



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 Regional Office, Kolkata and Head Office, New Delhi :

1. Regional Secretary

No. of post : One (Reserved for SC)
Location : Regional Office, Kolkata
Pay Scale : Pay Scale: Level-11/67700-208700 (7 CPC)
(pre-revised PB III / 15600-39100/Grade Pay-6600) (6 CPC)

Educational & other qualifications :

Essential :

1. A Post Graduate degree from a recognised University in a language recognised by Akademi.
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 literary and publication programmes and processing of documents/ minutes.
4. Knowledge of English and special knowledge of at least one language of the region and general awareness of other literatures in the region.
5. Experience in Office Administration.
6. Knowledge of Government Rules, procedure and accounts.
7. Basic knowledge of computer application.

Desirable :

1. A Research/Doctoral degree in literature or published research work of equivalent standard.
2. Published works of reasonable standard.
3. Knowledge of Book Production and Publication.

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

2. Deputy Secretary (Publication)

No. of post : One (Reserved for OBC)
Location : Head Office, New Delhi
Pay Scale : Pay Scale: Level-11/67700-208700 (7 CPC)
(pre-revised PB III/Rs. 15600-39100/GP-6600) (6 CPC)

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

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

The Incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India.

The candidates registered 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 and without self attested copies will not be accepted.

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.

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

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