

Government of India
(Department of Personnel & Training)
Lal Bahadur Shastri National Academy of Administration, Mussoorie

Date: 28-2-2020

ADVERTISEMENT / VACANCY CIRCULAR

Applications are invited for the position of Editorial Associates at LBSNAA on contract basis on the following terms and conditions. Application with complete CV may be submitted via email at trdc.lbsnaa@nic.in by 16-3-2020 (1800 hrs.). Further details can be seen on the Academy's website <https://www.lbsnaa.gov.in/>

Post	Editorial Associates for – <ul style="list-style-type: none">• English Publication- 01• Hindi Publication- 01
Essential Qualification	Editorial Associate (English Publication)- Master's degree in English Literature/ History from a reputed University Editorial Associate (Hindi)- Master's degree in Hindi Literature/ History from a reputed University.
Desirable Qualification	i. Graduate Degree or Diploma in Mass Communication and Journalism from a reputed University/ Institution. ii. A master's degree in communication or media arts is preferred though not mandatory.
Tenure	Contract basis for a period of one year, extendable on annual basis based on the satisfactory performance of the personnel and requirement of LBSNAA
Remuneration	Rs. 80,000 /- per month for each post and accommodation on the payment of a license fee as may be decided by the LBSNAA.

Deputy Director Senior i/c
Training Research & Publication Cell
L.B.S. National Academy of Administration
Mussoorie – 248 179

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Applications are invited for the position of Editorial Associates at LBSNAA on contract basis, to function in the LBSNAA Mussoorie, District Dehradun on the following terms and conditions.

Last date for submission of application with complete CV is 16-3-2020 (1800 hrs.).

1. NAME AND NUMBER OF POSTS:-

- Editorial Associates: English Publication-01
- Editorial Associates: Hindi Publication -01

The current proposal is for engagement of 1 position of Editorial Associate (Editing of Hindi work)) on contractual basis. However, the number of vacancies may increase or decrease if the situation so warrants.

2. PERIOD OF CONTRACT:

The contract is initially for a period of one year. The contract of selected Editorial Associate will automatically stand terminated on the completion of contract period. The renewal/or fresh contract is on the sole discretion of the Appointing Authority. The said engagement on contractual basis may be terminated at any time by a month's notice given by either side and without assigning any reason. The LBSNAA however reserves the right to terminate the services forthwith or before the expiry of the stipulated period of notice by making payment to him of a sum equivalent to the consolidated remuneration for the period of notice or the unexpired portion thereof.

3. JOB PROFILE

The Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, under the Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) is the premier training institute for the civil services in India. The LBSNAA is

looking for inspired, driven, passionate and energetic specialists for the position of Associate Editors for editing of Hindi and English day to day material/ publications.

- a) The Associate Editors will be required to proof-read and edit any publications that the Academy may bring out with the highest attention to detail and within the stipulated time.
- b) They will be responsible for evaluating in a timely manner the technical and intellectual content and suitability of manuscripts assigned to them.
- c) They will seek the services of qualified peer re-viewers who may or may not be members of the same editorial board.
- d) They will obtain at least two reviews for each paper, one of which may be required to be done by the Associate Editor himself/ herself.
- e) They will be responsible for corresponding and working with authors to obtain revisions as needed.
- f) They will be responsible for monitoring the status of a paper during review and revision, for ensuring that the journal's standards for maintaining quality and timelines are met for each manuscript, and for maintaining the professional integrity of the review process.
- g) They will also be expected to follow through any publication from inception to design, publication, delivery and any other work concerning this process.

4. EDUCATIONAL QUALIFICATION

I) Essential Academic Qualification:

- a) **Editorial Associate (English Publication)-** Master's degree in English Literature/ History from a reputed University.
- b) **Editorial Associate (Hindi Publication)-** Master's degree in Hindi Literature/ History from a reputed University.

II) Desirable Qualification:

- a) Graduate Degree or Diploma in Mass Communication and Journalism from a reputed University/ Institution, or
- a) A master's degree in communication
- b) Excellent interpersonal skills,
- c) Strong written and verbal communication skills
- d) Ability to work in a team as well as able to work independently
- e) Good understanding of the publishing procedures and should keep himself updated with current developments in the media.

5. EXPERIENCE:

- Three -Five years working experience of editing in a reputed journal. Applicant to provide details of journal/book edited (ISBN, Title of publication, year of publication and publisher)

6. REMUNERATION:

- The Editorial Associate so selected will be entitled to lump sum monthly

remuneration amounting to Rs. 80000 per month and no other allowances will be admissible to them. The appointees shall also not be entitled to any benefits like GPF, gratuity, seniority, promotions or appointment rights etc.

7. TRAVEL EXPENSES:

- Travelling Allowance/ Daily Allowance will be admissible only in case travel is undertaken at the behest of the Academy with the approval of the Competent Authority at LBSNAA.

8. OTHERS:

- The selected candidates would neither have any right or claim of regular service on the basis of contractual engagement of Editorial Associate or this service will be counted for any other posts if they are selected on regular basis in LBSNAA.
- No travelling allowance will be allowed for joining the appointment
- The selected candidates shall be eligible for leave 12 days of casual leave [2 days casual leave per completed] in six months on valid requisition/ other grounds. No other leave will be admissible to the selected candidates
- Further, the character and antecedents of selected candidates shall be verified and they shall be medically examined and if anything adverse is found in their report, their candidature will be cancelled

9. RECEIPT AND SCRUTINY OF APPLICATIONS:

- All the applicants are required to attach attested copies of education qualifications, experience, caste or any other relevant certificate along with the application form. Any application received without requisite documents shall be rejected summarily. The Appointing Authority reserves the right to reject any application without assigning any reason thereof.
- Applications with complete CV may be submitted via email at trdc.lbsnaa@nic.in by 16/03/2020 (6.00 pm). Interview over Skype/Zoom will be conducted for shortlisted candidates. Selected candidates must join by April, 20, 2020 and not later than April 30, 2020.

Any application submitted or received thereafter will not be entertained.

Deputy Director Senior i/c
Training Research & Publication Cell
Lal Bahadur Shastri National Academy of Administration
Mussoorie – 248 179

Application for the Position of Editorial Associate
(Mention your choice Hindi publication or English publication) at LBSNAA

Annexure-1

Application Format

10. LBSNAA Academic Associate Scheme

1. Personal Details

i.	Name of Candidate	
ii.	parent's/ spouse's Name	
iii.	Date of Birth	
iv.	Email	
v.	Mobile Number	
vi.	Permanent Address	
vii.	Correspondence Address	

2. Academic/ Professional Qualifications (from Graduation onwards)

Degree	University	Subject	%	Year of passing

3. Work Experience (Last three employment only)

Period	Employer	Position	Duties / responsibilities/ significant contribution

4. (i) Number of Research Papers published with names of journals

(ii) Details of minimum 2 latest research papers published in reputed journals (enclose copies):

5. Statement of purpose [in 200 words]: Attach separate sheet if required

6. Other assignments/ research projects undertaken related to the field of editing (give details of the latest projects)

7. Name of two references with positions and contact details (Mobile & email):

1st Reference	Name	
	Position/ Designation	
	Address	
	Email	
	Mobile	
2nd Reference	Name	
	Position/ Designation	
	Address	
	Email	
	Mobile	

Declaration: The above particulars are true to the best of my knowledge and information. I understand that I am liable for disqualification and necessary action as deemed fit, if found incorrect.

Date:

Place

Complete Name

[Full Signature of candidate

