



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 (Sales)** at Head Office, New Delhi :

No. of post : One (Reserved for SC)
Location : Head Office, New Delhi
Pay Scale : Level-11/67700-208700
(pre-revised PB III / 15600-39100/Grade Pay-6600)

Educational & other qualifications :

Essential :

1. A Post Graduate degree from a recognised University in a language recognised by Akademi 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).

Those working in Central/State Government/Autonomous Organisations/Reputed 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 alongwith self attested copies of qualifications/experience etc. 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 envelope "**Application for the post of Deputy Secretary (Sales) (Reserved for SC)**" should reach within 30 days time from the date of publication of this advertisement. 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.

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

Advt no. SA/50/2/2018

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Last Date : 14 May 2018