



SAHITYA AKADEMI



An autonomous organization under Ministry of Culture, Government of India and is fully funded by it, invites applications for the following posts :

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

Educational & other qualifications :

Essential :

1. Post Graduate degree from a recognised University 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 : 50 Years (Relaxation as per Government of India rules).

2. 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 : Head Office, New Delhi
Pay Scale : Pay Scale: Level-6/35400-112400 (7 CPC)
(pre-revised PB II/9300-34800/GP-4200) (6 CPC)

Educational & other qualifications :

Essential :

1. Graduation in Commerce from a recognized University.
2. 5 years' experience in accounting.
3. Knowledge of government 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).

3. Publication Assistant
No. of post : One (Unreserved)
Location : Regional Office, Kolkata
Pay Scale : Pay Scale: Level-6/35400-112400 (7 CPC)
(pre-revised PB-II/9300-34800/Grade Pay-4200) (6 CPC)

Educational & other qualifications :

Essential :

1. Graduation or equivalent qualification.
2. Diploma in Printing OR
Five year's experience in a printing press or a publishing house or a Government undertaking concerned with book publishing.
3. Knowledge of various processes of printing and book publication.
4. Good knowledge of one or more languages and literatures with ability to handle literary material.
5. Basic knowledge of computer application.

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

4. Technical Assistant
No. of post : One (Reserved for OBC)
Location : Head Office, New Delhi
Pay Scale : Pay Scale: Level-6/35400-112400 (7 CPC)
(pre-revised PB II/9300-34800/GP-4200) (6 CPC)

Educational & other qualifications :

Essential :

1. Graduation or equivalent qualification.
2. Diploma in Book Publishing.
3. Five years experience in a printing press or a publishing house or a Govt. undertaking concerned with book publishing.
4. Knowledge of various processes of printing and book publishing.
5. Good knowledge of one or more languages and literature with ability to edit literary material.
6. Basic knowledge of computer application.

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.

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 shortlisted candidates fulfilling the essential qualifications will appear for a written test to judge their knowledge of English/Hindi, General Knowledge and Accountancy (for Senior Accountant)/ Publication and Printing (For Technical Assistant and Publication Assistant) on a convenient date and time as decided by the Akademi.

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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