



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

**Review Committee's
Recommendations
for**

**Schedule to the
Recruitment Rules of
Sahitya Akademi**

5 December 2018

New Delhi



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Sahitya Akademi

Rabindra Bhavan, New Delhi

Universal

Schedule should be revised in terms of pay scale for all the posts as per 7th CPC before implementation

Age upper limits recommended may be checked before implementation and for synchronization with the government regulations and guidelines in force from time to time

For all promotion by limited departmental test, pay scale for the eligible field(s) of candidates may be given instead of designation

At any stage of the selection, if the Appointing Authority is of the opinion that sufficient number of candidates belonging to Scheduled Castes or Scheduled Tribes communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them, may at its discretion relax the qualification(s) and experience in the case of these Scheduled Castes or Scheduled Tribes candidates.



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Sahitya Akademi

Rabindra Bhavan, New Delhi

Secretary

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Secretary	1	No changes proposed except upgradation of pay scale from Level 13 to Level 14 (7th CPC) at par with similarly situation autonomous bodies under the M/o Culture.



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Sahitya Akademi

Rabindra Bhavan, New Delhi

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|----|------------------|--|
| 1. | Name of the post | Secretary |
| 2. | Number of posts | One |
| 3. | Classification | Group 'A' |
| 4. | Scale of Pay | Level-13 7CPC
PB-IV/Rs.37400-67000/GP-Rs.8700 (6CPC)
Rs.14300-400-18300 (5CPC) |

G.P. 10,000

- | | | |
|----|--|--|
| 5. | Whether selection post or non selection post | Not Applicable |
| 6. | Age for direct recruitment | Up to 50 years |
| 7. | Educational & other qualifications required for direct recruitment | <u>Essential</u>
1. Post-Graduate Degree in Literature from a recognized University with a research/doctoral degree
2. Must be a person of proven literary ability and well informed about Indian literature
3. Proven ability to organize literary activities
4. Must have good knowledge of English and Hindi and should know one other Indian language in depth |

Desirable

1. Administrative experience in cultural/ academic organization
2. Experience in editing publication
3. Knowledge of both production & publication
4. Published works of a reasonable standard

Note 1. Personal pay in a higher scale can be considered in exceptional cases with the approval of the competent authority

- | | | |
|-----|--|--|
| 8. | Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion | Age : No
Educational Qualification/ Experience : Yes |
| 9. | Period of probation, if any | Two years for direct recruitment. |
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by treated as various methods. | Direct Recruitment
(If a departmental candidate is selected it will be promotion by selection) |
| 11. | Selection Committee/Departmental Promotion Committee | President, Sahitya Akademi –Chairman
Vice President, Sahitya Akademi - Member
One member of the GC/EB; and
two experts to be nominated by the President |



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Deputy Secretary Publications, Administration, Sales, Officer on Special Duty, Editor

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Deputy Secretary (Publications)	3	All these posts are to be filled through open selection (Direct recruitment method).
Deputy Secretary (Administration)	1	Being a small cadre, it would be difficult for the Akademi to manage the affairs of different area of specialization. Hence it is proposed to merge these six posts of the Deputy Secretary level into one single cadre of Deputy Secretary (General). This can be interchangeable as per the operational requirement of the Akademi. It would also allow some flexibility and freedom for deployment of officer. Depending upon the requirement in a field i.e. Publication/Administration/Sales, the Akademi may choose one of the relevant experiences to be incorporated as essential and/or desirable qualification. The combined essential qualifications for these posts may be framed as under: - Five years' relevant experience in the field of production/publication and promotion of books in a Government body engaged in the field of publishing or in a reputed Publishing House in a responsible capacity OR Five years' relevant experience in the field of organizing literary programmes with proven administrative experience in drafting minutes of meetings and knowledge of rules and regulations on service and financial matters in a Government body in a responsible capacity. OR Five years' relevant experience in the field of sales and marketing of books in a reputed Publishing House in a responsible capacity along with professional degree/PG diploma in Marketing from a recognised University/Institution.
Deputy Secretary (Sales)	1	
Officer on Special Duty	1	
Editor (Hindi)	1	
Editor (English)	1	



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Deputy Secretary (General)
2.	Number of posts	Three
3.	Classification	Group 'A'
4.	Scale of Pay	Level-11 PB-III/15600-39100/GP-6600 (6 CPC) Rs.10000-325-15200 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 50 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. A Post graduate degree from a recognized University in a language recognized by Akademi or equivalent 2. Five years' relevant experience in the field of production/publication and promotion of books in a Government body engaged in the field of publishing or in a reputed Publishing House in a responsible capacity OR Five years' relevant experience in the field of organizing literary programmes with proven administrative experience in drafting minutes of meetings and knowledge of rules and regulations on service and financial matters in a Government body in a responsible capacity. OR Five years' relevant experience in the field of sales and marketing of books in a reputed Publishing House in a responsible capacity along with professional degree/PG diploma in Marketing from a recognised University/Institution. 3. Basic knowledge of computer application <u>Desirable</u> 1. A Research/Doctoral degree in literature 2. Knowledge of Book Production and Publication 3. Experience in editing publications
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ Experience : Yes
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods	Direct Recruitment (If a departmental candidate is selected it will be treated as promotion by Selection).
11.	Selection Committee/Departmental Promotion Committee	President, Sahitya Akademi - Chairman Vice-President, Sahitya Akademi - Member Secretary, Sahitya Akademi - Member; and two members of the GC/EB to be nominated by the President



