



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 Head Office, New Delhi and Regional Office Kolkata:

1. Deputy Secretary (Publication)

No. of post : One (Un-Reserved)
Pay Scale : PB III/Rs.15600-39100/GP Rs.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. Deputy Secretary (Sales)

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

Educational & other qualifications :

Essential :

1. A Post Graduate degree from a recognised University in a language recognised by Akademi or equivalent professional qualification.
2. Diploma in Sales Management.
3. General knowledge of Indian literature and contacts with the book sellers, distributors and book selling agencies.
4. Sound knowledge of at least one Indian language and good knowledge of English.
5. Five years' experience in sales management in a reputed Publishing House and knowledge of the latest methods of sales promotion.
6. Basic knowledge of computer application.

Desirable :

1. Experience in organising Book Exhibitions.
2. Good contact with the literary community.

Age Limit : Upto 50 Years (relaxation as per Govt. of India rules.)

3. Regional Secretary (Kolkata)

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

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 : Upto 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. 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 "Name of the post duly superscribed 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. Applications received through email or without required enclosures will not be accepted.

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

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