



## 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 Junior Clerk (Unreserved) as under :

No. of post : One (Unreserved)

Location : Regional Office, Bengaluru

Pay Scale : Pay Scale: Level-2/19900-63200 (7 CPC)  
(pre-revised PB I/5200-20200/GP-Rs.1900) (6 CPC)

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.

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 and General Knowledge on a convenient date and time as decided by the Akademi. The candidates qualify written test will be called for a skill test in typing for final selection.

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 Junior Clerk (Unreserved) at Regional Office, Bengaluru" should reach within 30 days time from the date of publication of this advertisement.

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

Advt no. SA/50/12/2018

Date of Advertisement : 6 October 2018

Last Date : 5 November 2018