



- 1 -

1.	Name of the post	Secretary
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Rs.14300-400-18300 (pre-revised) PB-IV (Rs.37, 400-67,000+G.P.Rs.8700)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 50 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. Post-Graduate Degree in Literature from a recognized University with a research/doctoral degree2. Must be a person of proven literary ability and well informed about Indian literature3. Proven ability to organize literary activities4. Must have good knowledge of English and Hindi and should know one other Indian language in depth <p><u>Desirable</u></p> <ol style="list-style-type: none">1. Administrative experience in cultural/ academic organization2. Experience in editing publication3. Knowledge of both production & publication4. Published works of a reasonable standard
		<p><u>Note 1.</u> Personal pay in a higher scale can be considered in exceptional cases with the approval of the competent authority</p> <p><u>Note 2.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age: No Educational Qualification/ : Yes Experience
9.	Period of probation, if any	Two years for direct recruitment.



- 2 -

- | | | |
|-----|---|---|
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | Direct Recruitment*
(If a departmental candidate is selected it will be treated as promotion by selection) |
| 11. | In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made | The person working in Central/State Govt./, Autonomous Organisations/reowned Educational Institutions holding analogous post, or 5 years service in the scale of Rs.12,000-16,500, or 8 years service in the scale of Rs.10,000-15,200. |
| 12. | Selection Committee/Departmental Promotion Committee | President, Sahitya Akademi - Chairman
Vice President, Sahitya Akademi - Member
One member of the GC/EB; and
two experts to be nominated by the President |

*Approved in the Executive Board meeting held on 13 February 2012.

- 3 -

- | | | |
|-----|---|---|
| 1. | Name of the post | Deputy Secretary (Publication) |
| 2. | Number of posts | Three* (2005)
*Subject to variation depending on workload |
| 3. | Classification | Group 'A' |
| 4. | Scale of Pay | Rs.10000-325-15200 (Pre-revised)
PB-III (Rs.15, 600-39,100+G.P.Rs.6600) |
| 5. | Whether selection post or non selection post | Not Applicable |
| 6. | Age for direct recruitment | Up to 50 years |
| 7. | Educational & other qualifications required for direct recruitment | <u>Essential</u> <ol style="list-style-type: none">1. A Post graduate degree from a recognized University in a language recognized by Akademi or equivalent2. General knowledge of Indian literature and contacts with the literary community3. Five years experience relevant to the execution of the job with ability to organise programmes and processing documents/ minutes4. Sound knowledge of at least one Indian language and good knowledge of English5. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. A Research/Doctoral degree in literature2. Knowledge of Book Production and Publication3. Experience in editing publications <p><u>Note</u>. The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> |
| 8. | Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion | Age : Yes
Educational Qualification/ Experience : Yes |
| 9. | Period of probation, if any | Two years for direct recruitment. |
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | Direct Recruitment**
(If a departmental candidate is selected it will be treated as promotion by Selection). |



- 4 -

- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.8,000-13,500, or
8 years service in the scale of Rs.6,500-10,500. |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi - Member; and
two members of the GC/EB to be nominated
by the President |

**Approved in the Executive Board meeting held on 13 February 2012.

- 5 -

1.	Name of the post	Deputy Secretary (Administration)
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Rs.10000-325-15200 (Pre-revised) PB-III (Rs.15, 600-39,100+G.P.Rs.6600)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	up to 50 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. A Post graduate degree from a recognized University or equivalent professional qualification2. General knowledge of Indian literature and contacts with the literary community3. Sound knowledge of at least one Indian language and good knowledge of English4. Five years' experience relevant to the execution of the job with ability to organise programmes and processing documents/minutes5. Should possess sound knowledge of rules and regulations6. Basic knowledge of computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. Experience in organising programmes2. Experience in dealing with accounts matters <p><u>Note</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age: : Yes Educational Qualification/ : Yes Experience
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	DirectRecruitment* (If a departmental candidate is selected it will be treated as promotion by Selection).



- 6 -

- | | | |
|-----|--|--|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.8,000 -13,500, or
8 years service in the scale of Rs.6,500-10,500. |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi - Member
One member of the GC/EB; and one expert
to be nominated by the President |

*Approved in the Executive Board meeting held on 13 February 2012.

- 7 -

1. Name of the post Deputy Secretary (Accounts)
2. Number of posts One
3. Classification Group 'A'
4. Scale of Pay Rs.10000-325-15200 (Pre-revised)
PB-III (Rs.15, 600-39,100+G.P.Rs.6600)
5. Whether selection post or non selection post Selection
6. Age for direct recruitment up to 50 years
7. Educational & other qualifications required for direct recruitment
Essential
 1. M.Com Degree from a recognised 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 organising programmes
Note. The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion
Age : Yes
Educational Qualification/ : Yes
Experience
9. Period of probation, if any Two years for direct recruitment.
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. Direct Recruitment*
(If a departmental candidate is selected it will be treated as promotion by Selection).
11. In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made The person working in Central/State Govt./, Autonomous Organisations/reowned Educational Institutions holding analogous post, or 5 years service in the scale of Rs.8,000 -13,500, or 8 years service in the scale of Rs.6,500-10,500.



12. Selection Committee/Departmental
Promotion Committee

President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi – Member
Secretary, Sahitya Akademi - Member
one member of GC/EB; and
one expert to be nominated by the President

*Approved in the Executive Board meeting held on 13 February 2012.



- 9 -

1.	Name of the post	Deputy Secretary (Sales)
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Rs.10000-325-15200 (Pre-revised) PB-III (Rs.15, 600-39,100+G.P.Rs.6600)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	up to 50 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. Post-Graduate Degree from a recognised University or equivalent professional qualification2. Diploma in Sales Management3. General knowledge of Indian literature and contacts with the book sellers, distributors and book selling agencies4. Sound knowledge of at least one Indian language and good knowledge of English5. Five years' experience in sales management in a reputed Publishing House and knowledge of the latest methods of sales promotion6. Basic knowledge of computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. Experience in organising Book Exhibitions2. Good contact with the literary community
		<p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ : Yes Experience
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment % of the vacancies to be filled by various methods.	Direct Recruitment* (If a departmental candidate is selected it will be treated as promotion by Selection).



