



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



**RECRUITMENT NOTICE**

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:

| S. No. | Post                                                           | No. of Posts                          | Pay Level<br>(7 <sup>th</sup> CPC Pay Matrix) | Location                                                                                                                                                                                                     |
|--------|----------------------------------------------------------------|---------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | <a href="#">Deputy Secretary<br/>(General-Admin.)</a>          | 01 (UR)                               | Level-11/67,700-2,08,700                      | Head Office, New Delhi                                                                                                                                                                                       |
| 2      | <a href="#">Assistant Editor</a>                               | 01 (UR)                               | Level-10/56,100-1,77,500                      | Head Office, New Delhi                                                                                                                                                                                       |
| 3      | <a href="#">Senior Library &amp;<br/>Information Assistant</a> | 02<br>(01-OBC)<br>(01-EWS)            | Level-6/35,400-1,12,400                       | <b>01-OBC:</b><br>Regional Office,<br>Mumbai<br><b>01-EWS:</b><br>Regional Office, Kolkata                                                                                                                   |
| 4      | <a href="#">Junior Translation<br/>Officer</a>                 | 01 (UR)                               | Level-6/35,400-1,12,400                       | Head Office, New Delhi                                                                                                                                                                                       |
| 5      | <a href="#">Technical Assistant</a>                            | 01 (OBC)                              | Level-6/35,400-1,12,400                       | Head Office, New Delhi                                                                                                                                                                                       |
| 6      | <a href="#">Programme Assistant</a>                            | 01 (UR)                               | Level-6/35,400-1,12,400                       | Regional Office,<br>Bengaluru                                                                                                                                                                                |
| 7      | <a href="#">Publication Assistant</a>                          | 05<br>(03-UR)<br>(01-SC)<br>(01-EWS)  | Level-6/35,400-1,12,400                       | <b>03-UR:</b><br>01-Head Office, New<br>Delhi;<br>01-Regional Office,<br>Mumbai;<br>01-Regional Office,<br>Bengaluru.<br><b>01-SC:</b><br>Head Office, New Delhi<br><b>01-EWS:</b><br>Head Office, New Delhi |
| 8      | <a href="#">Proof Reader Cum<br/>General Assistant</a>         | 02<br>(01-UR)<br>(01-OBC)             | Level-4/25,500-81,100                         | <b>01-UR:</b><br>Regional Office, Kolkata<br><b>01-OBC:</b><br>Regional Office,<br>Mumbai                                                                                                                    |
| 9      | <a href="#">Stenographer Gr. II</a>                            | 04<br>(02-UR)<br>(01-OBC)<br>(01-EWS) | Level-4/25,500-81,100                         | <b>01-OBC:</b><br>Head Office, New Delhi<br><b>02-UR:</b><br>01-Regional Office,<br>Bengaluru;<br>01-Regional Office,<br>Kolkata.<br><b>01-EWS:</b><br>Regional Office,<br>Mumbai.                           |

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| 10 | <a href="#">Messenger cum Rider</a> | 01 (UR)                                          | Level-2/19,900-63,200 | Head Office, New Delhi                                                                                                    |
| 11 | <a href="#">Van Driver</a>          | 01 (UR)                                          | Level-2/19,900-63,200 | Head Office, New Delhi                                                                                                    |
| 12 | <a href="#">Junior Clerk</a>        | 04<br>(01-OBC)<br>(01-SC)<br>(01-ST)<br>(01-EWS) | Level-2/19,900-63,200 | <b>01-SC:</b><br>Head Office, New Delhi                                                                                   |
|    |                                     |                                                  |                       | <b>01-ST:</b><br>Head Office, New Delhi                                                                                   |
|    |                                     |                                                  |                       | <b>01-EWS:</b><br>Regional Office,<br>Mumbai                                                                              |
|    |                                     |                                                  |                       | <b>01-OBC:</b><br>Sub-Office, Chennai                                                                                     |
| 13 | <a href="#">Multi-Tasking Staff</a> | 06<br>(03-OBC)<br>(03-EWS)                       | Level-1/18,000-56,900 | <b>03-OBC:</b><br>02-Head Office, New<br>Delhi;<br>01-Sub-Office, Chennai                                                 |
|    |                                     |                                                  |                       | <b>01-EWS:</b><br>01-Head Office, New<br>Delhi;<br>01-Regional Office<br>Bengaluru;<br>(01-PH)-Regional Office<br>Kolkata |

For more details including eligibility please visit Akademi’s website <https://sahitya-akademi.gov.in>. The application should be submitted **only** on the prescribed proforma available on the website within 30 days from date of publication.

