



SAHITYA AKADEMI



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

Name of Post : Personal Assistant to Secretary
No. of post : One
Location : Head Office New Delhi
(Unreserved)
Pay Scale : Level-7/44900-142400 (7 CPC)
(PB II/9300-34800/GP4600 (6 CPC))
Age Limit : 40 Years
(Relaxation as per Government of India rules)

Method of recruitment : Direct

Educational & Other Qualifications :

Essential :

1. Graduation or equivalent qualification from recognised university or institution.
2. Speed of 120 w.p.m. in Shorthand and good speed in Computer Typing.
3. 5 year' experience as Stenographer.
4. Good knowledge of computer application.

Desirable:

1. General knowledge of Indian literature and the literary community.
2. General knowledge of office rules and procedure.

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 successful candidates of written test will be called for a skill test in stenography and typing.

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 post of Personal Assistant to Secretary Head office, New Delhi (Unreserved)" 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/50/12/2020

Date of Advertisement : 02 January 2021

Last Date : 01 February 2021