- 10 -

- | | | |
|-----|--|--|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.8,000 -13,500, or
8 years service in the scale of Rs.6,500-10,500. |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi - Member
one member of the GC/EB; and
one expert to be nominated by the President |

*Approved in the Executive Board meeting held on 13 February 2012.

- 11 -

1.	Name of the post	Editor (English)
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Rs.10000-325-15200 (Pre-revised) PB-III (Rs.15, 600-39,100+G.P.Rs.6600)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	up to 50 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. Post-Graduate Degree in English Literature from a recognised University2. Should be a person of proven literary ability3. Fairly good knowledge of Indian Literature and good contacts with the literary community4. Five years' experience in editing literary journals and publications in English5. Good knowledge of one or more Indian languages besides English6. Basic knowledge of computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. Research/Doctoral Degree in English literature2. Degree/Diploma in journalism3. Experience in Research/published papers/works4. Experience in Literary Translation5. Basic knowledge of computer application <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ : Yes Experience
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct Recruitment * (If a departmental candidate is selected it will be treated as promotion by Selection).



- 12 -

- | | | |
|-----|--|--|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.8,000 -13,500, or
8 years service in the scale of Rs.6,500-10,500. |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi – Member; and
one member of the GC/EB and one expert
to be nominated by the President |

*Approved in the Executive Board meeting held on 13 February 2012.

- 13 -

1.	Name of the post	Editor (Hindi)
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Rs.10000-325-15200 (Pre-revised) PB-III (Rs.15, 600-39,100+G.P.Rs.6600)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	up to 50 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. Post-Graduate Degree in Hindi Literature from a recognised University2. Should be a person of proven literary ability3. Fairly good knowledge of Indian Literature and good contacts with the literary community4. Five years' experience in editing literary journals and publications in Hindi5. Good knowledge of one or more Indian languages other than Hindi6. Basic knowledge of computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. Research/Doctoral Degree in Hindi literature2. Degree/Diploma in journalism3. Experience in Research/published papers/works4. Experience in Literary Translation <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ : Yes Experience
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct Recruitment * (If a departmental candidate is selected it will be treated as promotion by Selection).



- | | | |
|-----|--|--|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.8,000 -13,500, or
8 years service in the scale of Rs.6,500-10,500. |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi - Member
one member of the GC/EB; and
one expert to be nominated by the President |

*Approved in the Executive Board meeting held on 13 February 2012.

- 15 -

1.	Name of the post	Librarian
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Rs.10000-325-15200 (Pre-revised) PB-III (Rs.15, 600-39,100+G.P.Rs.6600)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	up to 50 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Post-Graduate Degree in Library Science from a recognised University2. Ten years experience with at least 5 years in a senior capacity in a library of repute3. Working knowledge of 2 or more Indian languages3. Proven ability to maintain and run a Library4. Good knowledge of computer application in Libraries <u>Desirable</u> <ol style="list-style-type: none">1. Doctoral Degree in Library Science2. General knowledge of Indian literatures and good contact with the literary community3. Experience in Library Research
		<u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ : Yes Experience
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	DirectRecruitment* (If a departmental candidate is selected it will be treated as promotion by Selection).



- 16 -

- | | | |
|-----|--|--|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.8,000 -13,500, or
8 years service in the scale of Rs.6,500-10,500. |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi - Member
one member of GC/EB; and
one expert to be nominated by the President |

*Approved in the Executive Board meeting held on 13 February 2012.

- 17 -

1.	Name of the post	Regional Secretary
2.	Number of posts	Three* (2005) *Subject to variation depending on workload
3.	Classification	Group 'A'
4.	Scale of Pay	Rs.10000-325-15200 (Pre-revised) PB-III (Rs.15, 600-39,100+G.P.Rs.6600)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 50 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. A Post graduate degree from a recognized University in a language recognized by Akademi2. General knowledge of Indian literature and contacts with the literary community3. Five years experience relevant to the execution of the job with ability to organise literary and publication programmes and processing of documents/minutes4. Knowledge of English and special knowledge of at least one language of the region and general awareness of other literatures in the region5. Experience in Office Administration6. Knowledge of Government Rules, procedure and accounts7. Basic knowledge of computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. A Research/Doctoral degree in literature or published research work of equivalent standard2. Published works of reasonable standard3. Knowledge of Book Production and Publication <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority is the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ : Yes Experience
9.	Period of probation, if any	Two years for direct recruitment.



- | | | |
|-----|---|---|
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | Direct Recruitment*
(If a departmental candidate is selected it will be treated as promotion by Selection). |
| 11. | In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made | The person working in Central/State Govt./, Autonomous Organisations/renowned Educational Institutions holding analogous post, or 5 years service in the scale of Rs.8,000 -13,500, or 8 years service in the scale of Rs.6,500-10,500. |
| 12. | Selection Committee/Departmental Promotion Committee | President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi – Member; and two members of the GC/EB to be nominated by the President |

*Approved in the Executive Board meeting held on 13 February 2012.

- 19 -

1.	Name of the post	Officer on Special Duty (Programme)
2.	Number of posts	One
3.	Classification	Group 'A'
4.	Scale of Pay	Rs.10000-325-15200 (Pre-revised) PB-III (Rs.15, 600-39,100+G.P.Rs.6600)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 50 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. A Post graduate degree from a recognized University in a language recognized by Akademi2. Interest in Indian literature and general awareness about it3. Knowledge of and contact with print and electronic media and literary community4. Proven ability for coordination and communication5. Five years' experience relevant to the execution of the job with ability to organise programmes and processing documents/minutes6. Basic knowledge of computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. Degree/Diploma in Mass Communication2. Experience in drafting and production of documents for use by the media <p><u>Note</u>. The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Age : Yes Educational Qualification/ : Yes Experience
9.	Period of probation, if any	Two years for direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	DirectRecruitment* (If a departmental candidate is selected it will be treated as promotion by Selection).