**Adv. No.SA/50/2/2026**

Date of Advertisement : 22 August 2026  
Last Date of Advertisement : 21 September 2026



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**RECRUITMENT NOTICE**

(Adv. No. 50/2/2026)

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| SN | Post                                 | No. of Posts | Pay Level<br>(7 <sup>th</sup> CPC Pay Matrix) | Max. Age | Educational/Other Qualifications & Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Place of Posting       |
|----|--------------------------------------|--------------|-----------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1. | Deputy Secretary<br>(General-Admin.) | 01 (UR)      | Level-11/<br>Rs. 67,700-2,08,700              | 50 Years | <b><u>Essential:</u></b><br><br>1. Master Degree in Language with at least 55% of the marks or equivalent grade in a point scale wherever grading system is followed and having seven years' experience as Assistant Director/ Assistant Secretary/ Administrative Officer/ Assistant Registrar or in equivalent post in the pay Level 10 and above.<br><br>Or<br><br>The applicant should be a person having done his Master's Degree in Business Administration/ Public Administration from a recognized University, with at least 55% of the marks or an equivalent grade in a scale wherever grading system is followed and having seven years' experience as Assistant Director/Assistant Secretary/Administrative Officer/ Assistant Registrar or in equivalent post in the pay Level 10 and above. | Head Office, New Delhi |

|    |                  |         |                                  |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |
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|    |                  |         |                                  |          | <p>2. The applicant should possess demonstrable experience in organizing literary activities, programmes, seminars, conferences, festivals, or other literary and cultural events at the institutional, regional, or national level.</p> <p>3. The applicant should possess an unblemished record of integrity and should not be facing any criminal proceedings, vigilance enquiry, disciplinary proceedings, or any court case involving moral turpitude or financial irregularity. No charge-sheet should have been issued or prosecution sanctioned against the applicant as on the closing date of receipt of applications.</p> <p><b><u>Desirable</u></b></p> <p>1. A Research/Doctoral degree in literature.</p> <p>2. Knowledge of Book Production and Publication.</p> <p>3. Experience in editing publications.</p> <p><b><u>Method of Recruitment:</u></b></p> <p>1. The incumbent shall hold office for a period of five years from the date on which he/she assumes charge of the office.</p> <p>2. The Appointing Authority may, at its discretion, consider the incumbent for reappointment for a second term, subject to such conditions as may be prescribed.</p> <p>The selection will be based on the performance in the interview.</p> |                        |
| 2. | Assistant Editor | 01 (UR) | Level-10/<br>Rs. 56,100-1,77,500 | 50 Years | <p><b><u>Essential:</u></b></p> <p>1. A post graduate degree from a recognized University in a language/literature recognized by the Akademi.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Head Office, New Delhi |

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|----|----------------------------------------|----------------------------|---------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|    |                                        |                            |                                 |          | <ol style="list-style-type: none"> <li>2. Good Knowledge of English/Hindi and one or more Indian Languages of the region concerned.</li> <li>3. Five years of experience in copy editing literary and scholarly manuscripts and over-seeing them through the various stages of production.</li> <li>4. Basic knowledge of computer applications.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. A research degree in literature.</li> <li>2. Research experience and published work.</li> <li>3. General Knowledge of Indian Literature.</li> <li>4. Diploma in Journalism.</li> </ol> <p><b><u>Method of Recruitment:</u></b></p> <ol style="list-style-type: none"> <li>1. The selection will be based on the performance in the interview.</li> </ol> |                                                                                                              |
| 3. | Senior Library & Information Assistant | 02<br>(01-OBC)<br>(01-EWS) | Level-6/<br>Rs. 35,400-1,12,400 | 50 Years | <p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor in Library Science.</li> <li>2. Five years' experience in a Library of standing.</li> <li>3. Good knowledge of computer applications in Library.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Master of Library Science.</li> <li>2. Working knowledge of 1 or 2 Indian languages in addition to mother tongue.</li> </ol> <p><b><u>Method of Recruitment:</u></b></p> <ol style="list-style-type: none"> <li>1. If a departmental candidate is selected, it will be treated as promotion by selection.</li> </ol>                                                                                                                                                  | <p><b>01-OBC:</b><br/>Regional Office,<br/>Mumbai</p> <p><b>01-EWS:</b><br/>Regional Office,<br/>Kolkata</p> |

