



SAHITYA AKADEMI



An autonomous organization under Ministry of Culture, Government of India and is fully funded by it, invites applications for the post of **Regional Secretary** at Regional Office, Kolkata :

No. of post : One (Reserved for SC)
Location : Regional Office, Kolkata
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.
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 literary and publication programmes and processing of documents/ minutes.
4. Knowledge of English and special knowledge of at least one language of the region and general awareness of other literatures in the region.
5. Experience in Office Administration.
6. Knowledge of Government Rules, procedure and accounts.
7. Basic knowledge of computer application.

Desirable :

1. A Research/Doctoral degree in literature or published research work of equivalent standard.
 2. Published works of reasonable standard.
 3. Knowledge of Book Production and Publication.
- 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. 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 Regional Secretary (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/50/4/2018

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Last Date : 14 May 2018