



SAHITYA AKADEMI



An autonomous organization under Ministry of Culture, Government of India and is fully funded by it, invites applications for the post of **Junior Clerk** at Head Office, New Delhi :

No. of post : One (Reserved for SC)
Location : Head Office, New Delhi
Pay Scale : Level-2/19900-63200
(pre-revised PB I/5200-20200/GP-Rs.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. addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 in the prescribed format as given on the website duly superscribed on the envelope "**Application for the post of Junior Clerk (Reserved for SC)**" should reach within 30 days time from the date of publication of this advertisement. The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit Akademi website and follow the application procedure as stated. Applications received through email and without self attested copies will not be accepted.

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

Advt no. SA/50/1/2018

Date of Advertisement : 14 April 2018

Last Date : 14 May 2018