



SAHITYA AKADEMI



An autonomous organization under the Ministry of Culture, Government of India and is fully funded by it, invites applications as under :

Name of Post : Deputy Secretary (General)
No. of Post : One (Reserved for SC)
Location : Head Office New Delhi
Pay Scale : Pay Scale: Level-11/67700-208700 (7 CPC)
(PB III/15600-39100/GP6600(6 CPC))
Age Limit : 50 Years
(Relaxation as per Government of India rules).

Method of recruitment : Direct

Educational & Other Qualifications :

Essential :

1. A Post Graduate degree from a recognized university in a language recognized by Akademi or equivalent.
2. 5 years' relevant experience in the field of sales and marketing of books in a reputed Publishing House in a responsible capacity along with professional degree/PG diploma in Marketing from a recognised University/Institution.
3. Basic knowledge of computer application.

Desirable:

- i) A Research/Doctoral degree in literature.
- ii) Knowledge of Book Production and Publication.
- iii) Experience in editing publications.

The incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India. Applications received through email or without required enclosures will not be accepted.

Those working in Central/State Government/Autonomous Organisations/Renowned Educational Institutions may apply through proper channel.

The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit Akademi's website and follow the application procedure as stated.

The application in the prescribed format as given on Akademi's website: <http://www.sahitya-akademi.gov.in> alongwith self-attested copies of certificates of qualifications/experience etc. kept in an envelope duly superscribed "Application for the post of Deputy Secretary (General) (Reserved for SC) at Head Office New Delhi" addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 should reach within 30 days' time from the date of publication of this advertisement.

Website: <http://www.sahitya-akademi.gov.in>

Advt. no. SA/50/14/2020

Date of Advertisement : 02 January 2021

Last Date : 01 February 2021