

No.A-12013/1/2015- Admn.-I
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
PUBLICATIONS DIVISION
SOOCHNA BHAWAN, CGO COMPLEX, NEW DELHI – 3.

Dated: 19th May 2017

Subject:- Engagement of one Editorial Consultant on contract basis in DPD

The Directorate of Publications Division (DPD), Ministry of Information & Broadcasting invites applications from suitable candidates for engaging one Editorial Consultant on contract basis.

2. The details, including terms and conditions, duties, remuneration, etc. of above engagement are available in Annexure-II of the Notice Inviting Applications (NIA) on the website of DPD, i.e., at www.publicationsdivision.nic.in

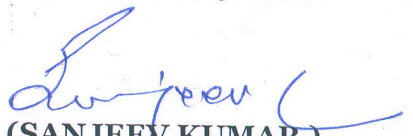
3. **Key Qualifications and Experience for Editorial Consultant**

- a. Experience in publishing, national and international, including content creation and editing and quality assurance for design and production.
- b. Strong command over English language, creative writing skills and good understanding of literature and publishing.
- c. Demonstrated experience in effective project management.
- d. Strong partnership and coordination skills with the ability to forge synergies across a range of departments and organizations.

4. **The period of engagement will be 12 months.** The application form may be downloaded from DPD website.

5. Interested candidates, who fulfil the eligibility criteria, may submit their typed application in the prescribed Pro Forma as given in Annexure-I in an envelope super-scribed, "**Application for engagement as 'Editorial Consultant'**" which should reach by speed post/by hand to this office **by 2nd June 2017** at the following address: **Director (Admn.), Soochana Bhavan, Lodhi Road, New Delhi-110003.**

6. Please attach self attested photocopies of educational qualification and experience certificates along with application. Original documents/ certificates along with one set of self attested photo copies in support of date of birth, educational and professional qualifications, work experience, etc. are required to be produced at the time of interview/personal interaction. **Incomplete applications will be liable to be rejected.**


(SANJEEV KUMAR)
DEPUTY DIRECTOR (ADMN.)
TEL: 2436 2932