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Deputy Secretary (General)
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Level-11 PB-III/15600-39100/GP-6600 (6 CPC) Rs.10000-325-15200 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 50 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. A Post graduate degree from a recognized University in a language recognized by Akademi or equivalent 2. Five years' relevant experience in the field of production/publication and promotion of books in a Government body engaged in the field of publishing or in a reputed Publishing House in a responsible capacity OR Five years' relevant experience in the field of organizing literary programmes with proven administrative experience in drafting minutes of meetings and knowledge of rules and regulations on service and financial matters in a Government body in a responsible capacity. OR Five years' relevant experience in the field of sales and marketing of books in a reputed Publishing House in a responsible capacity along with professional degree/PG diploma in Marketing from a recognised University/Institution. 3. Basic knowledge of computer application <u>Desirable</u> 1. A Research/Doctoral degree in literature 2. Knowledge of Book Production and Publication 3. Experience in editing publications
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ Experience : Yes
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods	Direct Recruitment (If a departmental candidate is selected it will be treated as promotion by Selection).
11.	Selection Committee/Departmental Promotion Committee	President, Sahitya Akademi - Chairman Vice-President, Sahitya Akademi - Member Secretary, Sahitya Akademi - Member; and two members of the GC/EB to be nominated by the President



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1. Name of the post Deputy Secretary (**General**)
2. Number of posts One
3. Classification Group 'A'
4. Scale of Pay Level-11
PB-III/15600-39100/GP-6600 (6 CPC)
Rs.10000-325-15200 (5 CPC)
5. Whether selection post or non selection post Not Applicable
6. Age for direct recruitment Up to 50 years
7. Educational & other qualifications required for direct recruitment
Essential
1. A Post graduate degree from a recognized University in a language recognized by Akademi or equivalent

2. Five years' relevant experience in the field of production/publication and promotion of books in a Government body engaged in the field of publishing or in a reputed Publishing House in a responsible capacity OR

Five years' relevant experience in the field of organizing literary programmes with proven administrative experience in drafting minutes of meetings and knowledge of rules and regulations on service and financial matters in a Government body in a responsible capacity. OR

Five years' relevant experience in the field of sales and marketing of books in a reputed Publishing House in a responsible capacity along with professional degree/PG diploma in Marketing from a recognised University/Institution.

3. Basic knowledge of computer application

Desirable
1. A Research/Doctoral degree in literature
2. Knowledge of Book Production and Publication
3. Experience in editing publications
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion
Age : Yes
Educational Qualification/ Experience : Yes
9. Period of probation, if any Two years for direct recruitment.
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods treated Direct Recruitment
(If a departmental candidate is selected it will be as promotion by Selection).
11. Selection Committee/Departmental Promotion Committee President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi - Member; and two members of the GC/EB to be nominated by the President



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Deputy Secretary (General)
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Level-11 PB-III/15600-39100/GP-6600 (6 CPC) Rs.10000-325-15200 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 50 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. A Post graduate degree from a recognized University in a language recognized by Akademi or equivalent 2. Five years' relevant experience in the field of production/publication and promotion of books in a Government body engaged in the field of publishing or in a reputed Publishing House in a responsible capacity OR Five years' relevant experience in the field of organizing literary programmes with proven administrative experience in drafting minutes of meetings and knowledge of rules and regulations on service and financial matters in a Government body in a responsible capacity. OR Five years' relevant experience in the field of sales and marketing of books in a reputed Publishing House in a responsible capacity along with professional degree/PG diploma in Marketing from a recognised University/Institution. 3. Basic knowledge of computer application <u>Desirable</u> 1. A Research/Doctoral degree in literature 2. Knowledge of Book Production and Publication 3. Experience in editing publications
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ Experience : Yes
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods	Direct Recruitment (If a departmental candidate is selected it will be treated as promotion by Selection).
11.	Selection Committee/Departmental Promotion Committee	President, Sahitya Akademi - Chairman Vice-President, Sahitya Akademi - Member Secretary, Sahitya Akademi - Member; and two members of the GC/EB to be nominated by the President



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Editor (English)

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Editor (English)	1	No changes proposed

No changes recommended for one post



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Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Editor (English)
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Level-11 PB-III/15600-39100/GP-6600 (6 CPC) Rs.10000-325-15200 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	up to 50 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Post-Graduate Degree in English Literature from a recognised University2. Should be a person of proven literary ability3. Fairly good knowledge of Indian Literature and good contacts with the literary community4. Five years' experience in editing literary journals and publications in English5. Good knowledge of one or more Indian languages besides English6. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. Research/Doctoral Degree in English literature2. Degree/Diploma in journalism3. Experience in Research/published papers/works4. Experience in Literary Translation5. Basic knowledge of computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ Experience : Yes
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods treated	Direct Recruitment (If a departmental candidate is selected it will be as promotion by Selection).
11.	Selection Committee/Departmental Promotion Committee	President, Sahitya Akademi - Chairman Vice-President, Sahitya Akademi - Member Secretary, Sahitya Akademi - Member; and two members of the GC/EB to be nominated by the President



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Rabindra Bhavan, New Delhi

Editor (Hindi)

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Editor (Hindi)	1	No changes proposed



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Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Editor (Hindi)
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Level-11 PB-III/15 600-39100/GP-6600 (6 CPC) Rs.10000-325-15200 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	up to 50 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Post-Graduate Degree in Hindi Literature from a recognised University2. Should be a person of proven literary ability3. Fairly good knowledge of Indian Literature and good contacts with the literary community4. Five years' experience in editing literary journals and publications in Hindi5. Good knowledge of one or more Indian languages other than Hindi6. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. Research/Doctoral Degree in Hindi literature2. Degree/Diploma in journalism3. Experience in Research/published papers/works4. Experience in Literary Translation
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ Experience : Yes
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods	Direct Recruitment (If a departmental candidate is selected it will be treated as promotion by Selection).
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Rabindra Bhavan, New Delhi

