

साहित्य अकादेमी/SAHITYA AKADEMI



(राष्ट्रीय साहित्य संस्थान/ National Academy of Letters)
रवीन्द्र भवन, 35 फ़ीरोज़शाह मार्ग, नई दिल्ली-110001
Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

WALK-IN-INTERVIEW ADVERTISEMENT NO.50/5/2022

The services of an experienced **Administrative Assistant** are required for six months (can be extended based upon requirement & performance) for its Head office at New Delhi on contract basis. The preference will be given to retired personnel who had the experience in roster, Establishment and Administration. The candidate should be well conversant with Administrative Rules and Regulation. The salary will be between Rs.25,000-30,000 per month depending upon their qualification and experience. Interested candidates are required to appear in Walk-in-Interview on **16 November, 2022** at **11.00 am** at Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi – 110001. The candidates should bring original, self-attested documents and bring along with filled application form as available in website.

Bachelor's degree, sound knowledge of Govt. Rules & Regulations and experience of about 10 years in dealing with Establishment, Administration & related matters are the basic requirement for the post. Please visit website at: <http://www.sahitya-akademi.gov.in> for application form.