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|    |                            |         |                                 |          | <p>2. The received applications will be scrutinized and selection will be based on written test.</p> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li>• <b>Part-II</b> will be descriptive exam consisting of 50 marks in Library Science.</li> <li>• Duration of the exam will be of 2 hours.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |                        |
| 4. | Junior Translation Officer | 01 (UR) | Level-6/<br>Rs. 35,400-1,12,400 | 50 Years | <p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Graduate or an equivalent Master's Degree of a recognized University in Hindi/English as main subject at the degree level<br/>OR<br/>Master's Degree of a recognized University in any subject with Hindi as the medium of instruction &amp; English as a compulsory subject at the degree level.<br/>OR<br/>Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized diploma/certificate course in translation from Hindi to English and vice-versa<br/>And</li> <li>2. Three years' experience in literary translation work from Hindi to English and vice-versa in Central or State Government including autonomous organizations.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Experience in working on computers in Hindi and English.</li> </ol> <p><b><u>Method of Recruitment:</u></b></p> | Head Office, New Delhi |

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|    |                     |          |                                 |          | <ol style="list-style-type: none"> <li>1. If the departmental candidate is selected, it will be treated as promotion by selection.</li> <li>2. The received applications will be scrutinized and selection will be based on written test.</li> </ol> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li>• <b>Part-II</b> will be descriptive exam consisting 50 marks, including questions on Translation and Language Proficiency, English-to-Hindi and Hindi-to-English translation, official terminology, grammar, proofreading, editing, and translation of government and administrative documents, etc.</li> <li>• Duration of the exam will be of 2 hours.</li> </ul> |                        |
| 5. | Technical Assistant | 01 (OBC) | Level-6/<br>Rs. 35,400-1,12,400 | 50 Years | <p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Graduate or equivalent qualification.</li> <li>2. Diploma in Book Publishing.</li> <li>3. 5 years' experience in a printing press or a publishing House or a Govt. undertaking concerned with book publication</li> <li>4. Knowledge of various processes of printing and book publication.</li> <li>5. Good knowledge of one or more Indian languages and literature with ability to edit literary material.</li> <li>6. Basic knowledge of computer applications.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. General Knowledge of Indian Literature and the literary community.</li> </ol>                                                                                                                                                                                                                                                                                     | Head Office, New Delhi |

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|   |                     |         |                                 |          | <p><b><u>Method of Recruitment:</u></b></p> <ol style="list-style-type: none"> <li>1. If the departmental candidate is selected, it will be treated as promotion by selection.</li> <li>2. The received applications will be scrutinized and selection will be based on written test.</li> </ol> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li>• <b>Part-II</b> will be descriptive exam consisting of 50 marks including questions from Publication, Book Production &amp; Printing etc.</li> <li>• Duration of the exam will be of 2 hours.</li> </ul> |                            |
| 6 | Programme Assistant | 01 (UR) | Level-6/<br>Rs. 35,400-1,12,400 | 50 Years | <p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Graduate or equivalent qualification from a recognized University.</li> <li>2. Five years of experience in a literary, academic, or Government organization or a publishing house undertaking concerned with book publication.</li> <li>3. Ability to organize meetings, conferences, etc.</li> <li>4. The ability to handle literary material</li> <li>5. Good knowledge of computer applications.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Good knowledge of one or more languages and literature.</li> </ol>                                                                                                                                                                                                                                                 | Regional Office, Bengaluru |