Deputy Secretary Accounts

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Deputy Secretary (Accounts)	1	Change in S.No.1 & 4-5 of essential qualifications: 1. MBA(Finance)/MCF/CA/ICWA/M.Com 2. Five years relevant experience in the field of finance & accounts in a Government body with sound knowledge of rules and regulations related to Central Government organizations.
		Point 1 of Desirable qualifications may be done away with



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Sahitya Akademi

Rabindra Bhavan, New Delhi

1. Name of the post Deputy Secretary (Accounts)
2. Number of posts One
3. Classification Group 'A'
4. Scale of Pay Level-11
PB-III/15600-39100/GP-6600 (6 CPC)
Rs.10000-325-15200 (5 CPC)
5. Whether selection post or non selection post Selection
6. Age for direct recruitment up to 50 years
7. Educational & other qualifications required for direct recruitment
Essential
 1. MBA(Finance)/MCF/CA/ICWA/M.Com from a recognised University
 2. General knowledge of Indian literature and contacts with the literary community
 3. Sound knowledge of at least one Indian language and good knowledge of English
 4. Five years relevant experience in the field of finance & accounts in a Government body with sound knowledge of rules and regulations related to Central Government organizations.
 5. Basic knowledge of computer applicationDesirable
 1. Experience in organizing programmes

Note. The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion Age : Yes
Educational Qualification/ Experience : Yes
9. Period of probation, if any Two years for direct recruitment.
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods Direct Recruitment
(If a departmental candidate is selected it will be treated as promotion by Selection).
11. Selection Committee/Departmental Promotion Committee President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi - Member; and two members of the GC/EB to be nominated by the President



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Librarian

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Librarian	1	No changes proposed



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Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Librarian
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Level-11 PB-III/15600-39100/GP-6600 (6 CPC) Rs.10000-325-15200 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	up to 50 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Post-Graduate Degree in Library Science from a recognised University 2. Ten years experience with at least 5 years in a Senior capacity in a library of repute 4. Working knowledge of 2 or more Indian languages 4. Proven ability to maintain and run a Library 5. Good knowledge of computer application in Libraries <u>Desirable</u> 1. Doctoral Degree in Library Science 2. General knowledge of Indian literatures and good contact with the literary community 3. Experience in Library Research
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ Experience : Yes
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods	Direct Recruitment (If a departmental candidate is selected it will be treated as promotion by Selection).
11.	Selection Committee/Departmental Promotion Committee	President, Sahitya Akademi - Chairman Vice-President, Sahitya Akademi - Member Secretary, Sahitya Akademi - Member; and two members of the GC/EB to be nominated by the President



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Rabindra Bhavan, New Delhi

Regional Secretary

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Regional Secretary	3	No changes proposed



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Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Regional Secretary
2.	Number of posts	Three
3.	Classification	Group 'A'
4.	Scale of Pay	Level-11 PB-III/15600-39,100/GP-6600 (6 CPC) Rs.10000-325-15200 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 50 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. A Post graduate degree from a recognized University in a language recognized by Akademi2. General knowledge of Indian literature and contacts with the literary community3. Five years experience relevant to the execution of the job with ability to organise literary and publication programmes and processing of documents/minutes4. Knowledge of English and special knowledge of at least one language of the region and general awareness of other literatures in the region5. Experience in Office Administration6. Knowledge of Government Rules, procedure and accounts7. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. A Research/Doctoral degree in literature or published research work of equivalent standard2. Published works of reasonable standard3. Knowledge of Book Production and Publication
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ Experience : Yes
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods	Direct Recruitment (If a departmental candidate is selected it will be treated as promotion by Selection).
11.	Selection Committee/Departmental Promotion Committee	President, Sahitya Akademi - Chairman Vice-President, Sahitya Akademi - Member Secretary, Sahitya Akademi - Member; and two members of the GC/EB to be nominated by the President



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Rabindra Bhavan, New Delhi

Programme Officer

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Programme Officer	6	S. No. 6 – Age for Direct Recruitment – may be changed to up to 40 years In Essential qualifications in S. No. 2, the words academic may be done away with S. No. 8 applicability of age may be changed to No



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Rabindra Bhavan, New Delhi

1.	Name of the post	Programme Officer
2.	Number of posts	Six
3.	Classification	Group 'A'
4.	Scale of Pay	Level-10 (7 CPC) PB-III/15600-39100/GP-5400 (6 CPC) Rs.8000-275-13500 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. A Post Graduate degree from a recognized University in a language/literature recognized by the Akademi2. Five years' experience in a literary institution with ability to organize literary activities3. Good contacts with writers and publishers4. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. A Research degree in literature2. working knowledge of English, Hindi and another language
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : No Educational Qualification Experience / : Yes
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct Recruitment (If a departmental candidate is selected it will be treated as promotion by Selection).
11.	Selection Committee/Departmental Promotion Committee	President, Sahitya Akademi - Chairman Secretary, Sahitya Akademi – Member; and one member of the GC/EB to be nominated by the President.



