



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2
वसंत कुंज, नई दिल्ली-1100700

Phone: 011-26707798, Email: recruitment@nbtindia.gov.in

Advt. No. 14/2023/Estt.

27/07/2023

VACANCY NOTICE

National Book Trust, India, an autonomous body under the Ministry of Education invites application from the eligible candidates for filling up the following posts purely on contract basis (full time, through placement agency). The details are as under:-

I.) Event Manager – 01 post

To handle and manage State-level, National as well as International events and exhibitions of National Book Trust, India.

Responsibilities

- a) Plan book fairs and exhibitions, across the country, that NBT can organize
- b) Work on participation details for international book fairs where NBT participates, and can further participate in, to promote Indian publishing industry
- c) Basic idea of designing concept of the layout of the stalls/halls/exhibition area
- d) Maintain contact databases and mailing lists with updates of publishers & exhibitors from the publishing industry as well as that of Embassies & Foreign participants/literary agents, etc.
- e) Create project-specific lists to support Exhibition team
- f) Meet relevant people in the industry and develop contacts, to generate participation in NBT's events/ exhibitions/fairs
- g) Drafting / sending of emailers and generate relevant content to pitch the event
- h) Excellent knowledge of working on tenders, fabrication of stalls, logistics, etc.
- i) Coordinate with other departments of the organization to be in sync with the scheduled events
- j) Coordinate with PR for using current social media tools for the promotion of book fairs and exhibitions that NBT organizes/participates in.
- k) Able to handle NBT's Exhibition website – Exhibitor's Data, Booking Form, Categorization, answering Visitor queries, managing Admn. Panel, quick replies to emails, data management, contacting vendors/fabricators, Exhibitor catalogue data compilation, uploading circulars and related information, etc.

Qualifications:

- Post-graduate degree
- Computer proficient, knowledge of working on MS Office
- Knowledge of both English and Hindi languages

Desirable- MBA in Marketing, Advertising or Post-Graduate degree in Event Management

Experience: 3-5 years in event management, public relations, media, Govt relations with proven track record of dealing with senior govt. officials. Experience in publishing sector will be preferred.

Age limit: 45 years

Salary: Rs.1 Lakh

Period of engagement - Initially for a period of three months which can be extended, depending on the performance of the candidate/need of the organization

II.) **Research & Literary Curators** - 2 posts

For NBT's Book Festivals – the Research & Literary Curator will be responsible for researching and generating ideas, topics, sessions, speakers/authors, etc. as per each city/State; as well as creating, developing, and implementing literary events during books fairs and literary festivals.

Responsibilities

- To develop and implement multi-lingual literary programmes for book fairs and literary events
- Curate and schedule authors' events developing relevant and engaging topics and panels, and researching and creating event topics
- Work with publishers, authors, School and College/University network to locate authors and themes for literary events
- To manage written communication, co-ordination, logistics of travel of invited speakers/panelists and coordinate with speakers for each event
- Prepare literary program reports, and post-event evaluation & de-brief
- Produce literary content for emails, website, press releases, advts., promotional materials and lit events calendar

Qualifications/Experience/Desirables

- Bachelor's degree, preferably in literature/humanities/social sciences
- 3-5 years of experience with literary event/event planning management
- Experience with book events and enthusiasm and passion for literature
- Knowledge of and experience in publishing industry, including knowhow of contemporary trends in publishing
- Understanding of the multilingual literary landscape of India
- Excellent communications skills (oral, written, and presentation)
- Excellent interpersonal and organizational skills
- Media and public relations skills

Age limit: 35 years

Salary: Rs.65,000 – Rs.70,000/ month

Period of engagement - Initially for a period of three months which can be extended, depending on the performance of the candidate/need of the organization.

III.) Executive Assistant – One post

To manage secretarial and clerical works.

Qualifications:

Essential: Graduate in any discipline from a recognized university

Desirable: Post-graduate

Experience:

- Work experience in an administrative role reporting directly to upper management or as an Executive Assistant, Personal Assistant or similar role
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications
- Excellent written and verbal communication skills
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects
- Proficiency with office productivity tools and an aptitude for learning new software and systems
- Flexible team player, willing to adapt to changes and unafraid of challenges
- Ability to maintain confidentiality of information related to the company and its employees

KRAs:

- Acting as the point of contact among employees, clients and external partners
- Managing information flow in a timely and accurate manner
- Managing calendars and set up meetings
- Manage scheduling agendas, emails, calls, and other logistics
- Coordinate calendar management, as well as content and flow of information
- Manage travel logistics and activities
- Provide administrative and office support

