



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 : Junior Clerk
No. of posts : Three
(One Unreserved & Two Reserved for OBC)
Location : 1 - Regional Office Kolkata
(Reserved for OBC)
2 - Regional Office Mumbai
(One Reserved for OBC & One Unreserved)
Pay Scale : Level-2/19900-63200 (7 CPC)
Age Limit : 30 Years
(Relaxation as per Government of India rules).

Method of recruitment : Direct

Educational & Other Qualifications :

Essential :

1. 12th class pass or equivalent qualification from a recognized Board or University.
2. Typing speed 35 wpm in English or 30 wpm speed in Hindi.
3. Knowledge of computer application.

Desirable :

Knowledge of Shorthand preferably in English.

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 English, Hindi and General Knowledge on a convenient date and time as decided by the Akademi.

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 posts of Junior Clerk(.....) 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/50/06/2021

Size - 10 X 17 cm



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Application giving full details with a recent passport size photograph addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 should be sent by post only and superscribed on the envelope “Application for the post of _____” should reach within 30 days time from the date of publication of this advertisement. Applications received through email will not be accepted.

Note : -

1. Age limit, qualification and experience for the post will be as on the last date of receipt of application.
2. Age relaxation will be as per Government of India rules.
3. Age relaxation to handicapped persons will be as per Government of India rules on production of Medical Certificate issued by the competent authority/Govt. Hospital.
4. Candidates working in Central/State Govt. Organisation/Autonomous bodies etc. should apply through proper channel.
5. Incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India.
6. Incomplete applications or without attested copies of certificates in support of age/qualification/experience shall be liable to be rejected.
7. Only shortlisted candidates shall be called for written examination/skill test/interview. No interim correspondence will be entertained in this regard.
8. Mere fulfilling the qualifications does not entitle a candidate to be necessarily considered or called for written examination/skill test/interview.
9. Candidates who have applied for the above post/posts on earlier occasions need not apply again.
10. Applications not in conformity with the format and received after the closing date will be rejected.
11. The Sahitya Akademi reserves the right not to fill up the vacancy/vacancies as advertised, if the circumstances so warrant.



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Application for the post of Junior Clerk (category -)

1. Name :
2. Father's /Husband's Name :
3. Date of Birth and age as on last date of receipt of application :
4. Present address for communication :
5. Permanent Home address :
6. Email :
7. Mobile No. :

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8. *Educational Qualification (academic/professional qualification in reverse chronological order starting from higher qualification) :

S.No.	Name of the University/ School	Name of the Course	Period		Subject	Year of Passing
			From	To		

9. *Technical Qualification :

10. *Knowledge of Typing/Stenography :
- Stenography
Typing

English	Hindi	w.p.m.

11. *Knowledge of Computer Applications :

12. *Experience, in the following format :

S. No.	Name & Address of the Employer	Post held	Period		Nature of Duties	Experience/ Work performed
			From	To		

13. Languages Known :

14. Whether handicapped :

Yes	No
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15. If yes, category to which belong :

VH	OH	HH
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16. *% of disability alongwith certificate :

	%
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17. *Category to which belong :

GEN	OBC	SC	ST
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18. Any other information :

This is to certify that, I the applicant fulfills all the requisite qualification/experience and the eligibility criteria mentioned in the advertisement.

(Signature of Candidate)

Place
Date.....

* Self certified copies attached.