



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2
वसंत कुंज, नई दिल्ली-110070

23/12/2023

WALK-IN-INTERVIEW

Applications are invited for the post of Consultants, Young Professionals, Digital Publishing Experts in National Book Trust India, Ministry of Education, Government of India. Walk-in-Interview will be held between 2nd January to 5th January 2024 from 2 PM to 5 PM. These posts are purely on contract/project basis through placement agency, which can be extended depending on the performance of the candidate/need of the organization. Interested candidates who fulfill the eligibility as provided on the website may appear for the Walk-in-Interview with filled prescribed application available on the website i.e. www.nbtindia.gov.in:-

Position	Number of Vacancies (tentative)	Experience	Remuneration	Equivalent Pay scale 7CPC	Upper age Limit	Essential Qualifications	Experience	Desirable Qualification
Consultant (Corporate Communication & Financial Strategy)	01	8-15 years	1,45,000-2,00,000	11	50	Masters or 2 years PG diploma in Finance/ Business Administration/ LLB/ B:TECH/B.E. /CA	A minimum of 8years' experience in advertising agency or in a CSR strategy role or Marketing communication role or large account management or strategy role in a reputed MNC/PSU at a senior position	A proven record of financial sustainability for national/ international events
Consultant (Media and Brand Communication)	01	8-15 years	1,45,000-2,00,000	11	50	Masters or 2 years PG diploma in Business Management/ Public Relations/ Marketing/ Journalism & mass Communication from a premium institution	A minimum of 8 years' experience in advertising agency or Marketing communication or strategy role in a reputed MNC/PSU at a senior position or at a senior position in a media house with a deep understanding of social media marketing and reputation management	A proven record of brand building for a Government agency/ Events of international repute

Consultant (Technology & Digital Content Strategy)	01	8-15 years	1,45,000- 2,00,000	11	50	Masters or B.E./ B. Tech in Computer Science or equivalent from a premium institution	A minimum of 8 years with hands on experience in digital publishing, digital rights and distribution management, app development, networking with basic understanding of programming languages,	A proven record of digital content management, digital distribution network. Knowledge of HTML, CSS, Java Script, mobile architecture, IT operating models, enterprise architecture, cloud, AI, block chain, automation, data
Young Professional (Corporate Communication)	01	1-3 years	50,000- 70,000	10	32	Masters or 2 years PG diploma in Finance/ Business Administration/Commerce/ LLB/ B.TECH/B.E. /CA with minimum 60% marks or equivalent grade from a government recognized university/institution	A minimum of 1 year experience in advertising agency or in a CSR assisting role or Marketing communication role or Govt./PSU/Private organizations	Knowledge of market research, client communication, financial models, sound understanding of CSR process, compliance
Young Professional (Media & Brand Communication)	01	1-3 years	50,000- 70,000	10	32	MBA, PG Diploma, MA, MSc in Media, Public Relations, Mass Communication, media and entertainment, advertising & PR with minimum 60% marks or equivalent grade from a government recognized university/institution	A minimum of 1 year experience in advertising agency or in a CSR assisting role or Marketing communication role or Govt./PSU/Private organizations	Knowledge of copy writing, editing, digital marketing, social media survey, brand communication for a Government agency/private organizations for events. Proficiency in software tools Photoshop, Illustrator,

Young Professional (Technology & Digital Content Strategy)	01	1-3 years	50,000-70,000	10	32	Masters or B.E./ B. Tech in Computer Science, Information Technology, Information Science, Electronic or equivalent with minimum of 60% marks or equivalent grade from a government recognized university/institution	A minimum of 1 year experience in advertising agency or in a CSR assisting role or Marketing communication role or Govt./PSU/Private organizations	A proven record of digital content management and digital distribution, network. Knowledge of HTML, CSS, Java Script, mobile architecture, IT operating models, enterprise architecture, cloud, AI, block chain, automation, data
Digital Publishing Expert (EBooks/Audio Books-Technology)	01	3-8 years	50,000 – 70,000	8	45	Masters or B.E. / B. Tech/ Diploma in Computer Science or equivalent from a premium institution.	A minimum of 3 years' hands on experience of having worked in digital/e-book publishing company, knowledge of HTML5, CSS, ePUB3, Mobi etc., cloud, mobile architecture, audio distribution, formats etc	Software applications such as Sigil, Calibre, Knowledge of Digital Rights Management (DRM), knowledge of EBooks distribution management
Digital Publishing Expert (EBooks - Design)	01	3-8 years	50,000-70,000	8	45	Diploma/Graduation from a recognized University or equivalent. BFA/Diploma in Printing Technology/Multi Media, or equivalent.	A minimum of 3 years' hands on experience of having worked in digital/e-book publishing/design company	Software applications Photoshop, InDesign, PageMaker, CorelDraw, Acrobat, Adobe Digital Edition or similar

NOTE:

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



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APPLICATION FOR THE POST OF _____

1	Name & Address (in block letters)				
	Mobile No.				
	E-mail Id				
2	Date of Birth (in Christian era)				
3	Educational Qualifications				
	Degree/Diploma/Certificate	University/Board	Main Subjects	Month and year of passing	% Marks/Division
	i)				
	ii)				
	iii)				
	iv)				
	v)				
4	Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualification and work experience of the post				

5 Details of employment, in chronological order						
S. No.	Office/ Institution	Nature of employment	From (date)	To (date)	Salary	Nature of duties (in detail) highlighting experience required for the post applied for
6	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)</p>					
7	<p>Achievements: The candidates are requested to indicate information with regard to; i) Research publications and reports and special projects ii) Awards/Scholarships/ Official Appreciation Affiliation with the professional bodies/ institutions/ societies and; iii) Patents registered in own name or achieved for the organization</p>					

	iv) Any research/innovative measure involving official recognition v) Any other information. (Note: Enclose a separate sheet if the space is Insufficient.)	
8	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed /withheld.

Place:

Signature of the applicant

Date: