



## SAHITYA AKADEMI



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

Name of Post : Stenographer Grade II  
No. of post : Two  
Location : Head Office, New Delhi  
(One is UR and One is reserved for SC)  
Pay Scale : Level-4/25500-81100 (7 CPC)  
(PB I/5200-20200/GP2400 (6 CPC))  
Age Limit : 30 Years  
(Relaxation as per Government of India rules)

Method of recruitment : Direct

Educational & Other Qualifications :

Essential :

1. 10+2 or equivalent qualification from recognised 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. One year experience as Stenographer.

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

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

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

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

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

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

Advt. no. SA/50/6/2020

Date of Advertisement : 31 October 2020  
Last Date : 30 November 2020