Age limit: 35 years

Salary: Rs.30,000 – Rs.40,000/ month

Period of engagement - Initially for a period of three months which can be extended, depending on the performance of the candidate/need of the organization

IV) Comic Book Artist – 01 post

Qualification

- i. Graduate in Fine Arts, Graphic Design, or a related field
- ii. At least 02-03 years of experience as a comic book artist, with a portfolio of published work
- iii. Proficient in traditional and digital art techniques, including Adobe Creative Suite and other industry-standard software
- iv. Strong storytelling skills and ability to create compelling and dynamic visual narratives.
- v. Ability to work independently and as part of a team in a fast-paced environment.
- vi. Strong attention to detail and ability to meet deadlines

Job Description

- i. Create high-quality comic book art in a variety of styles and genres
- ii. Develop character designs and visual concepts in collaboration with writers and editors
- iii. Create storyboards and layouts that effectively convey the narrative and pacing of the comic book
- iv. Collaborate with writers and editors to ensure the visual style and tone of the comic book aligns with the overall creative vision
- v. Revise and refine artwork based on feedback from writers, editors, and other team members
- vi. Stay up-to-date with industry trends, techniques, and technologies

Age Limit - Below 35 years

Salary - Rs 40,000/- to Rs 50,000/-

Period of engagement - Initially for a period of three months which can be extended, depending on the performance of the candidate/need of the organization

V) Illustrator – 01 post

Qualification

- 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

- i. Create high-quality illustrations that communicate and enhance the intended message
- ii. Collaborate with the team to understand project objectives and requirements
- iii. Research and develop ideas and concepts for illustrations that align with project goals
- iv. Revise and refine artwork based on feedback from writers, editors, and other team members
- v. Meet project deadlines and manage time effectively to balance multiple projects

Age Limit - Below 35 years

Monthly Salary - Rs 40,000/- to Rs 50,000/-

Period of engagement - Initially for a period of three months which can be extended, depending on the performance of the candidate/need of the organization.

VI) Assistant Editor (Hindi) – 01 post

Qualifications

1. A Master degree in Hindi from a recognized university
2. Proficiency in specific language – written (typing), oral
3. Good knowledge of the literature, culture and social context of the language and the area in which it is spoken
4. Working knowledge of English.

Experience

Five years' experience in editing, translation, creative writing, proof reading and book production

Salary - Rs. 60,000/- to 65,000/-

Upper Age Limit - 50 Years

Period of engagement - Initially for a period of eleven months which can be extended, depending on the performance of the candidate/need of the organization

VII) Assistant Editor (Bangla) – 01 post

Qualifications

1. A Master degree in Bangla from a recognized university
2. Proficiency in specific language – written (typing), oral
3. Good knowledge of the literature, culture and social context of the language and the area in which it is spoken.
4. Working knowledge of English.

Experience

Five years' experience in editing, translation, creative writing, proof reading and book production

Salary - Rs. 60,000/- to 65,000/-

Upper Age Limit - 50 Years

Period of engagement - Initially for a period of eleven months which can be extended, depending on the performance of the candidate/need of the organization

VIII) Assistant Editor (English) – 01 post

Qualifications

1. A Master degree in English from a recognized university
2. Proficiency in specific language – written (typing), oral
3. Good knowledge of the literature, culture and social context of the language and the area in which it is spoken.
4. Working knowledge of English.

Experience

Five years' experience in editing, translation, creative writing, proof reading and book production

Salary - Rs. 60,000/- to 65,000/-

Upper Age Limit - 50 Years

Period of engagement - Initially for a period of eleven months which can be extended, depending on the performance of the candidate/need of the organization

IX) Assistant Editor (Gujarati) – 01 post

Qualifications

1. Masters Degree in Gujarati from a recognized university
2. Proficiency in the specified language – Written, Typing and Oral
3. Good knowledge of the literature, culture and social context of the language and the areas in which it is spoken.
4. Working knowledge of Hindi & English

Experience

Five years' experience in editing, translation, creative writing, proof reading and book production

Salary - Rs. 60,000/- to 65,000/-

Upper Age Limit - 50 Years

Period of engagement - Initially for a period of eleven months which can be extended, depending on the performance of the candidate/need of the organization.

National Book Trust, India reserves the right not to fill up the posts as advertised, if circumstances so warrant. Interested candidates who fulfill the minimum eligibility criteria may apply to the Joint Director (A&F), 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 application is 15 days from the date of publication in the Employment News.

GENERAL TERMS AND CONDITIONS

1. Post 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 this office.
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. The 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. No quarries shall be entertained in this regard.
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 disqualify.
12. Application duly completed in all respect should reach the Joint Director (A&F), National Book Trust, India Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.

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.



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NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
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