



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. 50/2/2024)

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 (7 <sup>th</sup> CPC Pay Matrix)	Age	Educational/Other Qualifications & Experience	Place of Posting
1	<b>Deputy Secretary (General Administration)</b>	1(UR)	Level-11/67,700-2,08,700/(7 CPC)	50 Years	<b>Essential:</b> <ol style="list-style-type: none"><li>1. A Post-Graduate Degree from a recognized University in a language recognized by Akademi or equivalent.</li><li>2. Five years' relevant experience in the field of organizing literary Programmes with proven administrative experience in drafting minutes of meetings and knowledge of rules and regulations on service and financial matters in a Government body in a responsible capacity.</li><li>3. Basic knowledge of computer application.</li></ol> <b>Desirable</b> <ol style="list-style-type: none"><li>1. A Research/Doctoral degree in literature</li><li>2. Knowledge of Book Production and Publication.</li><li>3. Experience in editing publications</li></ol>	Head Office, New Delhi

					<p><b><u>Selection Procedure:</u></b></p> <p>The selection will be based on the performance in Interview. However, Akademi will conduct written examination in case of large number of Applications received.</p>	
2	<b>Deputy Secretary (General Sales)</b>	1 (SC)	Level-11/67,700-2,08,700/(7 CPC)	50 Years	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. A Post-Graduate Degree from a recognized University in a language recognized by Akademi or equivalent.</li> <li>2. Five years' relevant experience in the field of sales and marketing of books in a reputed Publishing House in a responsible capacity along with professional degree/PG Diploma in Marketing from a recognized University/Institution.</li> <li>3. Basic knowledge of computer application.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. A Research/Doctoral degree in literature</li> <li>2. Knowledge of Book Production and Publication.</li> <li>3. Experience in editing publications.</li> </ol> <p><b><u>Selection Procedure:</u></b></p> <p>The selection will be based on the performance in Interview. However, Akademi will conduct written examination in case of large number of Applications received.</p>	Head Office, New Delhi
3	<b>Regional Secretary</b>	2 (UR)	Level-11/67,700-2,08,700/(7 CPC)	50 Years	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. A Post graduate degree from a recognized University in a language recognized by Akademi.</li> <li>2. General knowledge of Indian literature and contacts with the literary community.</li> <li>3. Five years' experience relevant to the execution of the job with ability to organise literary and publication programmes and processing of documents/minutes.</li> </ol>	1- Regional Office, Bengaluru  1- Regional Office, Mumbai

					<p>4. Knowledge of English and special knowledge of at least one language of the region and general awareness of other literatures in the region.</p> <p>5. Experience in Office Administration.</p> <p>6. Knowledge of Government Rules, procedure and accounts.</p> <p>7. Basic knowledge of computer application.</p> <p><b><u>Desirable:</u></b></p> <p>1. A Research/Doctoral degree in literature or published research work of equivalent standard.</p> <p>2. Published works of reasonable standard.</p> <p>3. Knowledge of Book Production and Publication</p> <p><b><u>Selection Procedure:</u></b></p> <p>The selection will be based on the performance in Interview. However, Akademi will conduct written examination in case of large number of Applications received.</p>	
4	<b>Assistant Editor</b>	1(UR)	Level-10/56,100-1,77,500/(7 CPC)	40 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> <p>2. Good Knowledge of Hindi/English and one or more Indian languages of the region concerned.</p> <p>3. Five years' experience in copy editing literary and scholarly manuscripts, assigning and executing translations and over seeing them through the various stages of production</p> <p>4. Basic knowledge of computer application</p> <p><b><u>Desirable:</u></b></p> <p>1. A research degree in literature.</p> <p>2. Research experience and published work.</p> <p>3. General knowledge of Indian literature.</p> <p>4. Diploma in Journalism.</p>	Head Office, New Delhi

					<p><b><u>Selection Procedure:</u></b></p> <p>The selection will be based on the performance in Interview. However, if the number of applications received on higher side, written examination will be conducted.</p>	
5	<b>Publication Assistant</b>	1 (UR)	Level-6/35,400-1,12,400/(7 CPC)	35 Years	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Graduation or equivalent qualification from a recognised university or institution.</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 publishing.</li> <li>3. Knowledge of various processes of printing and book publication</li> <li>4. Good knowledge of one or more languages and literatures with ability to handle literary material</li> <li>5. Basic knowledge of Computer application</li> </ol> <p><b><u>Selection Procedure:</u></b></p> <p>The received applications will be scrutinized and selection will be based on written test. <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. <b>Part-II</b> will be descriptive exam consisting of 50 marks question from publication and printing. Duration of the exam will be of 2 hours.</p> <p>40% marks for UR category &amp; 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.</p>	Head Office, New Delhi
6	<b>Sub Editor (English)</b>	1 (UR)	Level-6/35,400-1,12,400/(7 CPC)	35 Years	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree in Arts with English as an elective subject or equivalent qualification from a recognized university or institution.</li> </ol>	Head Office, New Delhi

