

Inviting Applications for the post of Stenographer Gr-II (Regional Office, Kolkata)



SAHITYA AKADEMI

An autonomous organization under Ministry of Culture, Government of India and is fully funded by it, invites applications for the post of Stenographer Gr-II at Regional Office, Kolkata.

Number of posts : One (OBC)
Pay Scale : PB I/5200-20200/GP-2400

Educational & other qualifications :

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 : Upto 30 Years (relaxation as per Government of India rules.)

Those working in Central/State Government/Autonomous Organisations/Renowned Educational Institutions may apply through proper channel. Incumbent selected is liable to be transferred to any of the offices of the Sahitya Akademi located in India.

The application addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 in the prescribed format as given on the website duly superscribed on the envelop "**Application for the post of Stenographer Gr-II**" should reach within 30 days time from the date of publication of this advertisement. Applications received through email will not be accepted.

Website : <http://www.sahitya-akademi.gov.in>

Advt no. :SA/50/12/2015

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