



**Sahitya Akademi**  
Rabindra Bhavan, 35 Ferozeshah Road  
New Delhi - 110001

An autonomous organization fully funded by Ministry of Culture, Government of India, invites applications for the following posts at its Head Office, New Delhi :-

**1) Deputy Secretary (Accounts) Pay-Band Rs.15,600-39,100 Grade Pay Rs.6600**

**Essential:-**

- 1) M.Com Degree from a recognized University or equivalent professional qualification.
- 2) General knowledge of Indian literature and contacts with the literary community.
- 3) Sound knowledge of at least one Indian language and good knowledge of English.
- 4) Should possess sound knowledge of rules and regulations.
- 5) Five years' experience relevant to the execution of the job.
- 6) Basic knowledge of computer application.

**Desirable:-**

- 1) Experience in organizing programmes.

**Age limit:** Up to 50 years **(Reserved for OBC)**

**2) Editor (Hindi) Pay-Band Rs.15,600-39,100 Grade Pay Rs.6600**

**Essential:-**

- 1) Post-Graduate Degree in Hindi Literature from a recognized University.
- 2) Should be a person of proven literary ability.
- 3) Fairly good knowledge of Indian literature and good contacts with the literary community.
- 4) Five years' experience in editing literary journals and publications in Hindi.
- 5) Good knowledge of one or more Indian languages other than Hindi.
- 6) Basic knowledge of computer application.

**Desirable:-**

- 1) Research/Doctoral Degree in Hindi literature.
- 2) Degree/Diploma in journalism.
- 3) Experience in Research/published papers/works.
- 4) Experience in Literary Translation.

**Age limit:** Up to 50 years

**3) Editor (English) Pay-Band Rs.15,600-39,100 Grade Pay Rs.6600**  
**(Temporary vacancy likely to be made permanent as per norms)**

**Essential:-**

- 1) Post-Graduate Degree in English Literature from a recognized University.
- 2) Should be a person of proven literary ability.
- 3) Fairly good knowledge of Indian literature and good contacts with the literary community.
- 4) Five years' experience in editing literary journals and publications in English.
- 5) Good knowledge of one or more Indian languages besides English.
- 6) Basic knowledge of computer application.

**Desirable:-**

- 1) Research/Doctoral Degree in English literature.
- 2) Degree/Diploma in journalism.
- 3) Experience in Research/published papers/works.
- 4) Experience in Literary Translation.

**Age limit:** Up to 50 years

**4) Assistant Editor (English) Pay-Band Rs.15,600-39,100 Grade Pay Rs.5400**

**Essential:-**

- 1) Post-Graduate Degree in English Literature from a recognized University.
- 2) Should be a person of proven literary ability.
- 3) Fairly good knowledge of Indian literature and good contacts with the literary community.
- 4) Five years' experience in editing literary journals and publications in English.
- 5) Good knowledge of one or more Indian languages besides English.
- 6) Basic knowledge of computer application.

**Desirable:-**

- 1) Research/Doctoral Degree in English literature.
- 2) Degree/Diploma in journalism.
- 3) Experience in Research/published papers/works.
- 4) Experience in Literary Translation.

**Age limit:** Up to 50 years **(Reserved for OBC)**

**5) Steno Gr. - II Pay-Band Rs. 5,200-20,200 Grade Pay Rs. 2400**  
**(Temporary vacancy against leave)**

**Essential:-**

- 1) 10+2 from Recognized Board.
- 2) 80 w.p.m. speed in shorthand and good speed in typing in English/Hindi.
- 3) Good knowledge in computer application.

**Age limit:** Up to 30 years

**The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India.**

**Those in Government or Semi Government jobs should apply through proper channel.**

**Application complete in all respects and with full particulars and name of the post applied for properly typed may be sent to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi 110 001. The Akademi holds the right to reject any application at any stage of scrutinizing, without intimating the applicant.**

The posts at Sl. No. 1, 2, 3 & 4 are to be filled up by Deputation/Transfer/Promotion/Direct Recruitment and post at Sl. No. 5 is to be filled up by Direct Recruitment. The posts at Sl. No. 1 & 4 are reserved for OBC and rests of the posts are unreserved. Preference will be given to SC/ST/OBC/Physically Challenged candidates. For further details, please refer to our website: [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in)

Last date for receipt of properly typed applications : within 30 days from the date of the issue of the advertisement.