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Sahitya Akademi

Rabindra Bhavan, New Delhi

Assistant Editor

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Assistant Editor	6	<p>S. No. 6 – Age for Direct Recruitment – may be changed to up to 40 years</p> <p>In Essential qualifications in S. No. 3 'editing' may be replaced by 'copy editing' &'assigning and executing translations' may be added after 'manuscripts'</p> <p>S. No. 8 applicability of age may be changed to No</p>



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Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Assistant Editor
2.	Number of posts	six
3.	Classification	Group 'A'
4.	Scale of Pay	Level-10 (7 CPC) PB-III/15600-39100/GP-5400 (6 CPC) Rs.8000-275-13500 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. A Post Graduate degree from a recognized University in a language /literature recognized by the Akademi.2. Good knowledge of Hindi/English and one or more Indian languages of the region concerned3. Five years experience in copy editing literary and scholarly manuscripts, assigning and executing translations and over-seeing them through the various stages of production4. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. A Research degree in literature2. Research experience and published work3. General knowledge of Indian literature4. Diploma in Journalism
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : No Educational Qualification/ : Yes Experience
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct Recruitment (If a departmental candidate is selected it will be treated as promotion by Selection).
11.	Selection Committee/Departmental Promotion Committee	President, Sahitya Akademi - Chairman Secretary, Sahitya Akademi – Member; and one member of the GC/EB to be nominated by the President



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Assistant Librarian

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Assistant Librarian	2	S. No. 6 – Age for Direct Recruitment – may be changed to up to 40 years S. No. 8 applicability of age may be changed to No



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Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Assistant Librarian
2.	Number of posts	Two
3.	Classification	Group 'A'
4.	Scale of Pay	Level-10 (7 CPC) PB-III/15600-39100/GP-5400 (6 CPC) Rs.8000-275-13500 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Post-Graduate Degree in Library Science from a recognized University 2. Five years' experience in a reputed library 3. working knowledge of two Indian languages in addition to mother tongue 4. Good knowledge of computer application in Libraries <u>Desirable</u> 1. General knowledge of literature and contact with the literary community 2. Experience in Library Research
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct Recruitment (If a departmental candidate. is selected it will be treated as promotion by Selection).
11.	Selection Committee/Departmental Promotion Committee	President, Sahitya Akademi - Chairman Secretary, Sahitya Akademi – Member; and one member of the GC/EB to be nominated by the President



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Administrative Officer

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Administrative Officer	1	<p>Being a single post, the same may be filled by promotion through Limited Departmental Test among the internal candidates working in the next pay scale (Level -6) through a Limited Departmental Test with at least five years' relevant experience in Administration, Accounts, Secretarial Services etc.</p> <p>Element of deputation be done away with</p> <p>Age upper limit be 40 years for direct recruitment</p>



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Sahitya Akademi

Rabindra Bhavan, New Delhi

1. Name of the post Administrative Officer
2. Number of posts One
3. Classification Group 'B'
4. Scale of Pay Level-7 (7 CPC)
PB-II/9300-34800/GP-4600 (6 CPC)
Rs.6500-200-10500 (5 CPC)
5. Whether selection post or non selection post Promotion through Limited Departmental Test
6. Age for direct recruitment Up to **40 Years**
7. Educational & other qualifications required for direct recruitment
Essential
 1. Graduation or equivalent qualification from a recognized University
 2. Five years' experience relevant to the execution of the job
 3. Knowledge of Government rules and regulations
 4. Should be conversant with the work pertaining to meetings, seminars, conferences and other similar programmes
 5. Basic knowledge of computer application
Desirable
 1. General knowledge of Indian literature and the literary community
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion Educational Qualification & Experience : Yes
Age : No
9. Period of probation, if any Two years in case of direct recruitment
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. By promotion failing which by direct recruitment
11. In case of recruitment by promotion/ promotion deputation/absorption grade from which deputation/absorption
By Promotion
 - a) **through Limited Departmental Test** from amongst officers who have rendered at least five years' regular service in the **pay-scale of level 6 (7CPC)** and
 - b) Possessing essential qualifications prescribed under column 7 above.
12. Selection Committee/Departmental Promotion Committee Secretary, Sahitya Akademi – Chairman
Deputy Secretary (Admn.) – Member; and one Deputy Secretary level officer to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Sales Manager

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Sales Manager	1	<p>Being a single post, the same may be filled by promotion through a Limited Departmental Test among the internal candidates working in the next lower pay scale (level-6) with at least five years' relevant experience of sales/marketing of books failing which the post may be filled through direct recruitment</p> <p>Element of deputation be done away with</p> <p>Age upper limit be 40 years</p>



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Sales Manager
2.	Number of posts	One
3.	Classification	Group 'B'
4.	Scale of Pay	Level-7 (7CPC) PB-II/9300-34800/GP-4600 (6 CPC) Rs.6500-200-10500 (5CPC)
5.	Whether selection post or non selection post	Promotion through Limited Departmental Test
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification from a recognized University2. Knowledge of modern methods of sales promotion and five years' experience in sales management3. Practical experience in management of sales accounts4. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. General knowledge of Indian literature and the literary community
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the various methods.	By promotion failing which by direct recruitment vacancies to be filled by
11.	In case of recruitment by promotion/ deputation/absorption grade from which at promotion deputation/absorption is to be made	<u>By Promotion</u> <ol style="list-style-type: none">a) From amongst officers who have rendered least five years' regular service in the pay-scale of level 6 (7CPC) through Limited Departmental; andb) Possessing essential qualifications prescribed under column 7 above.
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member Deputy Secretary (Sales) - Member; and one nominee of the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Personal Secretary to President & Personal Assistant to Secretary

