



SAHITYA AKADEMI



An autonomous organization under the Ministry of Culture, Government of India and fully funded by it, invites applications for the post of Senior Accountant at Head Office, New Delhi.

Number of posts : One (Reserved for Hearing Handicapped)
'Hearing Impairment' means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

Pay Scale : PB II/9300-34800/GP-4200

Educational & other qualifications :

Essential :

1. Graduation in Commerce from a recognized University
2. 5 years' experience in accounting
3. Knowledge of Govt. rules and regulations
4. Ability to prepare various forms of accounts
5. Basic knowledge in computer application

Desirable :

1. Ability to draft well in English

Age Limit : 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 should be 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 envelope "Application for the post of Senior Accountant, Hearing Handicapped" should reach within 30 days time from the date of publication of this advertisement. Applications received through e-mail will not be accepted.

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

Advt no. SA.50/27/2016

Date of Advertisement: 22 October 2016

Last dated: 21 November 2016