



## 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 : Deputy Secretary (Administration)  
No. of Post : One (Unreserved)  
Location : Head Office, New Delhi  
Pay Scale : Pay Scale: Level-11/67700-208700 (7 CPC)  
(PB III /15600-39100/GP6600(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 in a language recognized by Akademi or equivalent.
2. Five years' relevant experience in the field of organising literary programmes with proven administrative experience in drafting minutes of meetings and knowledge of rules and regulations on service and financial matters in a Government body in a responsible capacity.
3. Basic knowledge of computer application.

Desirable:

- i) A Research/Doctoral degree in literature.
- ii) Knowledge of Book Production and Publication.
- iii) Experience in editing publications.

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 "Application for the post of Deputy Secretary (Administration) at Head Office, New Delhi" 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/50/7/2020

Date of Advertisement : 21 November 2020

Last Date : 21 December 2020