- | | | |
|-----|--|--|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.8,000 -13,500, or
8 years service in the scale of Rs.6,500-10,500. |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Vice-President, Sahitya Akademi - Member
Secretary, Sahitya Akademi – Member; and
Two members of the GC/EB to be nominated
by the President |

*Approved in the Executive Board meeting held on 13 February 2012.

- 21 -

1. Name of the post Programme Officer
2. Number of posts Six* (2005)
*Subject to variation depending on workload
3. Classification Group 'A'
4. Scale of Pay Rs.8000-275-13500 (pre revised)
PB-III (Rs.15,600-39,100+G.P. Rs.5400)
5. Whether selection post or non selection post Not Applicable
6. Age for direct recruitment Up to 50 years
7. Educational & other qualifications required for direct recruitment
Essential
 1. A Post Graduate degree from a recognized University in a language/literature recognized by the Akademi
 2. Five years' experience in an academic or literary institution with ability to organize literary activities
 3. Good contacts with writers and publishers
 4. Basic knowledge of computer application
Desirable
 1. A Research degree in literature
 2. working knowledge of English, Hindi and another language
Note. The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion Age : Yes
Educational Qualification/ : Yes
Experience
9. Period of probation, if any Two years for direct recruitment.
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. Direct Recruitment**
(If a departmental candidate is selected it will be treated as promotion by Selection).



- 22 -

- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.6,500-10,500 or 8
years service in the scale of Rs.5,500-9,000. |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Secretary, Sahitya Akademi – Member; and
one member of the GC/EB to be nominated
by the President. |

**Approved in the Executive Board meeting held on 13 February 2012.

- 23 -

- | | | |
|-----|---|---|
| 1. | Name of the post | Assistant Editor |
| 2. | Number of posts | six* (2005)
*Subject to variation depending on workload |
| 3. | Classification | Group 'A' |
| 4. | Scale of Pay | Rs.8000-275-13500 (pre revised)
PB-III (Rs.15,600-39,100+G.P. Rs.5400) |
| 5. | Whether selection post or non selection post | Not Applicable |
| 6. | Age for direct recruitment | Up to 50 years |
| 7. | Educational & other qualifications required for direct recruitment | <u>Essential</u> <ol style="list-style-type: none">1. A Post Graduate degree from a recognized University in a language /literature recognized by the Akademi.2. Good knowledge of Hindi/English and one or more Indian languages of the region concerned3. Five years experience in editing literary and scholarly manuscripts and over-seeing them through the various stages of production4. Basic knowledge of computer application
<u>Desirable</u> <ol style="list-style-type: none">1. A Research degree in literature2. Research experience and published work3. General knowledge of Indian literature4. Diploma in Journalism
<u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them |
| 8. | Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion | Age : Yes
Educational Qualification/ : Yes
Experience |
| 9. | Period of probation, if any | Two years for direct recruitment. |
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | Direct Recruitment **
(If a departmental candidate is selected it will be treated as promotion by Selection). |



- 24 -

- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.6,500-10,500 or
8 years service in the scale of Rs.5,500-9,000. |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Secretary, Sahitya Akademi – Member; and
one member of the GC/EB to be nominated
by the President |

**Approved in the Executive Board meeting held on 13 February 2012.

- 25 -

1.	Name of the post	Assistant Librarian
2.	Number of posts	Two* (2005) *Subject to variation depending on workload
3.	Classification	Group 'A'
4.	Scale of Pay	Rs.8000-275-13500 (pre revised) PB-III (Rs.15,600-39,100+G.P. Rs.5400)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 50 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Post-Graduate Degree in Library Science from a recognized University 2. Five years' experience in a reputed library 3. working knowledge of two Indian languages in addition to mother tongue 4. Good knowledge of computer application in Libraries <u>Desirable</u> 1. General knowledge of literature and contact with the literary community 2. Experience in Library Research <u>Note</u> . The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : Yes
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct Recruitment** (If a departmental candidate. is selected it will be treated as promotion by Selection).



- 26 -

- | | | |
|-----|--|--|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | The person working in Central/State Govt./,
Autonomous Organisations/reowned
Educational Institutions holding analogous post,
or 5 years service in the scale of Rs.6,500-10,500 or 8
years service in the scale of Rs.5,500-9,000 |
| 12. | Selection Committee/Departmental
Promotion Committee | President, Sahitya Akademi - Chairman
Secretary, Sahitya Akademi – Member; and
one member of the GC/EB to be nominated
by the President |

** Approved in the Executive Board meeting held on 13 February 2012

- 27 -

1. Name of the post Administrative Officer
2. Number of posts One
3. Classification Group 'B'
4. Scale of Pay Rs.6500-200-10500 (Pre- revised)
PB-II (Rs.9300-34800+G.P.4600)
5. Whether selection post or non selection post Selection cum merit
6. Age for direct recruitment Up to 35 years
7. Educational & other qualifications required for direct recruitment
Essential
 1. Graduation or equivalent qualification from a recognized University
 2. Five years' experience relevant to the execution of the job
 3. Knowledge of Government rules and regulations
 4. Should be conversant with the work pertaining to meetings, seminars, conferences and other similar programmes
 5. Basic knowledge of computer application
Desirable
 1. General knowledge of Indian literature and the literary community

Note : The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion
Educational Qualification & Experience : Yes
Age : No
9. Period of probation, if any Two years in case of direct recruitment
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. By promotion failing which by deputation/absorption failing both by direct recruitment
11. In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made
By Promotion
 - a) From amongst officers who have rendered at least five years' regular service in the posts of Publication Assistant, Programme Assistant, Sales-cum-Exh. Assistant, Technical Assistant, Office Superintendent and Sr. Accountant in the pay-scale of Rs.5500-9000 on the basis of merit cum-seniority to be determined by ACRs and



- 28 -

written test

b) Possessing essential qualifications prescribed under column 7 above.

