

CD - 2868
25/04/18

साहित्य अकादमी

रबीन्द्र भवन, 35 फेरोज़शाह रोड, नई दिल्ली-110 001
दूरभाष : +91-11-2338 6626-28
फैक्स : +91-11-2338 2428
ई-मेल : secretary@sahitya-akademi.gov.in
वेबसाइट : http://www.sahitya-akademi.gov.in

E - 3252
25/4/18

AN (M) 29/4
EM-4

26/4/18

SA.50A

Sahitya Akademi

(National Academy of Letters)
Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110 001
Phone : +91-11-2338 6626-28
Fax : +91-11-2338 2428
E-mail : secretary@sahitya-akademi.gov.in
website : http://www.sahitya-akademi.gov.in

16 April 2018

Sub: Filling up the post of Group A on direct recruitment basis in the Sahitya Akademi, Head Office and Regional Offices under Ministry of Culture, Govt. of India-reg.

Dear Sir/Madam

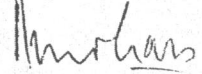
The Sahitya Akademi (National Academy of Letters) is the central institution for literary dialogue, publication and promotion in the country and the only institution that undertakes literary activities in 24 Indian languages, including English. It has recently advertised following posts on direct recruitment basis:

S.No.	Name of the post	Category	Location
1	Deputy Secretary (Publication)	OBC	Head Office
2	Regional Secretary (Kolkata)	SC	Regional Office Kolkata
3	Deputy Secretary (Sales)	SC	Head Office
4	Assistant Editor	OBC	Head Office
5		ST	Sub-Office Chennai
6	Programme Officer	OBC	Regional Office Mumbai

You are requested to circulate the enclosed circular among the staff or display it on the Notice Board/Prominent place of your college/institute to enable the interested candidates to apply/send their applications in the proforma for the above mentioned post. The details are also given on the website <http://www.sahitya-akademi.gov.in> of the Akademi.

Thanking you,

Yours sincerely,



(Renu Mohan Bhan)
Deputy Secretary (Admn.)

Encl: As above

EN-4/96
27/4/18



SA.50A/Circular/

16 April 2018

CIRCULAR

Sub: Filling up the post of Deputy Secretary (Publication) (Reserved for OBC category) Group A in Level-11/67700-208700 (Pre-revised PB-III/15600-39100/GP-6600) on direct recruitment basis in the Sahitya Akademi Head Office, New Delhi an autonomous organization under Ministry of Culture, Govt. of India-reg.

Applications are invited from eligible officers for appointment to the post of Deputy Secretary (Publication) (Reserved for OBC category) in Level-11/67700-208700 (Pre-revised PB-III/15600-39100/GP-6600) on direct recruitment basis in the Sahitya Akademi, Head Office, New Delhi an autonomous organization under Ministry of Culture, Govt. of India as per details given below:-

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

4. A Research/Doctoral degree in literature.
5. Knowledge of Book Production and Publication.
6. Experience in editing publications.

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 Deputy Secretary (Publication) (Reserved for OBC Category) at Head Office, New Delhi" 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 criteria may visit Akademi website and follow the procedure. Applications received through email and without self attested copies will not be accepted. Website: <http://www.sahitya-akademi.gov.in>.

(Renu Mohan Bhan)
Deputy Secretary (Admn.)



SAHITYA AKADEMI
Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

SA.50A/Circular/

16 April 2018

CIRCULAR

Sub: Filling up the post of Regional Secretary (Kolkata) (Reserved for SC category) Group A in Level-11/67700-208700 (Pre-revised PB-III/15600-39100/GP-6600) on direct recruitment basis in the Sahitya Akademi Regional Office, Kolkata an autonomous organization under Ministry of Culture, Govt. of India-reg.

Applications are invited from eligible officers for appointment to the post of Regional Secretary (Kolkata) (Reserved for SC category) in Level-11/67700-208700 (Pre-revised PB-III/15600-39100/GP-6600) on direct recruitment basis in the Sahitya Akademi, New Delhi an autonomous organization under Ministry of Culture, Govt. of India as per details given below:-

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 programmes and processing 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 (Kolkata) (Reserved for SC Category) at Head Office, New Delhi" 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 criteria may visit Akademi website and follow the procedure. Applications received through email and without self attested copies will not be accepted. Website: <http://www.sahitya-akademi.gov.in>.

(Renu Mohan Bhan)
Deputy Secretary (Admn.)



SAHITYA AKADEMI
Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

SA.50A/Circular/

16 April 2018

CIRCULAR

Sub: Filling up the post of Deputy Secretary (Sales) (Reserved for SC category), Group A in Level-11/67700-208700 (Pre-revised PB-III/15600-39100/GP-6600) on direct recruitment basis in the Sahitya Akademi Head Office, New Delhi an autonomous organization under Ministry of Culture, Govt. of India-reg.

Applications are invited from eligible officers for appointment to the post of Deputy Secretary (Sales) (Reserved for SC category) in Level-11/67700-208700 (Pre-revised PB-III/15600-39100/GP-6600) on direct recruitment basis in the Sahitya Akademi, Head Office, New Delhi an autonomous organization under Ministry of Culture, Govt. of India as per details given below:-

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 books 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 organizing Book Exhibitions.
2. Good contact with literary community.

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 Deputy Secretary (Sales) (Reserved for SC Category) at Head Office, New Delhi" 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 criteria may visit Akademi website and follow the procedure. Applications received through email and without self attested copies will not be accepted. Website: <http://www.sahitya-akademi.gov.in>.