|   |                       |                                      |                                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                         |
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|   |                       |                                      |                                 |          | <p>2. General knowledge of the Indian Literary community.</p> <p>3. General knowledge of office rules and procedure.</p> <p><b><u>Method of Recruitment:</u></b></p> <p>1. The received applications will be scrutinized and selection will be based on written test.</p> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li>• <b>Part-II</b> will be descriptive exam consisting of 50 marks question from Publication, Printing and Programme.</li> <li>• Duration of the exam will be of 2 hours.</li> </ul> |                                                                                                                                                                                                                         |
| 7 | Publication Assistant | 05<br>(03-UR)<br>(01-SC)<br>(01-EWS) | Level-6/<br>Rs. 35,400-1,12,400 | 50 Years | <p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Graduate or equivalent qualification.</li> <li>2. Diploma in Printing or five years' experience in a printing press or a publishing house or a Government undertaking concerned with book publication.</li> <li>3. Knowledge of various processes of printing and book publication.</li> <li>4. Basic knowledge of Computer applications.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Post Graduate or equivalent qualification.</li> <li>2. Good knowledge of one or more languages and literatures with ability to handle literary material.</li> <li>3. General knowledge of office rules and procedures.</li> </ol>                                                                                              | <p><b>03-UR:</b><br/>01-Head Office, New Delhi;<br/>01-Regional Office, Mumbai;<br/>01-Regional Office, Bengaluru.</p> <p><b>01-SC:</b><br/>Head Office, New Delhi</p> <p><b>01-EWS:</b><br/>Head Office, New Delhi</p> |

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|----|------------------------------------|---------------------------|-------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
|    |                                    |                           |                               |          | <p><b><u>Method of Recruitment:</u></b></p> <ol style="list-style-type: none"> <li>1. If a departmental candidate is selected, it will be treated as promotion by selection.</li> <li>2. The received applications will be scrutinized and selection will be based on written test.</li> </ol> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li>• <b>Part-II</b> will be descriptive exam consisting of 50 marks question from publication and printing.</li> <li>• Duration of the exam will be of 2 hours.</li> </ul>                                                                                     |                                                                                                             |
| 8. | Proof Reader Cum General Assistant | 02<br>(01-UR)<br>(01-OBC) | Level-4/<br>Rs. 25,500-81,100 | 50 Years | <p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Graduate or an equivalent qualification from recognized University with Hindi/English as a subject.</li> <li>2. Ability to read proofs in English/Hindi.</li> <li>3. Proficiency in English/Hindi.</li> <li>4. Basic knowledge of Computer Application.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Post Graduate Degree or equivalent from a recognized university.</li> </ol> <p><b><u>Method of Recruitment:</u></b></p> <ol style="list-style-type: none"> <li>1. The received applications will be scrutinized and selection will be based on written test.</li> </ol> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi,</li> </ul> | <p><b>01-UR:</b><br/>Regional Office,<br/>Kolkata</p> <p><b>01-OBC:</b><br/>Regional Office,<br/>Mumbai</p> |

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|    |                        |                                       |                               |          | <p>English, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</p> <ul style="list-style-type: none"> <li>• <b>Part-II</b> will be descriptive exam consisting of 50 marks question from Editing and Proof Reading.</li> <li>• Duration of the exam will be of 2 hours.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                              |
| 9. | Stenographer<br>Gr. II | 04<br>(02-UR)<br>(01-OBC)<br>(01-EWS) | Level-4/<br>Rs. 25,500-81,100 | 50 Years | <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. 10+2 or equivalent qualification from recognized board or institution.</li> <li>2. 80 w.p.m. speed in shorthand and good speed in typing in English/Hindi.</li> <li>3. Good Knowledge in computer applications.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of more than one Indian language other than mother tongue.</li> </ol> <p><b>Method of Recruitment:</b></p> <ol style="list-style-type: none"> <li>1. The received applications will be scrutinized and selection will be based on written test.</li> </ol> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li>• <b>Part-II</b> will be descriptive exam of 50 marks consisting of Essay, Letter, English Comprehension and Notice/Advertisement (to be answered in English).</li> <li>• Duration of the exam will be of 2 hours.</li> </ul> <p>Candidates will be shortlisted for skill test of stenography (@80 w.p.m. speed in shorthand and good speed in typing in English/Hindi). Skill test will be qualifying in nature.</p> | <p><b>02-UR:</b><br/>01-Regional Office, Bengaluru;<br/>01-Regional Office, Kolkata.</p> <p><b>01-OBC:</b><br/>Head Office, New Delhi</p> <p><b>01-EWS:</b><br/>Regional Office, Mumbai.</p> |