By deputation

b) From amongst officers of the Central Government/State Government/autonomous organizations having comparable qualification and experience in analogous posts

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi – Chairman
Deputy Secretary (Admn.) – Member; and
one Deputy Secretary level officer to be
nominated by the Secretary



- 29 -

1. Name of the post Sales Manager
2. Number of posts One
3. Classification Group 'B'
4. Scale of Pay Rs.6500-200-10500 (Pre- revised)
PB-II (Rs.9300-34800+G.P.4600)
5. Whether selection post or non selection post Selection cum merit
6. Age for direct recruitment Up to 35 years
7. Educational & other qualifications required for direct recruitment
Essential
 1. Graduation or equivalent qualification from a recognized University
 2. Knowledge of modern methods of sales promotion and five years' experience in sales management
 3. Practical experience in management of sales accounts
 4. Basic knowledge of computer application
Desirable
 1. General knowledge of Indian literature and the literary community

Note. The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion Educational Qualification & Experience : Yes
Age : No
9. Period of probation, if any Two years in case of direct recruitment.
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. By promotion failing which by deputation/absorption failing both by direct recruitment
11. In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made
By Promotion
 - a) From amongst officers who have rendered at least five years' regular service in the posts Publication Assistant, Programme Assistant, Sales-cum-Exhibition Assistant, Technical Assistant, Office Superintendent or Sr. Accountant in the pay-scale of Rs.5500-9000 on the basis of merit cum seniority to be determined by ACRs and written test; and



- 30 -

b) Possessing essential qualifications prescribed under column 7 above.

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental
Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) - Member
Deputy Secretary (Sales) - Member; and
one nominee of the Secretary

- 31 -

1.	Name of the post	Personal Secretary to President
2.	Number of posts	One
3.	Classification	Group 'B'
4.	Scale of Pay	Rs.6500-200-10500 (Pre- revised) PB-II (Rs.9300-34800+G.P.4600)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Speed of 120 w.p.m. in Shorthand and good speed in Computer Typing3. Good knowledge of Computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. General knowledge of Indian literature and the literary community2. General knowledge of office rules and procedure <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by deputation/absorption failing both by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	<p><u>By Promotion</u></p> <ol style="list-style-type: none">a) From amongst officers in the post of Stenographer Grade I in the pay-scale of Rs.5500-9000 with five years' regular service on the basis of merit cum seniority to be determined by ACRs and written test and test in shorthand and typingb) Possessing essential qualifications prescribed under column 7 above. <p><u>By Deputation</u></p> <ol style="list-style-type: none">b) From amongst officers of the Central



- 32 -

Government/State Government/Autonomous organizations having comparable qualification and experience in analogous posts; and

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

President, Sahitya Akademi
or his nominee - Chairman
Secretary - Member
Deputy Secretary (Admn.) - Member



- 33 -

1.	Name of the post	Personal Assistant to Secretary
2.	Number of posts	One
3.	Classification	Group 'B'
4.	Scale of Pay	Rs.6500-200-10500 (Pre- revised) PB-II (Rs.9300-34800+G.P.4600)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Speed of 120 w.p.m. in Shorthand and good speed in Computer Typing3. Good knowledge of Computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. General knowledge of Indian literature and the literary community2. General knowledge of office rules and procedure <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by deputation/absorption failing both by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	<p><u>By Promotion</u></p> <ol style="list-style-type: none">a) From amongst officers in the post of Stenographer Grade I in the pay-scale of Rs.5500-9000 with five years' regular service on the basis of merit cum seniority to be determined by ACRs and written test and test in shorthand and typingb) Possessing essential qualifications prescribed under column 7 above. <p><u>By Deputation</u></p> <ol style="list-style-type: none">a) From amongst officers of the Central Government/State Government/Autonomous



- 34 -

organizations having comparable qualification and experience in analogous posts; and

NOTE 1:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and
one nominee of the Secretary



- 35 -

1.	Name of the post	Publication Assistant
2.	Number of posts	Nine* (2005) *Subject to variation depending on workload
3.	Classification	Group 'B'
4.	Scale of Pay	Rs.5500-175-9000 (Pre revised) PB-II (Rs.9300-34800+G.P.4200)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Diploma in Printing <u>OR</u> Five years experience in a printing press or a publishing house or a Government undertaking concerned with book publishing3. knowledge of various processes of printing and book publication4. Good knowledge of one or more languages and literatures with ability to handle literary material5. Basic knowledge of Computer application <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment



- 36 -

- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | Not Applicable |
| 12. | Selection Committee/Departmental
Promotion Committee | Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and an
expert to be nominated by the Secretary |

- 37 -

1.	Name of the post	Programme Assistant
2.	Number of posts	Two* (2005) *Subject to variation depending on workload
3.	Classification	Group 'B'
4.	Scale of Pay	Rs.5500-175-9000 (Pre revised) PB-II (Rs.9300-34800+G.P.4200)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Five years' experience in a literary, academic or Government organization or a publishing house undertaking concerned with book publishing3. Ability to organise meetings, conferences etc.4. Good knowledge of one or more languages and literatures with ability to handle literary material5. Basic knowledge of Computer application <u>Desirable</u> <ol style="list-style-type: none">1. Knowledge of processing literary manuscripts and book production <u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment



- 38 -

- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | Not Applicable |
| 12. | Selection Committee/Departmental
Promotion Committee | Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and an
expert to be nominated by the Secretary |



- 39 -

1.	Name of the post	Technical Assistant
2.	Number of posts	One
3.	Classification	Group 'B'
4.	Scale of Pay	Rs.5500-175-9000 (Pre revised) PB-II (Rs.9300-34800+G.P.4200)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Diploma in Book Publishing3. 5 years' experience in a printing press or a publishing house or a Govt. undertaking concerned with book publishing4. Knowledge of various processes of printing and book publishing5. Good knowledge of one or more languages and literature with ability to edit literary material6. Basic knowledge of computer application <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment



- 40 -

- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | Not Applicable |
| 12. | Selection Committee/Departmental
Promotion Committee | Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and an
expert to be nominated by the Secretary |

- 41 -

1. Name of the post Senior Accountant
2. Number of posts Three* (2005)
*Subject to variation depending on workload
3. Classification Group 'B'
4. Scale of Pay Rs.5500-175-9000 (Pre revised)
PB-II (Rs.9300-34800+G.P.4200)
5. Whether selection post or non selection post Selection cum merit
6. Age for direct recruitment Up to 30 years
7. Educational & other qualifications required for direct recruitment
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 applicationDesirable
 1. Ability to draft well in English

