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संस्कृति मंत्रालय MINISTRY OF CULTURE

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

RECRUITMENT NOTICE

(Adv. No. 50/2/2023)

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 posts to be filled on direct recruitment basis:

SN	Post	No. of Posts	Pay Level (7th CPC Pay Matrix)	Age	Educational/Other Qualifications & Experience	Place of Posting
1	Dy. Secretary (General)	1 (SC)	Level-11/ Rs.67,700-2,08,700	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 production/publication and promotion of books in a Government body engaged in the field of publishing or in a reputed Publishing House in a responsible capacity. 3. Basic knowledge of computer application. **Desirable**: 1. A 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
2	Senior Accountant	1 (UR)	Level-6/Rs.35,400-1,12,400	40 Years	**Essential**: 1. Graduation in Commerce from a recognized University 2. 5 years' experience in accounting 3. Knowledge of Govt. rules and regulations 4. Ability to prepare various forms of accounts 5. Basic knowledge in computer application	Head Office, New Delhi

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					Desirable: Ability to draft well in English **Selection Procedure:** The received applications will be scrutinized and selection will be based on written test. Part-I will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer & Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking. Part-II will be descriptive exam consisting of Accountancy, GFR & Govt. Rules. Duration of the exam will be of 2 hours. 40% marks for UR category & 35% marks for SC/ST/OBC/PWD will be the qualifying criteria and candidates have to secure the minimum qualifying marks in both the parts individually.	
3	Publication Assistant	1(UR),	Level-6/ Rs.35,400-1,12,400	35 Years	**Essential**: 1. Graduation or equivalent qualification from a recognised university or institution 2. Diploma in Printing or five years' experience in a printing press or a publishing house or a Government undertaking concerned with book publishing 3. knowledge of various processes of printing and book publication 4. Good knowledge of one or more languages and literatures with ability to handle literary material 5. Basic knowledge of Computer application **Selection Procedure:** The received applications will be scrutinized and selection will be based on written test. Part-I will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer & Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking. Part-II will be descriptive exam consisting of publication and printing. Duration of the exam will be of 2 hours. 40% marks for UR category & 35% marks for SC/ST/OBC/PWD will be the qualifying criteria and candidates have to secure the minimum qualifying marks in both the parts individually.	Head Office, New Delhi
4	Programme Assistant	1(UR),	Level-6/ Rs.35,400-1,12,400	35 Years	**Essential**: 1. Graduation or equivalent qualification from a recognised university or institution. 2. Five years' experience in a literary, academic or Government organization or a publishing house undertaking concerned with book publishing 3. Ability to organise meetings, conferences etc. 4. Good knowledge of one or more languages and literatures with ability to handle literary material.	Regional Office, Bengaluru

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					5. Basic knowledge of Computer application **Desirable:** Knowledge of processing literary manuscripts and book production **Selection Procedure:** The received applications will be scrutinized and selection will be based on written test. Part-I will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer & Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking. Part-II will be descriptive exam consisting of publication printing and programme. Duration of the exam will be of 2 hours. 40% marks for UR category & 35% marks for SC/ST/OBC/PWD will be the qualifying criteria and candidates have to secure the minimum qualifying marks in both the parts individually.	
5	Stenographer Grade -II	02 (1-UR) (1-SC)	Level-4/ Rs.25,500-81,100	30	**Essential**: 1. 10+2 or equivalent qualification from recognized board or institution. 2. 80 w.p.m. speed in shorthand and good speed in typing in English/Hindi. 3. Good knowledge in computer application. 4. 1 Year experience as Stenographer. **Selection Procedure:** The received applications will be scrutinized and selection will be based on written test. Part-I will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer & Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking. Part-II will be descriptive exam consisting of Essay, Letter, English Comprehensive and Notice/Advertisement (to be answered in English). Duration of the exam will be of 2 hours. 40% marks for UR category & 35% marks for SC/ST/OBC/PWD will be the qualifying criteria and candidates have to secure the minimum qualifying marks in both the parts individually. Candidates qualified in written test will be called for skill test of stenography and typing (@40 wpm in English & @35 wpm in Hindi). Skill test will be qualifying in nature.	1-UR Regional Office, Mumbai 1-SC Head Office
6	Multi Tasking Staff	03 (1-OBC, 1-ST, 1-UR)	Level-1/ Rs.18000-56900	30	**Essential**: 1. 10th pass or ITI equivalent from a recognised Board or Institution. 2. Multi skilling with one employee performing jobs hitherto performed by different Group D employees. **Desirable:**	(1-OBC Sub-Office Chennai (1-UR

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					1. Knowledge of cycling and various localities. 2. knowledge of basic Computer Application. **Selection Procedure:** The received applications will be scrutinized and selection will be based on written test. Part-I will be objective type consisting of 60 marks (40 questions from GS/GK, 5 each from Hindi Grammar, English Grammar, Computer & Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking. Part-II will be descriptive exam consisting of 40 marks (10 marks each question) Essay (English/Hindi), Letter (English/Hindi), English Comprehensive and Notice/Advertisement (to be answered in English). Duration of the exam will be of 2 hours. 40% marks for UR category & 35% marks for SC/ST/OBC/PWD will be the qualifying criteria and candidates have to secure the minimum qualifying marks in both the parts individually.	Regional Office Bengaluru) (1-ST 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 _____"** 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. A separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.

3. Applications received through email and/or Applications which do not meet the criteria given in 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.

4. 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.

5. The number of posts advertised may vary and the Sahitya Akademi reserves the right to fill or not to fill-up the post(s) advertised, if the circumstances so warrant.

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6. Age relaxation will be as per Government of India rules.

7. Candidate(s) working in Central/State Govt./Autonomous bodies/Public Sector Undertakings etc. should apply through proper channel or produce NOC.

8. 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.

9. All candidates should have fulfilled the requisite educational qualifications, age limit and experience as on the closing date of submission of application.

10. Any addendum/corrigendum shall be posted only on the Akademi website (http://sahitya-akademi.gov.in).

11. Only shortlisted candidates shall be called for written examination/skill test/interview. No interim correspondence will be entertained in this regard.

12. Candidates called for written test/skill test/personal interview etc. shall do so at their own expenses. No TA/DA shall be paid.

13. Sahitya Akademi reserves the right to fix any other criteria for shortlisting candidates in case large number of applications received for any post.

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

15. 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.

16. In order to avoid last minutes' rush, the candidates are advised to apply early, the Akademi will not be responsible for any postal delay.

17. 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.

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