



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 (Administration) as under :

No. of post : One (Un-reserved)

Location : Head Office, New Delhi.

Pay Scale : Level-11/67700-208700 (7 CPC)

(pre-revised PB III/15600-39100/GP-6600) (6 CPC)

Educational & other qualifications :

Essential :

1. A Post graduate degree from a recognized University or equivalent professional qualification.
2. General knowledge of Indian literature and contacts with the literary community.
3. Sound knowledge of at least one Indian language and good knowledge of English.
4. Five years' experience relevant to the execution of the job with ability to organise programmes and processing documents/ minutes.
5. Should possess sound knowledge of rules and regulations.
6. Basic knowledge of computer application.

Desirable :

1. Experience in organising programmes.
2. Experience in dealing with accounts matters.

Age Limit : 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.

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 application in the prescribed format as given on the website alongwith self attested copies of certificates of qualifications/ experience etc. addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 duly superscribed on the envelope "Application for the post of Deputy Secretary (Administration) (Un-reserved) at Head Office, New Delhi" should reach within 30 days time from the date of publication of this advertisement.

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

Advt no. SA/50/07/2018

Date of Advertisement : 12 May 2018

Last Date : 11 June 2018