



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 : Proof Reader cum General Assistant
No. of post : One (Reserved for SC)
Location : Head Office, New Delhi
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. Graduation or equivalent qualification from a recognized University or Institution with Hindi/English as a subject.
2. Ability to read proofs in Hindi/English.
3. Proficiency in Hindi/English.
4. Basic knowledge of computer application.
5. Desktop publishing applications.
6. 2 years' experience as proof reader.

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 Part-A: English, Hindi, General Knowledge and Part-B: Editing and Proof Reading on a convenient date and time as decided by the Akademi. Candidates appearing for written test will have to pass both Part 'A' & 'B'.

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 Proof Reader cum General Assistant at Head Office, New Delhi (Reserved for SC)" 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/50/5/2020

Date of Advertisement : 31 October 2020

Last Date : 30 November 2020