



## SAHITYA AKADEMI



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

### 1. Senior Accountant

(Hearing Impairment' means loss of sixty decibels or more in the better ear in the conversational range of frequencies.)

No. of post : One (Reserved for Hearing Handicapped)

Location : Head Office, New Delhi

Pay Scale : PB II/9300-34800/GP-4200

### 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 of computer application.

#### Desirable :

1. Ability to draft well in English.

**Age Limit:** 30 Years (Relaxation as per Government of India rules).

### 2. Junior Clerk

No. of post: Three

Location : i) Head Office, New Delhi (2)  
(Unreserved-1, Reserved for ST-1)

ii) Regional Office, Bengaluru (1) (Unreserved)

Pay Scale : PBI/5200-20200/GP-1900

### Educational & other qualifications :

#### Essential :

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

#### Desirable :

1. Knowledge of Shorthand (English/Hindi).

**Age Limit :** 30 Years (Relaxation as per Government of India rules).

Those working in Central/State Government/Autonomous Organisations/Renowned Educational Institutions may apply through proper channel. Incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India.

The application alongwith self attested copies of qualifications/experience etc. in the prescribed format as given on the website duly superscribed on the envelope "Name of the post applied for" addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 should reach this office within 30 days from the date of publication of this advertisement. Applications received through email or without required enclosures will not be accepted.

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

**Advt no. SA/50/41/2017**

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