Note . The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion
Educational Qualification & Experience : Yes
Age : No
9. Period of probation, if any Two years.
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. Promotion failing which by deputation/absorption failing both by Direct Recruitment.
11. In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made
By Promotion
 - a) From amongst officers who have rendered at least five years' regular service in the posts of Establishment Assistant/Accounts Assistant, Storekeeper or Administrative cum Accounts Assistant in the pay scale of Rs.5000-150-8000 on the basis of merit cum seniority to be determined by ACRs and by written test; and



- 42 -

b) Possessing essential qualifications prescribed under column 7 above

By Deputation

b) From amongst officers of the Central Government/State Government/Autonomous Organizations having comparable qualification and experience in analogous posts;

NOTE 1:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Accounts) - Member
Deputy Secretary (Admn.) – Member; and
an expert to be nominated by the Secretary

- 43 -

1.	Name of the post	Senior Library & Information Assistant
2.	Number of posts	Eight* (2005) *Subject to variation depending on workload
3.	Classification	Group 'B'
4.	Scale of Pay	Rs.5500-175-9000 (Pre revised) PB-II (Rs.9300-34800+G.P.4200)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. B. Library Science 2. Five years' experience in a library of standing 3. Good knowledge of computer application in Library <u>Desirable</u> 1. M. Lib. Science 2. Working knowledge of 1 or 2 Indian Languages in addition to mother tongue <u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment



- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | Not Applicable |
| 12. | Selection Committee/Departmental
Promotion Committee | Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) - Member
Librarian – Member; and
an expert to be nominated by the Secretary |



- 45 -

- | | | |
|-----|---|---|
| 1. | Name of the post | Office Superintendent |
| 2. | Number of posts | One |
| 3. | Classification | Group 'B' |
| 4. | Scale of Pay | Rs.5500-175-9000 (Pre revised)
PB-II (Rs.9300-34800+G.P.4200) |
| 5. | Whether selection post or non selection post | Selection cum merit |
| 6. | Age for direct recruitment | Up to 35 years |
| 7. | Educational & other qualifications required for direct recruitment | <u>Essential</u>
1. Graduation or equivalent qualification
2. 5 years' experience in establishment in Central/State Govt./Autonomous Body
3. Knowledge of Govt. rules and regulations
4. Ability to draft well in English
5. Working knowledge of Hindi
6. Basic knowledge in computer application

<u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them |
| 8. | Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion | Educational Qualification & Experience : Yes
Age : No |
| 9. | Period of probation, if any | Two years in the case of direct recruitment |
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | By promotion failing which by deputation/absorption failing both by direct recruitment |

11. In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made

By Promotion

- a) From amongst officers who have rendered at least five years' regular service in the posts Establishment Assistant, Accounts Assistant, Storekeeper or Administrative cum Accounts Assistant in the pay-scale of Rs.5000-8000 on the basis of merit cum seniority to be determined by ACRs and by written test; and
- b) Possessing essential qualifications prescribed under column 7 above

By Deputation

- c) From amongst employees of the Central Government/State Government/Autonomous Organisation having comparable qualification and experience in analogous posts

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental
Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and
one nominee of the Secretary

- 47 -

1.	Name of the post	Sub Editor (Hindi)
2.	Number of posts	Two* (2005) *Subject to variation depending on workload
3.	Classification	Group 'B'
4.	Scale of Pay	Rs.5500-175-9000 (Pre revised) PB-II (Rs.9300-34800+G.P.4200)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Bachelor's Degree in Arts with Hindi as an elective subject2. Minimum 2 years' experience in a subordinate capacity in the editorial office of a periodical3. Knowledge of contemporary literary scene in Hindi and awareness of the major trends in at least two other Indian languages4. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. Diploma in Journalism2. Published work3. Knowledge of printing and binding processes <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment



- 48 -

- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | Not Applicable |
| 12. | Selection Committee/Departmental
Promotion Committee | Secretary, Sahitya Akademi - Member
Deputy Secretary (Admn.) - Member
Editor (Hindi) – Member; and one
outside expert to be nominated by the Secretary |

- 49 -

1.	Name of the post	Sales-cum-Exhibition Assistant
2.	Number of posts	Four* (2005) *Subject to variation depending on workload
3.	Classification	Group 'B'
4.	Scale of Pay	Rs.5500-175-9000 (Pre revised) PB-II (Rs.9300-34800+G.P.4200)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Knowledge of selling of books and latest methods of sales promotion techniques3. Three years' experience in a publishing house or a distribution agency or reputed or a Govt. undertaking concerned with book publishing4. Basic knowledge of computer application <u>Desirable</u> <ol style="list-style-type: none">1. Five years' experience in exhibition work in a reputed institution <u>Note 1.</u> Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified <u>Note 2.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years.
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by deputation/absorption failing both by direct recruitment

11. In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made

By Promotion

- a) From amongst existing members of staff who have rendered at least five years' regular service in the posts of Establishment Assistant, Accounts Assistant, Storekeeper or Administrative-cum-Accounts Assistant in the pay-scale of Rs.5000-8000 on the basis of merit cum seniority to be determined by ACRs and by written test; and
- b) Possessing essential qualifications prescribed under column 7 above

By Deputation

- b) From amongst officers of the Central Government/State Government/Autonomous organization having comparable qualifications and experience in analogous posts

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) - Member
Deputy Secretary (Sales) – Member; and
an expert to be nominated by the Secretary

- 51 -

- | | | |
|-----|---|---|
| 1. | Name of the post | Establishment Assistant |
| 2. | Number of posts | One |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Rs.5500-175-9000 (Pre revised)
PB-II (Rs.9300-34800+G.P.4200) |
| 5. | Whether selection post or non selection post | Selection cum merit |
| 6. | Age for direct recruitment | Up to 30 years |
| 7. | Educational & other qualifications required for direct recruitment | <p><u>Essential</u></p> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Five years experience in establishment3. Knowledge of Govt. rules and regulations4. Ability to draft well in English5. Working knowledge of Hindi6. Basic knowledge in computer application <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p> |
| 8. | Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion | Educational Qualification & Experience : Yes
Age : No |
| 9. | Period of probation, if any | Two years in case of direct recruitment |
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | By promotion failing which by deputation/absorption failing both by direct recruitment |

