



## SAHITYA AKADEMI



An autonomous organization under the Ministry of Culture, Government of India and is fully funded by it, invites applications for the post of Senior Accountant (Reserved for Hearing Handicapped) as under :

No. of post : One (Reserved for Hearing Handicapped)  
(Hearing Impairment' means loss of sixty decibels or more in the better ear in the conversational range of frequencies.)

Location : Head Office, New Delhi

Pay Scale : Pay Scale: Level-6/35400-112400 (7 CPC)  
(pre-revised PB II/9300-34800/GP-4200) (6 CPC)

Educational & other qualifications :

Essential :

1. Graduation in Commerce from a recognized University.
2. 5 years' experience in accounting.
3. Knowledge of government 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).

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

The Incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India.

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.

Applications received through email and without self attested copies will not be accepted.

The shortlisted candidates fulfilling the essential qualifications will appear for a written test to judge their knowledge of English/Hindi, General Knowledge and Accountancy on a convenient date and time as decided by the Akademi.

The application in the prescribed format as given on the website alongwith self attested copies of certificates of qualifications/ experience etc. addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 duly superscribed on the envelope "Application for the post of Senior Accountant (Reserved for Hearing Handicapped) at Head Office, New Delhi" should reach within 30 days time from the date of publication of this advertisement.

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

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