

Inviting Applications for the post of Deputy Secretary (Publication)



SAHITYA AKADEMI

An autonomous organization under Ministry of Culture, Government of India and is fully funded by it, invites applications for the post of Deputy Secretary (Publication) at Head Office, New Delhi.

Number of posts : One (Reserved for OBC)

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.)

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 addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 in the prescribed format as given on the website duly superscribed on the envelop "**Application for the post of Deputy Secretary (Publication)**" should reach within 30 days time from the date of publication of this advertisement. Applications received through email will not be accepted.

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

Advt no. :SA/50/15/2016

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Last dated: 21 February, 2016