



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Govt. of India
5 इंस्टीट्यूशनल एरिया, फेज-2, वसंत कुंज
नई दिल्ली-110070

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VACANCY NOTICE

National Book Trust, India, an apex body in publication of books and book promotion in the country, invites online applications from eligible candidates for filling up the following posts, 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	Number of Post	Upper Age Limit	Remuneration	Qualification	Experience
1	Editorial Assistant (Telugu, Kannada, Odia, Gujarati, Malayalam)	Each (01)	40 yrs.	Rs. 45,000/- to Rs. 55,000/-	➤ Essential Qualification Graduation ➤ Desirable Qualification Master's Degree in specified language	➤ Minimum 1 year Experience of working in a publishing house in the Editorial department ➤ Translation, copy editing, proof reading, excellent written & verbal communication skills. ➤ Knowledge of computer application i.e., Adobe Page Maker, InDesign, Page designing, DTP composing & typesetting etc. in the concerned language.
2	Editorial Assistant (Bodo, Dogri, Kashmiri, Konkani, Manipuri, Maithali, Nepali, Sanskrit, Sindhi, Santhali, Punjabi))	Each (01)	40 yrs.	Rs. 45,000/- to Rs. 55,000/-	➤ Essential Qualification Graduation ➤ Desirable Qualification Master's Degree in specified language	➤ Minimum 1 year Experience of working in a publishing house in the Editorial department ➤ Translation, copy editing, proof reading, excellent written & verbal communication skills. ➤ Knowledge of computer application i.e., Adobe Page Maker, InDesign, Page designing, DTP composing & typesetting etc. in the concerned language.

3.	Editorial Assistant (Hindi)	Each (01)	40 yrs.	Rs. 45,000/- to Rs. 55,000/-	<p>➤ Essential Qualification</p> <p>Graduation</p> <p>➤ Desirable Qualification</p> <p>Master's Degree in specified language</p>	<p>➤ Minimum 1 year Experience of working in a publishing house in the Editorial department</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>
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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 fulfill the minimum eligibility criteria may apply online through the National Book Trust, India website: www.nbtindia.gov.in. The last date for submitting applications is 15 days from the date of publication of this advertisement on the Trust's website