



SAHITYA AKADEMI



An autonomous organization under the Ministry of Culture, Government of India and is fully funded by it, invites applications for the post of Deputy Secretary (Sales) as under :

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)
Age Limit : 50 Years (Relaxation as per Government of India rules).

Method of recruitment : Direct

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.

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 (Sales)" 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/50/15/2019

Date of Advertisement : 28 December 2019

Last Date : 27 January 2020