules with concerned officials.• Maintain records of tickets, invoices, travel approvals, and reimbursements.• Ensure compliance with government travel norms and guidelines.• Handle last-minute changes, cancellations, and travel-related queries efficiently.• Coordinate for airport/station pickups, accommodation logistics, and movement plans during events.• Support administrative and logistical requirements related to official travel and events. <p><u>Mandatory Requirement</u></p> <ul style="list-style-type: none">• Submission of resume, educational certificates, and a

				<p>brief writing sample along with the duly filled application form.</p> <ul style="list-style-type: none"> • Candidate must possess strong coordination skills, attention to detail, ability to handle multiple bookings simultaneously, and working knowledge of MS Office. • Ability to manage travel arrangements under tight timelines and provide support during events is essential. • Candidate must possess strong proficiency in written and spoken English and Hindi, good knowledge of MS Office, and the ability to undertake structured noting and drafting work independently.
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National Book Trust, India reserves the right not to fill up the posts as advertised, if circumstances so warrant.

Interested candidates who fulfilled the minimum eligibility criteria may apply to the Deputy Director (A&E), National Book Trust, India, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi - 110070 in the prescribed format as given on the website i.e. www.nbtindia.gov.in. Last date for submission of applications is 01.06.2026.