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Personal Secretary to President and Personal Assistant to Secretary	1 each (total 2)	<p>By promotion amongst the Stenographer Grade I (Level-6) with five years' experience and passing of shorthand test with a speed of 100/40 w.p.m. failing which the post may be filled through direct recruitment basis.</p> <p>The speed test in shorthand for direct recruits has been revised from 120 to 100 w.p.m. as per the DoPT guidelines.</p> <p>Element of deputation be done away with</p> <p>Age upper limit be 40 years</p>



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1. Name of the post Personal Secretary to President
2. Number of posts One
3. Classification Group 'B'
4. Scale of Pay Level-7 (7CPC)
PB-II/9300-34800/GP-4600 (6 CPC)
Rs.6500-200-10500 (5CPC)
5. Whether selection post or non selection post Selection cum merit
6. Age for direct recruitment Up to **40 Years**
7. Educational & other qualifications required for direct recruitment
Essential
 1. Graduation or equivalent qualification from a recognised university or institution
 2. Speed of 120 w.p.m. in Shorthand and good speed in Computer Typing
 3. 5 Years' 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
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion
Educational Qualification & Experience : Yes
Age : No
9. Period of probation, if any Two years in case of direct recruitment.
10. Method of recruitment whether by promotion & % of the vacancies to be filled by various methods. By promotion failing which by direct recruitment
11. In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made
By Promotion
 - a) By promotion amongst the Stenographer Grade (Level-6) with five years' experience and passing of shorthand test with a speed of 100/40 w.p.m. failing which the post may be filled through direct recruitment basis.
 - b) Possessing essential qualifications prescribed under column 7 above.
12. Selection Committee/Departmental Promotion Committee President, Sahitya Akademi
or his nominee - Chairman
Secretary - Member
Deputy Secretary (Admn.) - Member



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Personal Assistant to Secretary
2.	Number of posts	One
3.	Classification	Group 'B'
4.	Scale of Pay	Level-7 (7CPC) PB-II/9300-34800/GP-4600 (6 CPC) Rs.6500-200-10500 (5CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation or equivalent qualification from a recognised university or institution 2. Speed of 120 w.p.m. in Shorthand and good speed in Computer Typing 3. 5 years' experience as stenographer 4. Good knowledge of Computer application <u>Desirable</u> 1. General knowledge of Indian literature and the literary community 2. General knowledge of office rules and procedure
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	<u>By Promotion</u> a) By promotion amongst the Stenographer Grade (Level-6) with five years' experience and passing of shorthand test with a speed of 100/40 w.p.m. failing which the post may be filled through direct recruitment basis. b) Possessing essential qualifications prescribed under column 7 above.
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and one nominee of the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Publication Assistant & Technical Assistant

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Publication Assistant and Technical Assistant	Publication Assistant – 9 and Technical Assistant – 1	No changes recommended



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Publication Assistant
2.	Number of posts	Nine
3.	Classification	Group 'B'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications	<u>Essential</u> 1. Graduation or equivalent qualification from a recognised university or institution 2. Diploma in Printing <u>OR</u> Five years experience in a printing press or a publishing house or a Government undertaking concerned with book publishing 3. knowledge of various processes of printing and book publication 4. Good knowledge of one or more languages and literatures with ability to handle literary material 5. Basic knowledge of Computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and an expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Technical Assistant (merged into Publication Assistant)
2.	Number of posts	One
3.	Classification	Group 'B'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications	<u>Essential</u> 1. Graduation or equivalent qualification from a recognised university or institution 2. Diploma in Book Publishing 3. 5 years' experience in a printing press or a publishing house or a Govt. undertaking concerned with book publishing 4. Knowledge of various processes of printing and book publishing 5. Good knowledge of one or more languages and literature with ability to edit literary material 6. Basic knowledge of computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and an expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Programme Assistant

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Programme Assistant	2	No changes recommended



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Programme Assistant
2.	Number of posts	Two
3.	Classification	Group 'B'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications	<u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification from a recognised university or institution2. Five years' experience in a literary, academic or Government organization or a publishing houseundertaking concerned with book publishing3. Ability to organise meetings, conferences etc.4. Good knowledge of one or more languages and literatures with ability to handle literary material5. Basic knowledge of Computer application <u>Desirable</u> <ol style="list-style-type: none">1. Knowledge of processing literary manuscripts and book production
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and an expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Security Officer

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Security Officer	1	Promotion through Limited Departmental Test failing which by direct recruitment Element of deputation may be done away with Upper age limit be 40 years for direct recruitment



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1. Name of the post Security Officer
2. Number of posts One
3. Classification Group 'B'
4. Scale of Pay Level-6 (7 CPC)
PB-II/9300-34800/GP-4200 (6 CPC)
Rs.5500-175-9000 (5 CPC)
5. Whether selection post or non selection post Selection cum merit
6. Age for direct recruitment Up to **40 Years**
7. Educational & other qualifications Essential
 1. Graduation or equivalent qualification from a recognised university or institution
 2. 5 years' experience in a supervisory capacity
 3. Knowledge of Govt. rules and regulations
 4. Ability to look after various activities of the Akademi
 5. Basic knowledge in computer applicationDesirable
 1. Ability to draft well in English
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion Educational Qualification & Experience : Yes
Age : No
9. Period of probation, if any Two years (in the case of direct recruitment).
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. Promotion failing which by Direct Recruitment from Ex-Servicemen.
11. In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption By Promotion
 - a) Promotion through Limited Departmental Test from amongst the internal candidates working in the next lower pay scale Level-4 with at least five years' regular service
 - b) Possessing essential qualifications prescribed under column 7 above.
12. Selection Committee/Departmental Promotion Committee Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Accounts) - Member
Deputy Secretary (Admn.) – Member; and
an expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Senior Accountant

