



## SAHITYA AKADEMI



An autonomous organization under Ministry of Culture, Government of India and is fully funded by it, invites applications for the following posts at its Head Office and Sub Office, Chennai :

### 1. Deputy Secretary (Publication)

No. of post : One (Reserved for OBC)  
Location : New Delhi  
Pay Scale : PB III/Rs.15600-39100/GP-6600

#### Educational & other qualifications :

##### Essential :

1. A Post Graduate degree from a recognised University in a language recognised by Akademi or equivalent.
2. General knowledge of Indian literature and contacts with the literary community.
3. Five years experience relevant to the execution of the job with ability to organize programmes and processing documents/ minutes.
4. Sound knowledge of at least one Indian language and good knowledge of English.
5. Basic knowledge of computer application.

##### Desirable :

1. A Research/Doctoral degree in literature.
2. Knowledge of Book Production and Publication.
3. Experience in editing publications.

Age Limit : Upto 50 Years (Relaxation as per Government of India rules)

### 2. Assistant Editor

No. of post : One (Reserved for ST)  
Location : Chennai  
Pay Scale : PB III/15600-39100/GP-5400

#### Educational & other qualifications :

##### Essential :

1. A Post Graduate degree from a recognised University in a language/literature recognised by the Akademi.
2. Good Knowledge of Hindi/English and one or more Indian languages of the region concerned.
3. Five years experience in editing literary and scholarly manuscripts and overseeing them through the various stages of production.
4. Basic knowledge of computer application.

##### Desirable :

1. A research degree in literature.
2. Research experience and published work.
3. General knowledge of Indian literature.
4. Diploma in Journalism.

Age Limit : 50 Years (Relaxation as per Government of India rules)

### 3. Senior Accountant

No. of post : One (Reserved for Hearing Handicapped)  
(Hearing Impairment' means loss of sixty decibels or more in the better ear in the conversational range of frequencies.)  
Location : New Delhi  
Pay Scale : PB II/9300-34800/GP-4200

#### Educational & other qualifications :

##### Essential :

1. Graduation in Commerce from a recognized University.
2. 5 years' experience in accounting.
3. Knowledge of Govt. rules and regulations.
4. Ability to prepare various forms of accounts.
5. Basic knowledge of computer application.

##### Desirable :

1. Ability to draft well in English.

Age Limit: 30 Years (Relaxation as per Government of India rules)

Those working in Central/State Government/Autonomous Organisations/ Renowned Educational Institutions may apply through proper channel. Incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India.

The application alongwith self attested copies of qualifications/ experience etc. in the prescribed format as given on the website duly superscribed on the envelope "Name of the post applied for" addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 should reach this office within 30 days from the date of publication of this advertisement. The Candidates register under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit Akademi website and follow the application procedure as stated. Applications received through email or without required enclosures will not be accepted.

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

Advt no. SA/50/45/2017

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Last Date : 29 October 2017



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An autonomous organization under Ministry of Culture, Govt. of India invites applications for the post of **Deputy Secretary (Publication)** (Reserved for OBC), **Senior Accountant** (Reserved for Hearing Handicapped) for its Head Office, New Delhi and **Assistant Editor** (Reserved for ST) for its Sub Office, Chennai. For details log on to <http://www.sahitya-akademi.gov.in>

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