



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 : Sales-cum-Exhibition Assistant
No. of Post : Two
Location : 1-Head Office, New Delhi
(Reserved for SC)
1-Regional Office, Bangalore
(UR)
Pay Scale : Level-6/35400-112400 (7 CPC)
(PB II/9300-34800/GP4200 (6 CPC))
Age Limit : 40 Years
(Relaxation as per Government of India rules)

Method of recruitment : Direct

Educational & Other Qualifications :

Essential :

1. Graduation or equivalent qualification from a recognised University or institution.
2. Knowledge of selling of books and latest methods of sales promotion techniques.
3. Three years' experience in a publishing house or a distribution agency of repute or a Govt. undertaking concerned with book publishing.
4. Basic knowledge of computer application.

Desirable:

Five years' experience in exhibition work in a reputed Institution.

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 shortlisted candidates fulfilling the essential qualifications will be required to appear for a written test to judge their knowledge of Part-A: English, Hindi, General Knowledge and Part-B: Publication and Sales on a convenient date and time as decided by the Akademi. Candidates appearing for written test will have to pass both Part 'A' & 'B'.

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 Sales-cum-Exhibition Assistant at (.....)" 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/50/3/2020

Date of Advertisement : 31 October 2020

Last Date : 30 November 2020