



SAHITYA AKADEMI

An autonomous organization under Ministry of Culture, Government of India and is fully funded by it, invites applications on deputation basis for the post of Senior Accountant at Head Office, New Delhi.

Number of posts : One
Pay Scale : PB II/9300-34800/GP-4200
Basis of recruitment : Deputation
Educational & other qualifications :

Essential:

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

Desirable

1. Ability to draft well in English

The post is to be filled up on deputation basis from amongst the Officers of Central/State Government/Autonomous Organisations having comparable qualification and experience in analogous post. The deputation period will be initially for one year. The maximum age for appointment on deputation shall not exceed 56 years as on the last date of receipt of application.

The applications of employees who fulfills the eligibility criteria and who could be relieved immediately in case of their selection may be forwarded, supported by last five years ACR and Vigilance Clearance certificate, to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 in the prescribed format as given on the website. The envelop superscribed "Application for the post of Senior Accountant" should forwarded within 30 days time from the date of publication of this advertisement. Applications received through proper channel will only be considered.

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

Advt no. :SA/50/13/2015

Date of Advertisement: 14 November 2015

Last dated: 13 December 2015