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| 10. | Messenger Cum Rider | 01 (UR) | Level-2/<br>Rs.19,900-63,200 | 50 Years | <p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>10+2 from a recognized Board or institution.</li> <li>Valid Motor driving license for two wheelers/Car with three years' experience.</li> <li>Knowledge of motor mechanics.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>Working knowledge of at least two languages.</li> </ol> <p><b><u>Method of Recruitment:</u></b></p> <ol style="list-style-type: none"> <li>The received applications will be scrutinized and selection will be based on written test.</li> </ol> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li><b>Part-I</b> will be objective type consisting of 60 marks (40 questions from GS/GK, 5 each from Hindi Grammar, English Grammar, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li><b>Part-II</b> 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).</li> <li>Duration of the exam will be of 2 hours.</li> </ul> <p>Candidates qualifying the written examination will be called for a skill test in driving.</p> | Head Office, New Delhi |
| 11. | Van Driver          | 01 (UR) | Level-2/<br>Rs.19,900-63,200 | 50 Years | <p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>10 or 10+2 from a recognized Board or institute.</li> <li>Valid Motor driving license for light and heavy vehicles.</li> <li>Knowledge of carrying out minor automobile repairs.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Head Office, New Delhi |

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|     |              |                                                  |                              |          | <p>4. Three years' experience of motor driving.</p> <p>5. Polite behavior.</p> <p><b><u>Desirable:</u></b></p> <p>1. Knowledge of more than one Indian language other than mother language.</p> <p><b><u>Method of Recruitment:</u></b></p> <p>1. The received applications will be scrutinized and selection will be based on written test.</p> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 60 marks (40 questions from GS/GK, 5 each from Hindi Grammar, English Grammar, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li>• <b>Part-II</b> will be descriptive exam consisting of 40 marks (10 marks each question) Essay (English/Hindi), Letter (English/Hindi), English Comprehension and Notice/Advertisement (to be answered in English).</li> <li>• Duration of the exam will be of 2 hours.</li> </ul> <p>Candidates qualifying the written examination will be called for a skill test in driving.</p> |                                                                                                       |
| 12. | Junior Clerk | 04<br>(01-OBC)<br>(01-SC)<br>(01-ST)<br>(01-EWS) | Level-2/<br>Rs.19,900-63,200 | 50 Years | <p><b><u>Essential:</u></b></p> <p>1. 10+2 from a recognized board or institution.</p> <p>2. Net typing speed 35 wpm in English or 30 wpm speed in Hindi.</p> <p>3. Knowledge of computer applications.</p> <p><b><u>Desirable:</u></b></p> <p>1. Graduate from a recognized University.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>01-OBC:</b><br/>Sub-Office,<br/>Chennai</p> <p><b>01-SC:</b><br/>Head Office, New<br/>Delhi</p> |

