

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.

* ‘Visually Impairment’ means Visually Handicapped (40% to 75%)

**Application for the post of** _____

1. Name : _____
2. Father's /Husband's Name : _____
3. Date of Birth and age as on last date of receipt of application :

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4. Present address for communication : _____
5. Permanent Home address : _____
6. Email : _____
7. Mobile No. : _____
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 : _____
- | | | |
|-------------|-------|--------|
| English | Hindi | w.p.m. |
| | | |
| Stenography | | |
| Typing | | |
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.....