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Senior Accountant	3	Promotion through Limited Departmental Test failing which by direct recruitment Element of deputation may be done away with Upper age limit be 40 years for direct recruitment



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Senior Accountant
2.	Number of posts	Three
3.	Classification	Group 'B'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation in Commerce from a recognized University 2. 5 years' experience in accounting 3. Knowledge of Govt. rules and regulations 4. Ability to prepare various forms of accounts 5. Basic knowledge in computer application <u>Desirable</u> Ability to draft well in English
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Promotion failing which by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-4 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Accounts) - Member Deputy Secretary (Admn.) – Member; and an expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Senior Library and Information Assistant

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Senior Library and Information Assistant	8	No changes recommended



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Senior Library & Information Assistant
2.	Number of posts	Eight
3.	Classification	Group 'B'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Bachelor of Library Science 2. Five years' experience in a library of standing 3. Good knowledge of computer application in Library <u>Desirable</u> 1. Master of Library Science 2. Working knowledge of 1 or 2 Indian Languages in addition to mother tongue
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member Librarian – Member; and an expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Office Superintendent

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Office Superintendent	1	Promotion through Limited Departmental Test failing which by direct recruitment Element of deputation may be done away with Upper age limit be 40 years for direct recruitment



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Office Superintendent
2.	Number of posts	One
3.	Classification	Group 'B'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation or equivalent qualification from a recognized university or institution 2. 5 years' experience in establishment in Central/State Govt./Autonomous Body 3. Knowledge of Govt. rules and regulations 4. Ability to draft well in English 5. Working knowledge of Hindi 6. Basic knowledge in computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in the case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-4 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and one nominee of the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Sub Editor (Hindi)

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Sub Editor (Hindi)	2	No changes recommended



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Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Sub Editor (Hindi)
2.	Number of posts	Two
3.	Classification	Group 'B'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Bachelor's Degree in Arts with Hindi as an elective subject or equivalent qualification from a recognized university or institution 2. Minimum 2 years' experience in a subordinate capacity in the editorial office of a periodical 3. Knowledge of contemporary literary scene in Hindi and awareness of the major trends in at least two other Indian languages 4. Basic knowledge of computer application <u>Desirable</u> 1. Diploma in Journalism 2. Published work 3. Knowledge of printing and binding processes
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Member Deputy Secretary (Admn.) - Member Editor (Hindi) – Member; and one outside expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Sales-cum-Exhibition Assistant,

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Sales-cum-Exhibition Assistant	4	Promotion through Limited Departmental Test failing which by direct recruitment Element of deputation may be done away with Upper age limit be 40 years for direct recruitment



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Sales-cum-Exhibition Assistant
2.	Number of posts	Four
3.	Classification	Group 'B'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification from a recognized university or institution2. Knowledge of selling of books and latest methods of sales promotion techniques3. Three years' experience in a publishing house or a distribution agency or reputed or a Govt. undertaking concerned with book publishing4. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. Five years' experience in exhibition work in a reputed institution <p><u>Note 1.</u> Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> <ol style="list-style-type: none">a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-4 with at least five years' regular serviceb) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member Deputy Secretary (Sales) – Member; and an expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Store Keeper

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Store Keeper	1	Element of deputation of be done away with Upper age limit be 40 Knowledge of stock/store related software Skill of godown space management and packaging No other changes recommended



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Storekeeper
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation or equivalent qualification from a recognised university or institution 2. Knowledge of stocking and storing methods, purchases and issues & keeping relevant records. 3. Basic knowledge in computer application <u>Desirable</u> 1. Knowledge of stock/store related software 2. Skill of godown space management and packaging
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in the case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-4 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn) – Member Deputy Secretary (Sales) – Member and one nominee of the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Establishment Assistant,
Accounts Assistant,
&

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Establishment Assistant	1	Promotion through Limited Departmental Test failing which by direct recruitment Element of deputation may be done away with Upper age limit be 40 years for direct recruitment
Accounts Assistant	2	Promotion through Limited Departmental Test failing which by direct recruitment Element of deputation may be done away with Upper age limit be 40 years for direct recruitment Knowledge of accounting softwares
Administrative and Accounts Assistant	3	Element of deputation of be done away with Upper age limit be 40 Ability to maintain accounts may be replaced with Ability to maintain various Books of accounts Knowledge of accounting softwares No other changes recommended



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Establishment Assistant
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation or equivalent qualification from a recognized university or institution 2. Five years experience in establishment 3. Knowledge of Govt. rules and regulations 4. Ability to draft well in English 5. Working knowledge of Hindi 6. Basic knowledge in computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-4 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and one Deputy Secretary level officer to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Accounts Assistant
2.	Number of posts	Two
3.	Classification	Group 'C'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation or equivalent qualification from a recognized University or 2. Five years' experience in accounting in an autonomous organization or Govt. Deptt. 3. Knowledge of Govt. rules and regulations 4. Good handwriting with ability to draft well in English 5. Basic knowledge in computer application and accounting softwares <u>Desirable</u> 1. Knowledge of various forms of accounts
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-4 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member Deputy Secretary (Accounts) - Member



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Administrative & Accounts Assistant
2.	Number of posts	Three
3.	Classification	Group 'C'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Bachelor of Commerce or equivalent qualification from a recognised university or institution 2. Knowledge of Govt. rules and regulations 3. Ability to maintain various books of accounts 4. Basic knowledge of computer application and accounting softwares <u>Desirable</u> 1. Knowledge of various forms of Accounts 2. Good handwriting with ability to draft well in English
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-4 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member Deputy Secretary (Accounts) - Member



