



Ministry of Culture
Government of India

साहित्य अकादेमी/SAHITYA AKADEMI
(राष्ट्रीय साहित्य संस्थान/ National Academy of Letters)
रवीन्द्र भवन, 35 फ़ीरोज़शाह मार्ग, नई दिल्ली-110001
Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001



Sahitya Akademi

RECRUITMENT NOTICE

(Adv. No. 50/2/2025)

Sahitya Akademi is an autonomous organization under Ministry of Culture, Govt. of India as India's Premier Literary Institution, the Akademi preserve and promotes literature contained in twenty-four Indian languages recognized by it through Award, Fellowships, Grants, Publications, Literary Programmes, Workshops and Exhibitions. The Akademi also undertakes literary exchange programmes with various countries across the globe to promote Indian literature beyond the shores of India. The Akademi invites the applications for the following post to be filled on direct recruitment basis:

SN	Post	No. of Posts	Pay Level (7 th CPC Pay Matrix)	Age	Educational/Other Qualifications & Experience	Place of Posting
1	Deputy Secretary (General Administration)	1 (UR)	Level-11/Rs.67,700-2,08,700/(7CPC)	50 Years	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 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. 3. Basic knowledge of computer application. Desirable: 1. Research/Doctoral degree in literature 2. Knowledge of Book Production and Publication. 3. Experience in editing publications Selection Procedure: The selection will be based on the performance in Interview. However, Akademi will conduct written examination in case of large number of Applications received.	Head Office, New Delhi

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Application form giving full details with a recent self-attested passport size photograph along with copies of self-attested documents and super scribed on the envelope “**Application for the post of Deputy Secretary (General-Administration)**” addressed to the **Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001** should be sent by speed-post/registered post **within 30 days** from the date of publication of the advertisement in the Employment News.
2. Applications received through email and/or Applications which do not meet the criteria given the advertisement/incomplete applications/without signed/without enclosing self-attested documents/late application are liable to be rejected and will not be accepted under any circumstances.
3. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application form. If any of the information is found to be false or incorrect, any ineligibility being detected any time in the future during the process of selection or even after appointment, his/her candidature/appointment shall be liable to be cancelled/terminated without further notice.
4. The Sahitya Akademi reserves the right to fill or not to fill-up the post(s) advertised, if the circumstances so warrant.
5. Age relaxation will be as per Government of India rules.
6. Candidate(s) working in Central/State Govt./Autonomous bodies/Public Sector Undertakings etc. should apply through proper channel or produce NOC.
7. Candidate(s) belonging to SC/ST/OBC/PwD/Ex-Servicemen categories should enclose self-attested copy of certificates issued by competent authority in the prescribed format as stipulate by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section.
8. All candidates should have fulfilled the requisite educational qualifications, age limit and experience as on the closing date of submission of application.
9. Any addendum/corrigendum shall be posted only on the Akademi website (<http://sahitya-akademi.gov.in>).
10. Only shortlisted candidates shall be called for written examination/skill test/interview. No interim correspondence will be entertained in this regard.
11. Candidates called for written test/skill test/personal interview etc. shall do so at their own expenses. No TA/DA shall be paid.
12. Sahitya Akademi reserves the right to fix any other criteria for shortlisting candidates in case large number of applications received.

13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the Akademi reserves right to modify/cancel/withdraw any communication made to the candidate.
14. In order to avoid last minutes' rush, the candidates are advised to apply early, the Akademi will not be responsible for any postal delay.
15. The candidates should apply **ONLY** in the **PRESCRIBED FORMAT** as given on Akademi's website: <http://www.sahitya-akademi.gov.in> along with self-attested copies of all educational documents, experience & caste certificate etc. without which the application shall liable to be rejected.