				<ol style="list-style-type: none"><li>2. Minimum 2 years' experience in a subordinate capacity in the editorial office of a periodical.</li><li>3. Knowledge of contemporary literary scene in English and awareness of the major trends in at least two other Indian languages.</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. Diploma in Journalism.</li><li>2. Published work.</li><li>3. Knowledge of printing and binding processes</li></ol> <p><b><u>Selection Procedure:</u></b></p> <p>The received applications will be scrutinized and selection will be based on written test. <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. <b>Part-II</b> will be descriptive exam consisting of Editing, Publishing, Proof-Reading, etc. Duration of the exam will be of 2 hours.</p> <p>40% marks for UR category &amp; 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.</p>	
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7	<b>Programme Assistant</b>	1 (UR)	Level-6/35,400-1,12,400/(7 CPC)	35 Years	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Graduation or equivalent qualification from a recognised university or institution.</li> <li>2. Five years' experience in a literary, academic or Government organization or a publishing house undertaking concerned with book publishing</li> <li>3. Ability to organise meetings, conferences etc.</li> <li>4. Good knowledge of one or more languages and literatures with ability to handle literary material.</li> <li>5. Basic knowledge of Computer application</li> </ol> <p><b><u>Desirable:</u></b></p> <p>Knowledge of processing literary manuscripts and book production</p> <p><b><u>Selection Procedure:</u></b></p> <p>The received applications will be scrutinized and selection will be based on written test. <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. <b>Part-II</b> will be descriptive exam consisting of publication printing and programme. Duration of the exam will be of 2 hours.</p> <p>40% marks for UR category &amp; 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.</p>	Regional Office Bengaluru
8	<b>Stenographer Grade-II</b>	1 (EWS)	Level-4/25,500-81,100/(7 CPC)	30 Years	<p><b><u>Essential:</u></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 application.</li> </ol>	Head Office, New Delhi

					<p>4. 1 Year experience as Stenographer.</p> <p><b><u>Selection Procedure:</u></b></p> <p>The received applications will be scrutinized and selection will be based on written test. <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. <b>Part-II</b> will be descriptive exam consisting of Essay, Letter, English Comprehension and Notice/Advertisement (to be answered in English). Duration of the exam will be of 2 hours.</p> <p>40% marks for UR category &amp; 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.</p> <p>Candidates qualified in written test will be called for skill test of stenography and typing (@40 wpm in English &amp; @35 wpm in Hindi). Skill test will be qualifying in nature.</p>	
9	<b>Proof Reader cum General Assistant</b>	1(OBC)	Level-4/25,500-81,100/(7 CPC)	30 Years	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Graduation or equivalent qualification from recognized university or institution 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> <li>5. Desktop publishing application</li> <li>6. 2 years' experience as Proof Reader</li> </ol> <p><b><u>Selection Procedure:</u></b></p> <p>The received applications will be scrutinized and selection will be based on written test. <b>Part-I</b> will be objective type consisting of 50 marks (30 questions from GS/GK, 5 each from Hindi, English, Computer &amp;</p>	Head Office, New Delhi

					<p>Quantitative Aptitude). 1 mark for each correct answer will be awarded and there will be no negative marking. <b>Part-II</b> will be descriptive exam consisting of 50 marks question from Editing and Proof Reading. Duration of the exam will be of 2hours.</p> <p>40% marks for UR category &amp; 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.</p>	
10	<b>Junior Clerk</b>	1(UR)	Level-2/19,900-63,200/(7 CPC)	30 Years	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. 12th class pass or equivalent qualification from a recognized board or institution.</li> <li>2. Typing speed 35 wpm in English or 30 wpm speed in Hindi.</li> <li>3. Knowledge of computer application</li> </ol> <p><b><u>Desirable:</u></b></p> <p>Knowledge of Shorthand preferably in English.</p> <p><b><u>Selection Procedure:</u></b></p> <p>The received applications will be scrutinized and selection will be based on written test. <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. <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). Duration of the exam will be of 2 hours.</p> <p>40% marks for UR category &amp; 35% marks for SC/ST/OBC/PWD will be the qualifying criteria and</p>	Head Office, New Delhi



					<p>candidates have to secure the minimum qualifying marks in both the parts individually.</p> <p>1:20 candidates will be shortlisted for the typing test based on marks obtained in Part I and Part II written exam.</p>	
11	<b>Multi Tasking Staff</b>	1(OBC)	Level-1/18,000-56,900/(7 CPC)	30 Years	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>10th pass or ITI equivalent from a recognized board or institution.</li> <li>Multi skilling with one employee performing jobs hitherto performed by different Group D employees.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>Knowledge of cycling and various localities.</li> <li>knowledge of basic Computer Application.</li> </ol> <p><b><u>Selection Procedure:</u></b></p> <p>The received applications will be scrutinized and selection will be based on written test. <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. <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). Duration of the exam will be of 2 hours.</p> <p>40% marks for UR category &amp; 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.</p>	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 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.
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.
18. Candidates desirous of applying for more than one post should fill separate application form for each post and each application should be complete in all respects.

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