(Renu Mohan Bhan)
Deputy Secretary (Admn.)



SAHITYA AKADEMI

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

SA.50A/Circular/

16 April 2018

CIRCULAR

Sub: Filling up the post of Assistant Editor (Reserved for OBC category), Group A in Level-10/56100-177500 (Pre-revised PB-III/15600-39100/GP-5400) on direct recruitment basis in the Sahitya Akademi, Head Office, New Delhi an autonomous organization under Ministry of Culture, Govt. of India-reg.

Applications are invited from eligible officers for appointment to the post of Assistant Editor (Reserved for OBC category) in Level-10/56100-177500 (Pre-revised PB-III/15600-39100/GP-5400) on direct recruitment basis in the Sahitya Akademi, Head Office, New Delhi autonomous organization under Ministry of Culture, Govt. of India as per details given below:-

Essential

1. A Post Graduate degree from a recognised University in a language/literature recognised by the Akademi.
2. Good Knowledge of Hindi/English and one or more Indian languages of the region concerned.
3. Five years experience in editing literary and scholarly manuscripts and overseeing them through the various stages of production.
4. Basic knowledge of computer application.

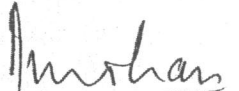
Desirable

1. A research degree in literature.
2. Research experience and published work.
3. General knowledge of Indian literature.
4. Diploma in Journalism.

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 Assistant Editor (Reserved for OBC Category) at Head Office, New Delhi" 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 criteria may visit Akademi website and follow the procedure. Applications received through email and without self attested copies will not be accepted. Website: <http://www.sahitya-akademi.gov.in>


(Renu Mohan Bhan)
Deputy Secretary (Admn.)



SA.50A/Circular/

16 April 2018

CIRCULAR

Sub: Filling up the post of Assistant Editor (Reserved for ST category), Group A in Level-10/56100-177500 (Pre-revised PB-III/15600-39100/GP-5400) on direct recruitment basis in the Sahitya Akademi, Sub-Office, Chennai an autonomous organization under Ministry of Culture, Govt. of India-reg.

Applications are invited from eligible officers for appointment to the post of Assistant Editor (Reserved for ST category) in Level-10/56100-177500 (Pre-revised PB-III/15600-39100/GP-5400) on direct recruitment basis in the Sahitya Akademi, Sub-Office, Chennai an autonomous organization under Ministry of Culture, Govt. of India as per details given below:-

Essential

1. A Post Graduate degree from a recognised University in a language/literature recognised by the Akademi.
2. Good Knowledge of Hindi/English and one or more Indian languages of the region concerned.
3. Five years experience in editing literary and scholarly manuscripts and overseeing them through the various stages of production.
4. Basic knowledge of computer application.

Desirable

1. A research degree in literature.
2. Research experience and published work.
3. General knowledge of Indian literature.
4. Diploma in Journalism.

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 Assistant Editor (Reserved for ST Category) at Head Office, New Delhi" 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 criteria may visit Akademi website and follow the procedure. Applications received through email and without self attested copies will not be accepted. Website: <http://www.sahitya-akademi.gov.in>

(Renu Mohan Bhan)
Deputy Secretary (Admn.)



SA.50A/Circular/

16 April 2018

CIRCULAR

Sub: Filling up the post of Programme Officer (Reserved for OBC Category), Group A in Level-10/56100-177500 (Pre-revised PB-III/15600-39100/GP-5400) on direct recruitment basis in the Sahitya Akademi, Regional Office Mumbai an autonomous organization under Ministry of Culture, Govt. of India-reg.

Applications are invited from eligible officers for appointment to the post of Programme Officer (Reserved for OBC category) in Level-10/56100-177500 (Pre-revised PB-III/15600-39100/GP-5400) on direct recruitment basis in the Sahitya Akademi, Regional Office Mumbai an autonomous organization under Ministry of Culture, Govt. of India as per details given below:-

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. Basic knowledge of computer application..

Desirable

1. A Research/Doctoral degree in literature.
2. 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 as prescribed on the envelope "Application for the post of Programme Officer (Reserved for OBC category) at its Regional Office Mumbai" 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 criteria may visit Akademi website and follow the procedure. Applications received through email and without self attested copies will not be accepted. Website: <http://www.sahitya-akademi.gov.in>

(Renu Mohan Bhan)
Deputy Secretary (Admn.)

UCC-15696

8/5/18



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No.25 of 1975)
NAAC Accredited 'A' Grade

ESTABLISHMENT BRANCH (N.T)

Endst. No.EN-4/18/M-200(iii) 7354-59 dated 8/5/18

A copy of the letter No. SA.50 A dated 16.04.2018 issued by the Sahitya Akademi (National Academy of Letters), New Delhi is forwarded to the following for information and further necessary action:-

1. Librarian, University Library, Maharshi Dayanand University, Rohtak with the request to display on the notice board of the Library.
- ✓ 2. Director, University Computer Centre with the request to display on University website.
3. Deputy Registrar (Estt.T), Maharshi Dayanand University, Rohtak.
4. Concerned set EN-6, EN-11 & EN-12 of Establishment Non-Teaching Branch, Maharshi Dayanand University, Rohtak.

D.A. As above.

Q. S. Saini
8/5/18
Superintendent(Estt.)
for RAGISTRAR

CO

Q. S. Saini
8/5/18

