



## SAHITYA AKADEMI



An autonomous organization under Ministry of Culture, Government of India and is fully funded by it, invites applications for the following posts at its Head Office and Regional Office :

### 1. Deputy Secretary (Publication)

No. of post : One (Reserved for ST)  
Location : New Delhi  
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.)

### 2. Programme Officer

No. of post : One (Reserved for OBC)  
Location : New Delhi  
Pay Scale : PB III/Rs.15600-39100/GP Rs.5400

#### Educational & other qualifications :

##### Essential :

1. A Post Graduate degree from a recognized University in a language/literature recognized by the Akademi.
2. Five years' experience in an academic or literary institution with ability to organize literary activities.
3. Good contacts with writers and publishers.
4. Basic knowledge of computer application.

##### Desirable :

1. A Research degree in literature.
2. working knowledge of English, Hindi and another language.

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

### 3. Stenographer Gr-II

No. of post : One (Reserved for OBC)  
Location : Regional Office Kolkata  
Pay Scale : PB I/Rs.5200-20200/GP Rs.2400

#### Educational & other qualifications :

##### Essential :

1. 10+2 from Recognized Board.
2. 80 w.p.m. speed in shorthand and good speed in typing in English/Hindi.
3. Good knowledge in computer application.

Age Limit : Upto 30 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 alongwith self attested copies of qualifications/experience etc. in the prescribed format as given on the website duly superscribed on the envelope "Name of the post applied for" addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 should reach this office within 30 days from the date of publication of this advertisement. Applications received through email or without required enclosures will not be accepted.

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

Advt no. SA/50/43/2017

Date of Advertisement : 22 July 2017

Last Date : 20 August 2017