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Stenographer Gr I

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Stenographer Gr I	7	These posts may be redesignated as Personal Assistant Promotion by Limited Departmental Test failing which through direct recruitment Element of deputation be done away with Upper age limit be 40 for direct recruitment



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Stenographer Gr. I (Personal Assistant)
2.	Number of posts	Seven
3.	Classification	Group 'C'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation or equivalent qualification from a recognized University 2. Speed 100/40 w.p.m. in Shorthand and good speed in computer typing 3. Good knowledge of Computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by & absorption, failing both by direct recruitment % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-4 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member and one nominee of the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Hindi Translator

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Hindi Translator	1	<p>The present essential qualifications may be replaced as under:</p> <ol style="list-style-type: none">1. Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized diploma/certificate course in translation from Hindi to English and vice-versa.2. Three years' experience in literary translation work from Hindi to English and vice versa in a reputed institution or publishing house.



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Hindi Translator
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Level-6 (7 CPC) PB-II/9300-34800/GP-4200 (6 CPC) Rs.5500-175-9000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Bachelor's degree from a recognised university or institution with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized diploma/certificate course in translation from Hindi to English and vice-versa. 2. Three years' experience in literary translation work from Hindi to English and vice versa in a reputed institution. <u>Desirable</u> 1. Experience in working on computers in Hindi and English 2. Knowledge of desktop publishing applications
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and one expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Jr Store Keeper & Sr Clerk (Technical)

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Jr Store Keeper	4	Promotion failing which through direct recruitment Element of deputation of be done away with No other changes recommended
Sr Clerk (Technical)	1	Promotion failing which through direct recruitment Element of deputation of be done away with No other changes recommended



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Jr. Store Keeper
2.	Number of posts	Four
3.	Classification	Group 'C
4.	Scale of Pay	Level-4 (7 CPC) PB-1/5200-20200/GP-2400 (6 CPC) Rs.4000-100-6000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation or equivalent qualification from a recognised university or institution 2. Knowledge of maintaining stock register 3. Knowledge of stocking the store items properly 4. Basic knowledge in computer application and related softwares <u>Desirable</u> Good Handwriting
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-2 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and one nominee of the Secretary



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Sr. Clerk (Technical)
2.	Number of posts	One
3.	Classification	Group 'C
4.	Scale of Pay	Level-4 (7 CPC) PB-1/5200-20200/GP-2400 (6 CPC) Rs.4000-100-6000 (5 CPC)
5.	Whether selection post or non selection post	Selection-cum-merit
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications	<u>Essential</u> 1. Graduation or equivalent qualification from a recognised university or institution 2. Technical skill in handling audio and video systems with recording 3. Maintaining audio/video data 4. Basic knowledge in computer application <u>Desirable</u> 1. Sound knowledge of latest audio/video technology and equipments 2. Good Handwriting
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Through Limited Departmental from among the internal candidates working in the next lower pay scale Level-2 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and an outside expert to be nominated by the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Sr Clerk

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Sr Clerk (includes 1 Accounts Clerk)	8	Element of deputation be done away with Good speed in computer typing may be replaced with "typing speed 35 wpm in English and 30 wpm in Hindi" No other changes recommended



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Sr. Clerk
2.	Number of posts	Eight
3.	Classification	Group 'C
4.	Scale of Pay	Level-4 (7 CPC) PB-1/5200-20200/GP-2400 (6 CPC) Rs.4000-100-6000 (5 CPC)
5.	Whether selection post or non selection post	Selection cum Seniority
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications	<u>Essential</u> 1. Graduation or equivalent qualification from a recognised university or institution 2. Typing speed 35 wpm in English or 30 wpm in Hindi 3. Working knowledge of computer application 4. Ability to draft well in English/Hindi <u>Desirable</u> 1. Good Handwriting
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-2 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member; and one nominee of the Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Receptionist cum Telephone Operator

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Receptionist cum Telephone Operator	1	Upper age limit be 30 No other changes recommended



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Receptionist cum Telephone Operator
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Level-4 (7 CPC) PB-1/5200-20200/GP-2400 (6 CPC) Rs.4000-100-6000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 Years
7.	Educational & other qualifications	<u>Essential</u> 1. Graduation or equivalent qualification from a recognised university or institution 2. Should have proficiency in Hindi and English and two years experience in operating EPABX system of latest technology 3. Clear voice and pleasant manners <u>Desirable</u> Working knowledge of computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member; and one Deputy Secretary level officer



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Proof Reader cum General Assistant,
Library Assistant
&
Steno Gr II

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Proof Reader cum General Assistant	3	2 years' experience as proof reader may be added as essential qualification Desktop publishing applications No other changes recommended
Library Assistant	1	2 years' experience as library assistant may be added as essential qualification Knowledge of various Library softwares No other changes recommended
Stenographer Gr II	12	1-year experience as stenographer may be added as essential qualification These posts may be redesignated as Stenographer No other changes recommended



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Proof Reader cum General Assistant
2.	Number of posts	Three
3.	Classification	Group 'C
4.	Scale of Pay	Level-4 (7 CPC) PB-1/5200-20200/GP-2400 (6 CPC) Rs.4000-100-6000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications	<u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification from a recognised university or institution with Hindi/English as a subject2. Ability to read proofs in Hindi/English3. Proficiency in Hindi/English4. Basic knowledge in computer application5. Desktop publishing applications6. 2 Years' experience as proof reader
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member Editor (English/Hindi) – Member



