



## Sahitya Akademi

Rabindra Bhavan 35, Ferozeshah Road  
New Delhi - 110001

Applications are invited for the following post .

**Regional Secretary, Regional Office, Bangalore**  
(Pay-scale : Rs. 10000-325-15200)

### **QUALIFICATIONS :**

#### **Essential**

1. A Post graduate degree from a recognized University in a language recognized 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 :** Up to 50 years.

The post is reserved for OBC.

The post is to be filled up on Deputation / Transfer / Promotion basis from the Government Departments, autonomous organizations or undertakings under the Central Government.

The post is at present at Regional Office, Bangalore, but the incumbent is liable to be transferred any where in India. The post carries usual allowances and benefits admissible under rules. Preference will be given to physically handicapped/Ex-serviceman candidates. For more information log on to: <http://www.sahitya-akademi.gov.in>

Application complete in all respects and with full particulars and name of the post written on the envelope should reach **through proper channel** to the **Secretary, Sahitya Akademi, 35, Ferozeshah Road, New Delhi - 110 001** within 30 days of publication of Advertisement.