11. In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made

By Promotion

a) From amongst officers who have rendered five years' regular service in the posts of Sr. Clerk, Sr. Clerk (Technical), Jr. Storekeeper, Receptionist cum Telephone Operator and Proof Reader cum General Assistant in the pay-scale of Rs.4000-6000 on the basis of merit cum seniority to be determined by ACRs and written test in noting and drafting and general knowledge; and

b) Possessing essential qualifications prescribed under column 7 above

By Deputation

c) From amongst officers of the Central Govt./ State Government/autonomous organization holding analogous posts with three years regular service OR with five years regular service in the pay-scale of Rs.4000-100-6000

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and one
Deputy Secretary level officer to be nominated
by the Secretary

- 53 -

- | | | |
|-----|---|---|
| 1. | Name of the post | Accounts Assistant |
| 2. | Number of posts | Two* (2005)
*Subject to variation depending on workload |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Rs.5500-175-9000 (Pre revised)
PB-II (Rs.9300-34800+G.P.4200) |
| 5. | Whether selection post or non selection post | Selection cum merit |
| 6. | Age for direct recruitment | Up to 30 years |
| 7. | Educational & other qualifications required for direct recruitment | <u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification from a recognized University2. Five years' experience in accounting in an autonomous organization or Govt. Deptt.3. Knowledge of Govt. rules and regulations4. Good handwriting with ability to draft well in English5. Basic knowledge in computer application
<u>Desirable</u> <ol style="list-style-type: none">1. Knowledge of various forms of accounts
<p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> |
| 8. | Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion | Educational Qualification & Experience : Yes
Age : No |
| 9. | Period of probation, if any | Two years in case of direct recruitment |
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | By promotion failing which by absorption/deputation failing both by direct recruitment |

11. In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made

By Promotion

- a) From amongst officers who have rendered five years' regular service in the posts of Senior Clerk, Sr. Clerk (Technical) and Jr. Storekeeper in the pay-scale of Rs.4000-6000 on the basis of merit cum seniority to be determined by ACRs and written test in noting, drafting and general knowledge; and
- b) Possessing essential qualifications prescribed under column 7 above

By Deputation

- d) From amongst officers of the Central Govt./ State Government/autonomous organization holding analogous posts with three years regular service OR with five years regular service in the pay-scale of Rs.4000-100-6000

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) - Member
Deputy Secretary (Accounts) - Member

- 55 -

- | | | |
|----|--|---|
| 1. | Name of the post | Stenographer Gr. I |
| 2. | Number of posts | Seven* (2005)
*Subject to variation depending on workload |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Rs.5500-175-9000 (Pre revised)
PB-II (Rs.9300-34800+G.P.4200) |
| 5. | Whether selection post or non selection post | Selection cum merit |
| 6. | Age for direct recruitment | Up to 30 years |
| 7. | Educational & other qualifications required for direct recruitment | <u>Essential</u>
1. Graduation or equivalent qualification from a recognized University
2. Speed 100 w.p.m. in Shorthand and good speed in computer typing
3. Good knowledge of Computer application |

Note. The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

- | | | |
|-----|---|---|
| 8. | Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion | Educational Qualification & Experience : Yes
Age : No |
| 9. | Period of probation, if any | Two years in case of direct recruitment |
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | By promotion failing which by deputation/absorption, failing both by direct recruitment |
| 11. | In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made | <u>By Promotion</u>
a) From amongst officers who have rendered five years' regular service in the post of Stenographer Gr.II in the pay-scale of Rs.4000-6000 on the basis of merit cum seniority to be determined by ACRs and written test and test in shorthand and typing |



- 56 -

b) Possessing essential qualifications prescribed under column 7 above

By Deputation

c) From amongst officers of the Central Govt./ State Government/autonomous organization holding analogous posts with three years regular Service OR with five years regular service in The pay-scale of Rs.4000-100-6000 in the post of Stenographer

NOTE 2:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member and one nominee of the Secretary

- 57 -

1.	Name of the post	Storekeeper
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.5500-175-9000 (Pre revised) PB-II (Rs.9300-34800+G.P.4200)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Knowledge of stocking and storing methods, purchases and issues & keeping relevant records.3. Basic knowledge in computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. Good Hand writing <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in the case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by deputation/absorption, failing both by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	<p><u>By Promotion</u></p> <p>a) From amongst officers who have rendered five years' regular service in the posts of Sr. Clerk, Sr. Clerk (Technical), Jr. Storekeeper/Receptionist cum Telephone Operator and Proof Reader cum General Assistant in the pay-scale of Rs.4000-6000 on the basis of merit cum seniority to be determined by ACRs and written test in noting and drafting and general knowledge; and</p>

- 58 -

b) Possessing essential qualifications prescribed under column 7 above

By Deputation

e) From amongst officers of the Central Govt./ State Government/autonomous organization Holding analogous posts with three years regular Service OR with five years regular service in The pay-scale of Rs.4000-100-6000

NOTE 2:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn) – Member
Deputy Secretary (Sales) – Member and one nominee of the Secretary

- 59 -

- | | | |
|-----|---|--|
| 1. | Name of the post | Administrative & Accounts Assistant |
| 2. | Number of posts | Three* (2005)
*Subject to variation depending on workload |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Rs.5500-175-9000 (Pre revised)
PB-II (Rs.9300-34800+G.P.4200) |
| 5. | Whether selection post or non selection post | Selection cum merit |
| 6. | Age for direct recruitment | Up to 30 years |
| 7. | Educational & other qualifications required for direct recruitment | <p><u>Essential</u></p> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Knowledge of Govt. rules and regulations3. Ability to maintain accounts4. Basic knowledge of computer application <p><u>Desirable</u></p> <ol style="list-style-type: none">1. Knowledge of various forms of Accounts2. Good handwriting with ability to draft well in English |
| | | <p><u>Note .</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> |
| 8. | Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion | Educational Qualification & Experience : Yes
Age : No |
| 9. | Period of probation, if any | Two years in case of direct recruitment |
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | By promotion failing which by deputation/absorption, failing both by direct recruitment |
| 11. | In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made | <p><u>By Promotion</u></p> <p>a) From amongst officers who have rendered five years' regular service in the posts of Sr. Clerk, Sr. Clerk (Technical), Jr. Storekeeper, Receptionist cum Telephone Operator and Proof Reader cum General Assistant in the pay-scale of Rs.4000-6000 on the basis of merit cum seniority to be</p> |



