



साहित्य अकादेमी (राष्ट्रीय साहित्य संस्थान)
SAHITYA AKADEMI (National Academy of Letters)
रवीन्द्र भवन, 35 फ़ीरोज़शाह मार्ग, नई दिल्ली-110001
Rabindra Bhavan, 35 Ferozeshah Raod, New Delhi-110001



RECRUITMENT NOTICE

(Adv. No. 50/1/2024)

Sahitya Akademi is an autonomous organization under Ministry of Culture, Govt. of India as India's Premier Literary Institution, the Akademi preserve and promotes literature contained in twenty-four Indian languages recognized by it through Award, Fellowships, Grants, Publications, Literary Programmes, Workshops and Exhibitions. The Akademi also undertakes literary exchange programmes with various countries across the globe to promote Indian literature beyond the shores of India. The Akademi invites the applications for the following posts to be filled on direct recruitment basis:

SN	Post	No. of Posts	Pay Level (7 th CPC Pay Matrix)	Age	Educational/Other Qualifications & Experience	Place of Posting
1	Programme Officer	01 (UR)	Level-10/56100-177500	40 Years	<p>Essential:</p> <ol style="list-style-type: none">1. A Post Graduate degree from a recognised University in a language/literature recognised by the Akademi.2. Five years' experience in literary institution with ability to organize literary activities.3. Good Contacts with writers and publishers.4. Basic knowledge of computer application <p>Desirable:</p> <ol style="list-style-type: none">i) A Research degree in literature.ii) Working knowledge of English, Hindi and another language <p>Selection Procedure:</p> <p>The Selection will be based on the performance in Interview. However, Akademi will conduct written examination based in case of large number of Applications received.</p>	Regional Office Kolkata

2	Sales-cum-Exhibition Assistant	01 (UR)	Level-6/ Rs.35,400-1,12,400	40 Years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduation or equivalent qualification from a recognised university or institution 2. Knowledge of selling of books and latest methods of sales promotion techniques. 3. Three years' experience in a publishing house or a distribution agency of repute or a Govt. undertaking concerned with book publishing 4. Basic knowledge of Computer application <p>Desirable:</p> <p>Five years' experience in exhibition work in a reputed Institution</p> <p>Selection Procedure:</p> <p>The received applications will be scrutinized and selection will be based on written test. Part-I will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer & Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking. Part-II will be descriptive exam consisting of 50 marks question from Essay, English Comprehensive, Advertisement (to be answered in English) and Sales & Marketing. Duration of the exam will be of 2hours. 40% marks for UR category & 35% marks for SC/ST/OBC/PWD will be the qualifying criteria and candidates have to secure the minimum qualifying marks in both the parts individually.</p>	Regional Office Kolkata
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GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Application form giving full details with a recent self-attested passport size photograph along with copies of self-attested documents and super scribed on the envelope "**Application for the post of _____**" addressed to the **Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001** should be sent by speed-post/registered post **within 30 days** from the date of publication of the advertisement in the Employment News.
2. A separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
3. Applications received through email and/or Applications which do not meet the criteria given the advertisement/incomplete applications/without signed/without enclosing self-attested documents/late application are liable to be rejected and will not be accepted under any circumstances.

4. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application form. If any of the information is found to be false or incorrect, any ineligibility being detected any time in the future during the process of selection or even after appointment, his/her candidature/appointment shall be liable to be cancelled/terminated without further notice.
5. The number of posts advertised may vary and the Sahitya Akademi reserves the right to fill or not to fill-up the post(s) advertised, if the circumstances so warrant.
6. Age relaxation will be as per Government of India rules.
7. Candidate(s) working in Central/State Govt./Autonomous bodies/Public Sector Undertakings etc. should apply through proper channel or produce NOC.
8. Candidate(s) belonging to SC/ST/OBC/PwD/Ex-Servicemen categories should enclose self-attested copy of certificates issued by competent authority in the prescribed format as stipulate by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section.
9. All candidates should have fulfilled the requisite educational qualifications, age limit and experience as on the closing date of submission of application.
10. Any addendum/corrigendum shall be posted only on the Akademi website (<http://sahitya-akademi.gov.in>).
11. Only shortlisted candidates shall be called for written examination/skill test/interview. No interim correspondence will be entertained in this regard.
12. Candidates called for written test/skill test/personal interview etc. shall do so at their own expenses. No TA/DA shall be paid.
13. Sahitya Akademi reserves the right to fix any other criteria for shortlisting candidates in case large number of applications received for any post.
14. Incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India.
15. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the Akademi reserves right to modify/cancel/withdraw any communication made to the candidate.
16. In order to avoid last minutes' rush, the candidates are advised to apply early, the Akademi will not be responsible for any postal delay.
17. The candidates should **apply ONLY** in the **PRESCRIBED FORMAT** as given on Akademi's website: <http://www.sahitya-akademi.gov.in> along with self-attested copies of all educational documents, experience & caste certificate etc. without which the application shall liable to be rejected.