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Library Assistant
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Level-4 (7 CPC) PB-1/5200-20200/GP-2400 (6 CPC) Rs.4000-100-6000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications	<u>Essential</u> 1. Bachelor of Library Science or equivalent qualification from a recognised university or institution 2. Basic knowledge in computer application and various library softwares 3. 2 Years' experience as library assistant
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member Librarian – Member



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Steno Gr.II (Stenographer)
2.	Number of posts	Twelve
3.	Classification	Group 'C'
4.	Scale of Pay	Level-4 (7 CPC) PB-1/5200-20200/GP-2400 (6 CPC) Rs.4000-100-6000 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. 10+2 or equivalent qualification from recognized board or institution. 2. 80 w.p.m. speed in shorthand and good speed in typing in English/Hindi 3. Good knowledge in computer application 4. 1-year experience as stenographer
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member and outside expert to be nominated by the Secretary.



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Jr Clerk (LDC)

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Jr Clerk (LDC)	20	Upper age limit be 40 No other changes recommended



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Jr. Clerk (L.D.C)
2.	Number of posts	Twenty
3.	Classification	Group 'C'
4.	Scale of Pay	Level-2 (7 CPC) PB-I/5200-20200/GP-1900 (6 CPC) Rs.3050-75-3950-80-4590 (5 CPC)
5.	Whether selection post or non selection post	Selection/Selection cum merit
6.	Age for direct recruitment	Up to 40 Years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. 12 th class pass or equivalent qualification from a recognized Board or institution 2. Typing speed 35 wpm in English or 30 wpm speed in Hindi 3. Knowledge in computer application <u>Desirable</u> Knowledge of Shorthand preferably in English
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	25% by promotion 75% by direct recruitment
11.	In case of recruitment by promotion/deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) 25% by promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-1 with at least five years' regular service b) Possessing essential qualifications prescribed under column 7 above
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi – Chairman Deputy Secretary (Admn.) - Member and one Deputy Secretary level officer to be nominated by Secretary



सहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

Driver,
Book Attendant,
Messenger cum Rider
&
MTS

Recommendations of Recruitment Review Committee

Post	No of Posts	Recommended Changes
Driver	2	Essential qualification may be 10 th pass instead of 8 th
Book Attendant	2	No changes recommended
Messenger cum Rider	1	Essential qualification may be 10 th pass instead of 8 th
MTS	41	Essential qualification may be 10 th pass instead of 8 th



सहित्य अकादेमी

Sahitya Akademi
Rabindra Bhavan, New Delhi

1.	Name of the post	Driver
2.	Number of posts	Two
3.	Classification	Group 'C'
4.	Scale of Pay	Level-2 (7 CPC) PB-I/5200-20200/GP-1900 (6 CPC) Rs.3050-75-3950-80-4590 (5 CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. 10th pass or equivalent qualification from a recognized Board or institution 2. Valid Motor driving licence for light and heavy vehicle 3. Knowledge of carrying out minor automobile repairs 4. Three years experience of motor driving 5. Polite behavior <u>Desirable</u> Knowledge of basic computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) – Member; and an expert to be nominated by the Secretary



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Book Attendant
2.	Number of posts	Two
3.	Classification	Group 'C'
4.	Scale of Pay	Level-2 (7 CPC) PB-I/5200-20200/GP-1900 (6 CPC) Rs.3050-75-3950-80-4590 (5 CPC)
5.	Whether selection post or non selection post	Non Selection
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. 10 th pass or equivalent qualification from a recognized Board or institution 2. Working knowledge of at least two languages <u>Desirable</u> 1. Certificate in Library Science 2. 3 years' experience of working in a library 3. Basic knowledge of computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in the case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-1 with at least five years' regular service
12.	Selection Committee/Departmental Promotion Committee	Deputy Secretary (Administration) - Chairman Librarian - Member; and one nominee of the Secretary



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Messenger cum Rider
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Level-2 (7 CPC) PB-I/5200-20200/GP-1900 (6 CPC) Rs.3050-75-3950-80-4590 (5 CPC)
5.	Whether selection post or non selection post	Non Selection
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. 10 th pass or equivalent qualification from a recognized Board or institution 2. Valid Motor driving license for two wheeler/Car with three years experience 3. Knowledge of motor mechanism <u>Desirable</u> Basic knowledge of computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption	<u>By Promotion</u> a) Promotion through Limited Departmental Test among the internal candidates working in the next lower pay scale Level-1 with at least five years' regular service
12.	Selection Committee/Departmental Promotion Committee	Deputy Secretary (Admn.)-Chairman, one Deputy Secretary to be nominated by the Secretary & Administrative Officer as Member



साहित्य अकादेमी

Sahitya Akademi

Rabindra Bhavan, New Delhi

1.	Name of the post	Multi Tasking Staff
2.	Number of posts	Forty One (41)
3.	Classification	Group 'C'
4.	Pay-Band	Level-1 (7 CPC) PB-I/5200-20200/GP-1800 (6 CPC) Rs.2550-3200/Rs.2610-4000 (5CPC)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years relaxation as per government of India rules/guidelines
7.	Educational & other qualifications board required for direct recruitment	1. 10 th pass or ITI or equivalent from a recognised or institution 2. Multi skilling with one employee performing jobs hitherto perform by different Group D employees <u>Desirable</u> 1. Knowledge of cycling and various Localities 2. Knowledge of basic computer application
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Deputy Secretary (Admn.) - Chairman one Deputy Secretary to be nominated by Secretary and Administrative Officer