- 60 -

determined by ACRs and written test in noting and drafting and general knowledge; and

b) Possessing essential qualifications prescribed under column 7 above

By Deputation

f) From amongst officers of the Central Govt./ State Government/autonomous organization Holding analogous posts with three years regular Service OR with five years regular service in The pay-scale of Rs.4000-100-6000

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) - Member
Deputy Secretary (Accounts) - Member

- 61 -

- | | | |
|-----|---|---|
| 1. | Name of the post | Hindi Translator |
| 2. | Number of posts | One |
| 3. | Classification | Group 'C' |
| 4. | Scale of Pay | Rs.5500-150-8000 |
| 5. | Whether selection post or non selection post | Not Applicable |
| 6. | Age for direct recruitment | Up to 30 years |
| 7. | Educational & other qualifications required for direct recruitment | <p><u>Essential</u>
Master's degree of a recognized University in Hindi/English as main subjects at the degree level</p> <p><u>OR</u>
Master's degree of a recognized University in any subject with Hindi as the medium of instruction & and English as a compulsory subject at degree level</p> <p><u>OR</u>
Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized diploma/certificate course in translation from Hindi to English and vice-versa</p> <p><u>OR</u>
Three years' experience in literary translation work from Hindi to English and vice versa in Central or State Government Office including autonomous organizations</p> <p><u>Desirable</u>
Experience in working on computers in Hindi and English</p> <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> |
| 8. | Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion | Not Applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods. | Direct recruitment |



- | | | |
|-----|--|--|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | Not Applicable |
| 12. | Selection Committee/Departmental
Promotion Committee | Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and one
expert to be nominated by the Secretary |

- 63 -

1.	Name of the post	Jr. Store Keeper
2.	Number of posts	Four* (2005) *Subject to variation depending on workload
3.	Classification	Group 'C
4.	Scale of Pay	Rs.4000-100-6000 (Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.2400)
5.	Whether selection post or non selection post	Selection cum merit
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation or equivalent qualification 2. Knowledge of maintaining stock register 3. Knowledge of stocking the store items properly 4. Basic knowledge in computer application <u>Desirable</u> Good Handwriting <u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by deputation/absorption, failing both by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	<u>By Promotion</u> a) From amongst officers who have rendered five years' regular service in the posts of Junior Clerk in the pay-scale of Rs.3050-4590 on the basis of merit cum seniority to be determined by ACRs and written test; and b) Possessing essential qualifications prescribed under column 7 above



By Deputation

g) From amongst officers of the Central Govt./ State Government/autonomous organization having comparable qualification and experience in analogous posts

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and
one nominee of the Secretary

- 65 -

1.	Name of the post	Sr. Clerk (Technical)
2.	Number of posts	One
3.	Classification	Group 'C
4.	Scale of Pay	Rs.4000-100-6000 (Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.2400)
5.	Whether selection post or non selection post	Non-Selection
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. Graduation from a recognized University2. Technical skill in handling mikes and in Video-audio recording3. Basic knowledge in computer application <p><u>Desirable</u></p> <p>Good Handwriting</p> <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by deputation/absorption, failing both by direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	<p><u>By Promotion</u></p> <ol style="list-style-type: none">a) From amongst officers who have rendered five years' regular service in the posts of Junior Clerk in the pay-scale of Rs.3050-4590 on the basis of seniority subject to fitness, to be determined by ACRs; andb) Possessing essential qualifications prescribed under column 7 above



- 66 -

By Deputation

h) From amongst officers of the Central Govt./ State Government/autonomous organization having comparable qualification and experience in analogous posts

NOTE:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and an outside expert to be nominated by the Secretary

- 67 -

1.	Name of the post	Sr. Clerk
2.	Number of posts	Eight* (2005) *Subject to variation depending on workload
3.	Classification	Group 'C
4.	Scale of Pay	Rs.4000-100-6000 (Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.2400)
5.	Whether selection post or non selection post	Selection cum Seniority
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. Graduation or equivalent qualification2. Good speed in computer typing3. Basic knowledge in computer application4. Ability to draft well in English/Hindi <u>Desirable</u> <ol style="list-style-type: none">1. Good Handwriting <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by deputation/absorption
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	<u>By Promotion</u> <ol style="list-style-type: none">a) From amongst officers who have rendered five years' regular service in the posts of Junior Clerk in the pay-scale of Rs.3050-4590 on the basis of seniority subject to fitness, to be determined by ACRs; andb) Possessing essential qualifications prescribed under column 7 above



- 68 -

By Deputation

i) From amongst officers of the Central Govt./ State Government/autonomous organization having comparable qualification and experience in analogous posts

NOTE 2:

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed five years.

12. Selection Committee/Departmental Promotion Committee

Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) - Member; and
one nominee of the Secretary

- 69 -

1.	Name of the post	Receptionist cum Telephone Operator
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.4000-100-6000 (Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.2400)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 25 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. Graduation from a recognized University2. Should have proficiency in Hindi and English and two years experience in operating EPABX Board3. Clear voice and pleasant manners <p><u>Desirable</u></p> <p>Working knowledge of computer</p> <p><u>Note</u>. The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment



- 70 -

- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | Not Applicable |
| 12. | Selection Committee/Departmental
Promotion Committee | Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) - Member; and
one Deputy Secretary level officer |

- 71 -

1.	Name of the post	Proof Reader cum General Assistant
2.	Number of posts	Three* (2005) *Subject to variation depending on workload
3.	Classification	Group 'C
4.	Scale of Pay	Rs.4000-100-6000 (Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.2400)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. Graduation with Hindi/English as a subject 2. Ability to read proofs in Hindi/English 3. Proficiency in Hindi/English 4. Basic knowledge in computer application <u>Note</u> . The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member Editor (English/Hindi) – Member



- 72 -

1.	Name of the post	Library Assistant
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.4000-100-6000 (Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.2400)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 1. B. Library Science 2. Basic knowledge in computer application
		<u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member Librarian – Member

- 73 -

1.	Name of the post	Steno Gr.II
2.	Number of posts	Twelve* (2005) *Subject to variation depending on workload
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.4000-100-6000 (Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.2400)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> 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
		<u>Note</u> . The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Secretary, Sahitya Akademi - Chairman Deputy Secretary (Admn.) - Member and outside expert to be nominated by the Secretary.

