

Advt. No. 19/2025/Estt.

Date: 02/06/2025

VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites application from the eligible candidates filling 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.	Name of the post and place of posting	No. of post	Educational Qualification and Work Experience	Upper Age Limit	Monthly Remuneration	Key Responsibilities
1.	School Outreach Coordinator (Projects) Anywhere in India	2	Graduation in Mass Communication or any related field Minimum 1–3 years in school outreach/community engagement/project coordination	40 years	35,000 – 45,000	<ul style="list-style-type: none"> Engage with schools and education authorities for outreach of the project Coordinate with resource persons to execute school-level programs Facilitate student interaction through educational activities, competitions, and awareness sessions Planning and Executing School Activities Plan and ensure timely delivery of outreach sessions during mobile campaigns Assist in documentation and impact tracking of school engagement initiatives Assist in school programs and coordination Travel with the outreach team as needed across multiple campaign locations
2.	Event Coordinator (Projects) Anywhere in India	2	Graduation in Mass Communication or any related field Minimum 1–3 years in field coordination/logistics/public engagement/event execution	40 years	35,000 – 45,000	<ul style="list-style-type: none"> Liaise with district administrations, local panchayats, and civic authorities (SDMs, BDOs, Gram Pradhans) to secure permissions and establish ground-level support. Organise and anchor events with local dignitaries and stakeholders

						<ul style="list-style-type: none"> • Coordinate with key government officials and local authorities to secure permissions for the project • Identify and coordinate venues and ensure logistical preparedness for field activities • Mobilize local participation through community networks, SHGs, and Panchayat • Manage on-site setup, event flow, and coordination with vendors and teams • Maintain documentation and reporting of field-level execution and outcomes
3.	<p>Graphic Designer (Project)</p> <p>Anywhere in India</p>	1	<p>Graduation in Graphic Design/Visual Arts/Multimedia or related field</p> <p>Minimum 1–3 years in graphic design/visual content creation for campaigns</p>	40 years	35,000 – 45,000	<ul style="list-style-type: none"> • Design visual content for campaign branding, reports, posters, and exhibitions • Support creative documentation of field activities and outreach initiatives • Prepare digital and print-ready content for events and social media • Ensure thematic consistency, accessibility, and impact across visual communication • Assist in developing campaign kits, info graphic panels, and visual storytelling materials • Maintain visual archives and collaborate with communications and content teams
4.	<p>Illustrator (Project)</p> <p>Anywhere in India</p>	1	<p>Graduation in Graphic Design/Visual Arts/Multimedia or related field</p> <p>Minimum 1–3 years in graphic design/visual content creation for campaigns</p>	40 years	35,000 – 45,000	<ul style="list-style-type: none"> • Conceptualize and create high-quality illustrations, info graphics, and visual assets aligned with the themes of the Namami Gange project. • Design creative and culturally resonant artwork for posters, brochures, banners, standees, and digital media. • Collaborate with the communications, content, and field teams to translate ideas into compelling visual narratives.

						<ul style="list-style-type: none"> • Develop illustrations for educational content, children's engagement activities, and outreach materials used in schools and community settings. • Ensure that all design outputs are inclusive, accessible, and appropriate for diverse audiences.
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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 to the Deputy Director (A&E), National Book Trust, India, Nehru Bhawan, 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 10/06/2025 from the date of publishing of this advertisement on NBT website.

GENERAL TERMS AND CONDITIONS

1. Posts may be increased/ decreased at the discretion of the Competent Authority.
2. Proofs towards possessing essential education qualifications and experience should be submitted along with the application form.
3. The candidate should have good communication skills.
4. During his/her service with the Trust he/she may be required to serve anywhere in India under an office of the Trust.
5. During the tenure with NBT, it is not allowed to work concurrently with any other organization of the similar field/nature.
6. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for the interview.
7. National Book Trust, India reserves the right not to fill up the vacancy against advertisement.
8. Applications which do not meet the minimum qualifications given the advertisement and/or incomplete applications will be summarily rejected.
9. Applications will not be accepted after last date of the receipt of applications
10. Age will be determined on the last date of the receipt of applications.
11. Canvassing in any form will be treated as disqualified.
12. Mere fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be considered or called for personal interaction/written test.

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 personal interaction/written test.



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 : _____