



SAHITYA AKADEMI



An autonomous organization under the Ministry of Culture, Government of India and is fully funded by it, invites applications for the post of Deputy Secretary (Administration) as under :

No. of post : One (Unreserved)
Location : Head Office, New Delhi
Pay Scale : Pay Scale: Level-11/67700-208700 (7 CPC)
(Pre-revised PB III/15600-39100/GP-Rs.6600)
(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 or equivalent professional qualification.
2. General knowledge of Indian literature and contacts with the literary community.
3. Sound knowledge of at least one Indian language and good knowledge of English.
4. Five years' experience relevant to the execution of the job with ability to organize programmes and processing documents/minutes.
5. Should possess sound knowledge of rules and regulations.
6. Basic knowledge of computer application.

Desirable:

1. Experience in organising programmes.
2. Experience in dealing with accounts matters.

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 "A application for the post of Deputy Secretary (Administration)" 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/50/2/2019

Date of Advertisement : 15 June 2019

Last Date : 15 July 2019