- 74 -

1. Name of the post Jr. Clerk (L.D.C)
2. Number of posts Twenty* (2005)
*Subject to variation depending on workload
3. Classification Group 'C'
4. Scale of Pay Rs.3050-75-3950-80-4590 (pre-revised)
PB-I (Rs.5200-20200+G.P.Rs.1900)
5. Whether selection post or non selection post Selection/Selection cum merit
6. Age for direct recruitment Up to 30 years
7. Educational & other qualifications required for direct recruitment
Essential
 1. 12th class pass or equivalent qualification from a recognized Board or university**
 2. 35 w.p.m. speed in English typing OR
30 w.p.m. speed in Hindi typing
 3. Knowledge in computer application
Desirable

Knowledge of Shorthand preferably in English

Note. The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8. Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion
Educational Qualification & Experience : Yes
Age : No
9. Period of probation, if any Two years in case of direct recruitment
10. Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.
75% by direct recruitment
25% by promotion



- | | | |
|-----|--|--|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | <u>By Promotion</u>

a) 25% from amongst existing Group 'D'
employees with at least five years' regular
service on the basis of Performance Appraisal
and test in General Knowledge and typing

b) Possessing essential qualifications
prescribed under column 7 above |
| 12. | Selection Committee/Departmental
Promotion Committee | Secretary, Sahitya Akademi – Chairman
Deputy Secretary (Admn.) - Member
and one Deputy Secretary level officer
to be nominated by Secretary |

** Approved in the Executive Board meeting held on 16th August 2011.

- 76 -

1.	Name of the post	Driver
2.	Number of posts	Two* (2005) *Subject to variation depending on workload
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.3050-4590 (Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.1900)
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. 8th pass or equivalent qualification from a recognized Board or institution2. Valid Motor driving licence for light and heavy vehicle3. Knowledge of carrying out minor automobile repairs4. Three years experience of motor driving5. Polite behaviour
		<u>Note</u> . The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment



- 77 -

- | | | |
|-----|--|---|
| 11. | In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made | Not Applicable |
| 12. | Selection Committee/Departmental
Promotion Committee | Secretary, Sahitya Akademi - Chairman
Deputy Secretary (Admn.) – Member; and
an expert to be nominated by the Secretary |

- 78 -

1.	Name of the post	Book Attendant
2.	Number of posts	Two* (2005) *Subject to variation depending on workload
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.3050-75-3950-80-4590(Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.1900)
5.	Whether selection post or non selection post	Non Selection
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<u>Essential</u> <ol style="list-style-type: none">1. 10th pass or equivalent qualification from a recognized Board or institution2. Working knowledge of at least two languages <u>Desirable</u> <ol style="list-style-type: none">1. Certificate in Library Science2. 3 years' experience of working in a library3. Basic knowledge of computer application <u>Note</u> . The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitments will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in the case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment



11. In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made

By Promotion

From amongst Group 'D' employees
possessing essential qualification prescribed
under column 7 above on the basis of
Performance Appraisal and interview

12. Selection Committee/Departmental
Promotion Committee

Deputy Secretary (Administration) - Chairman
Librarian - Member; and
one nominee of the Secretary



- 80 -

1.	Name of the post	Library Attendant
2.	Number of posts	One
3.	Classification	Group 'C'
4.	Scale of Pay	Rs.3050-75-3950-80-4590(Pre-revised) PB-1 (Rs.5200-20200+G.P.Rs.1900)
5.	Whether selection post or non selection post	Non Selection
6.	Age for direct recruitment	Up to 30 years
7.	Educational & other qualifications required for direct recruitment	<p><u>Essential</u></p> <ol style="list-style-type: none">1. 10th pass or equivalent qualification from a recognized Board or institution2. Working knowledge of at least two languages. <p><u>Desirable</u></p> <ol style="list-style-type: none">1. Certificate in Library Science2. Experience of working in a library3. Basic knowledge of computer application <p><u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Educational Qualification & Experience : Yes Age : No
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment



11. In case of recruitment by promotion/
deputation/absorption grade from which
promotion deputation/absorption is to
be made

By Promotion

From amongst Group 'D' employees
possessing essential qualification prescribed
under column 7 above on the basis of
Performance Appraisal and interview

12. Selection Committee/Departmental
Promotion Committee

Deputy Secretary (Admn.) - Chairman
Librarian - Member
and one nominee of the Secretary

- 82 -

1.	Name of the post	Multi Tasking Staff
2.	Number of posts	Forty One (41)
3.	Classification	Group 'C'
4.	Pay-Band	Pay Band – I (Rs.5,200-20,200) + Grade Pay Rs.1800
5.	Whether selection post or non selection post	Not Applicable
6.	Age for direct recruitment	Up to 30 years relaxable by 5 years for SC/ST
7.	Educational & other qualifications required for direct recruitment	1. 10 th pass or ITI equivalent 2. Multi skilling with one employee performing jobs hitherto perform by different Group D employees <u>Desirable</u> Knowledge of cycling and various Localities <u>Note.</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled castes or scheduled Tribes if at any stage of selection the Appointing Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Whether age, educational and other qualifications, experience prescribed for direct recruitment will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by promotion or by direct recruitment & % of the vacancies to be filled by various methods.	Direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption grade from which promotion deputation/absorption is to be made	Not Applicable
12.	Selection Committee/Departmental Promotion Committee	Deputy Secretary (Admn.) - Chairman one Deputy Secretary to be nominated by Secretary and Administrative Officer

** Approved in the Executive Board meeting held on 16th August 2011.