



राष्ट्रीय पुस्तक न्यास, भारत

शिक्षा मंत्रालय, भारत सरकार

**NATIONAL BOOK TRUST, INDIA**  
Ministry of Education, Government of India

5 इंस्टीट्यूशनल एरिया, फेज-2

वसंत कुंज, नई दिल्ली-110070

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Advt. No. 93/2026/Estt.

Date: 01.04.2026

**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 posts purely on contract basis through manpower agency initially for three months which can be extendable as per requirement of the Trust. The details are as under:

Sl. No.	Details of post	Requirements
1	Post name : Editorial Assistant	For Bodo, Dogri, Kashmiri, Konkani, Manipuri, Maithili, Nepali, Sanskrit, Sindhi, Santhali (one each) - 10
2	Essential & Desirable	Essential Qualifications : Graduation Desirable Qualifications: Masters Degree in specific language.
3	Experience	Minimum 1 year experience of working in a publishing house in the Editorial department
	(a) Work	
	(b) Required Editorial Skill sets	Translation, copy editing, Proof Reading, Excellent written and communications skills
	(c) Computer Skill	Knowledge of computer application i.e. Adobe Page Maker, InDesign, Page designing, DTP composing & Typesetting etc. in the concerned language.
4	Upper Age limit	40 years
5	Remuneration	Rs. 40000/- to Rs. 50,000/- per month
6	Mode of engagement	Through Manpower Agency
7	Mode of selection	Written Test and Personal Interview

National Book Trust, India reserves the right not to fill up the post as advertised, if circumstances so warrant.

Interested candidates who fulfill the minimum eligibility criteria may apply through speed post 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](http://www.nbtindia.gov.in). Last date for receipt of applications is 07 days from the date of publishing of this advertisement on NBT website.

## GENERAL TERMS AND CONDITIONS

1. Post may be increased/ decreased at the discretion of the Competent Authority.
2. The candidate should have good communication skills.
3. During his/her service with the Trust he/she may be required to serve anywhere in India under an office of the Trust.
4. During the tenure with NBT, he/she is not allowed to work concurrently with any other organization of the similar field/nature.
5. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
6. Applications which do not meet the minimum qualifications given in the advertisement and/or incomplete applications will be summarily rejected.
7. Applications will not be accepted after last date of the receipt of applications
8. Age will be determined on the last date of the receipt of applications.
9. Canvassing in any form will be treated as disqualification for the post(s).
10. Candidate(s) selected for the post(s) will be required to furnish a Medical Certificate of their being medically fit to work in NBT, India
11. If you do not hear from us within 15 days of application submission, please consider that you have not been shortlisted.

### **Note:**

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