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|-----|---------------------|----------------------------|-----------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                     |                            |                             |          | <p>2. Knowledge of more than one Indian language other than mother language.</p> <p><b><u>Method of Recruitment:</u></b></p> <p>1. The received applications will be scrutinized and selection will be based on written test.</p> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 60 marks (40 questions from GS/GK, 5 each from Hindi Grammar, English Grammar, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li>• <b>Part-II</b> will be descriptive exam consisting of 40 marks (10 marks each question) Essay (English/Hindi), Letter (English/Hindi), English Comprehension and Notice/Advertisement (to be answered in English).</li> <li>• Duration of the exam will be of 2 hours.</li> </ul> <p>Candidates will be shortlisted for the typing test (net speed of 35 w.p.m in English and net speed of 30 w.p.m in Hindi) based on marks obtained in Part I and Part II written exam. Skill test will be qualifying in nature.</p> | <p><b>01-ST:</b><br/>Head Office, New Delhi</p> <p><b>01-EWS:</b><br/>Regional Office, Mumbai</p>                                                                      |
| 13. | Multi-Tasking Staff | 06<br>(03-OBC)<br>(03-EWS) | Level-1/<br>Rs. 18000-56900 | 50 Years | <p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. 10<sup>th</sup>/10+2 from a recognized board or institution/ITI equivalent.</li> <li>2. Multi skilling with one employee performing jobs hitherto performed by different Level 1 employees.</li> <li>3. Basic knowledge in computer applications.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Knowledge of at least two languages.</li> <li>2. Knowledge of cycling and various localities.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>03-OBC:</b><br/>02-Head Office, New Delhi;<br/>01-Sub-Office, Chennai</p> <p><b>03-EWS:</b><br/>01-Head Office, New Delhi;<br/>01-Regional Office Bengaluru;</p> |

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|--|--|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|  |  |  |  |  | <p><b><u>Method of Recruitment:</u></b></p> <p>1. The received applications will be scrutinized and selection will be based on written test.</p> <p><b>Written test will be of a total of 100 marks consisting of:</b></p> <ul style="list-style-type: none"> <li>• <b>Part-I</b> will be objective type consisting of 60 marks (40 questions from GS/GK, 5 each from Hindi Grammar, English Grammar, Computer &amp; Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking.</li> <li>• <b>Part-II</b> will be descriptive exam consisting of 40 marks (10 marks each question) Essay (English/Hindi), Letter (English/Hindi), English Comprehension and Notice/ Advertisement (to be answered in English).</li> <li>• Duration of the exam will be of 2 hours.</li> </ul> | (01-PH)-Regional Office Kolkata |
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**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. The prescribed application fee details are given below:

| Level              | Category    | Application fee (Rs.) |
|--------------------|-------------|-----------------------|
| Level-10/11        | UR/OBC      | 1000.00               |
|                    | SC/ST/Women | 500.00                |
|                    | EWS/PwD     | Nil                   |
| Level-1 to Level-6 | UR/OBC      | 800.00                |
|                    | SC/ST/Women | 500.00                |
|                    | EWS/PwD     | Nil                   |

- The fee once paid shall be **non-refundable/non-adjustable under any circumstances**. Separate application fee shall be payable for each post in case a candidate applies for more than one post. The fee will be paid through **Demand Draft only in favour of Secretary, Sahitya Akademi, New Delhi.**
3. 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.
  4. 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.
  5. 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.
  6. 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.
  7. Age relaxation will be as per Government of India rules.

8. Candidate(s) working in Central/State Govt./Autonomous bodies/Public Sector Undertakings etc. should apply through proper channel or produce NOC.
9. 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.
10. All candidates should have fulfilled the requisite educational qualifications, age limit and experience as on the closing date of submission of application.
11. The above qualifications imposed are prescribed in the terms of Sahitya Akademi rules, pending approval of the Ministry.
12. Candidate serving at Level 10/ Rs. 56,100-1,77,500 & above should enclose last five years' ACRs (APARs), integrity certificate and vigilance clearance from the current employer.
13. Any addendum/corrigendum shall be posted only on the Akademi website (<http://sahitya-akademi.gov.in>).
14. Only shortlisted candidates shall be called for written examination/skill test/interview. No interim correspondence will be entertained in this regard.
15. Candidates called for written test/skill test/personal interview etc. shall do so at their own expenses. No TA/DA shall be paid.
16. Sahitya Akademi reserves the right to fix any criteria for shortlisting candidates in case large number of applications received for any post.
17. Incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India.
18. 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.
19. In order to avoid last minutes' rush, the candidates are advised to apply early, the Akademi will not be responsible for any postal/courier delay.
20. 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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