



## SAHITYA AKADEMI

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

SA-50A/Circular/

27 November 2017

### CIRCULAR

Sub: Filling up the post of Assistant Editor (Reserved for ST category), Group A in 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 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)" 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>

(Remu Mohan Bhas)  
Deputy Secretary (Admn.)

Application giving full details with a recent passport size photograph addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 should be sent by post only and superscribed on the envelope "Application for the post of ..... at .....?" should reach within 30 days time from the date of publication of this advertisement. Applications received through email will not be accepted.

Note -

1. Age limit, qualification and experience for the post will be as on the last date of receipt of application.
2. Age relaxation to SC/ST/OBC/Ex-Serviceman/Physically Handicapped (PH) will be given as per Government of India rules.
3. Candidates working in Central/State Govt. Organisation/Autonomous bodies etc. should apply through proper channel.
4. Incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India.
5. Incomplete applications or without attested copies of certificates in support of age/qualification/experience shall be liable to be rejected.
6. Only shortlisted candidates shall be called for written examination/skill test/interview. No interim correspondence will be entertained in this regard.
7. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for written examination/skill test/interview.
8. Candidates who have applied for the above post/posts on earlier occasions need not apply again.
9. Applications not in conformity with the format and received after the closing date will be rejected.
10. The Sahitya Akademi reserves the right not to fill up the vacancy/vacancies as advertised, if the circumstances so warrant.

**Application Form**

Application for the post of : .....

1. Name : .....

2. Father's /Husband's Name : .....

3. Date of Birth and age as on last date of receipt of application : 

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4. Present address for communication : .....

5. Permanent Home address : .....

6. Email : .....

7. Mobile No. : .....

8. Educational Qualification (academic/professional qualification in reverse chronological order starting from higher qualification) : .....

S.No.	Name of the University/ School	Name of the Degree	Period		Subject	Year of Passing
			From	To		

9. Technical Qualification : .....

10. Knowledge of Computer Applications : .....

11. Experience, in the following format : .....

S.No.	Name & Address of the Employer	Post held	Period		Nature of Duties	Experience/ Work performed
			From	To		

12. Languages Known : 

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13. Category to which belong : 

GEN	OBC	SC	ST	Disabled
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14. Any other information : .....

This is to certify that, I the applicant fulfils all the requisite qualification/experience and the eligibility criteria mentioned in the advertisement.

(Signature of Candidate)

Place .....

Date.....