



SAHITYA AKADEMI



An autonomous organization under the Ministry of Culture, Government of India and is fully funded by it, invites applications for the post of Junior Clerk as under :

No. of post : Three
- Two (Unreserved)
- One (SC)
Location : Head Office, New Delhi
Pay Scale : Level-2/19900-63200 (7 CPC)
(pre-revised PB I/5200-20200/GP-Rs.1900)
(6 CPC)
Age Limit : 30 Years (Relaxation as per Government of India rules).

Method of recruitment : Direct

Educational & other qualifications :

Essential :

1. 12th class pass or equivalent qualification from a recognized Board or University.
2. 35 w.p.m. speed in English typing or 30 w.p.m speed in Hindi typing.
3. Knowledge of computer application.

Desirable :

1. Knowledge of Shorthand (English/Hindi).

The incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India. Applications received through email or without required enclosures will not be accepted.

Those working in Central/State Government/Autonomous Organisations/Renowned Educational Institutions may apply through proper channel.

The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit Akademi's website and follow the application procedure as stated.

The shortlisted candidates fulfilling the essential qualifications will be required to appear for a written test to judge their knowledge of English, Hindi and General Knowledge on a convenient date and time as decided by the Akademi.

The application in the prescribed format as given on Akademi's Website: <http://www.sahitya-akademi.gov.in> alongwith self-attested copies of certificates of qualifications/experience etc. kept in an envelope duly superscribed "Application for the posts of Junior Clerk" addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 should reach within 30 days' time from the date of publication of this advertisement.

Website: <http://www.sahitya-akademi.gov.in>

Advt. no. SA/50/12/2019

Date of Advertisement : 28 September 2019

Last Date : 28 October 2019