

**INSTITUTE OF ECONOMIC GROWTH
UNIVERSITY OF DELHI ENCLAVE, DELHI-110007**

Job Code:IEG/EA/02/2023/

On line applications are invited for the one position of EDITORIAL ASSOCIATE (UR) in the Pay Matrix Level-5, (29200-92300)plus other allowances as per the Institute's rules.

The Institute is an autonomous research and training organization established in 1952. The Institute's faculties work in several areas of Economics, Sociology, and Demography.

Job description

The Editorial Associate would mainly provide editorial support to the journal, *Contributions to Indian Sociology* for tasks such as handling correspondence, receiving/tracking manuscript submissions, liaising with submitting authors, copyediting manuscripts, and assisting with any other aspects for the Journal's timely production.

Qualifications

Essential: (1) A first class or high second-class Master's degree in Sociology or related subject. Strong English language skills; attention to detail.

And/or very good competence in the English Language and willingness to learn editorial skills on the job.

(2) Prior editorial experience in a social science context.

Desirable: The Editorial Associate would mainly provide editorial support to the journal, *Contributions to Indian Sociology*, for tasks such as handling correspondence, receiving/tracking manuscript submissions, liaising with submitting authors, copy editing manuscripts, and assisting with any other aspects for the Journal's timely production. The Editorial Associate will also provide selected support for IEG's publications, especially copy editing, from time to time.

Age: 35 years (Age relaxation for SC/ST/OBC candidates will be allowed as per the guidelines of the Govt. of India)

General Instructions for Candidates

1. The application has to be filled out online on the Institute's website i.e. www.iegindia.org under the "Career" web link along with the instant advertisement. Applications will be processed on rolling basis. The online application needs to be submitted by **July 24, 2023**.
2. Applicants are required to download the filled-up application form and send it along with self-attested educational qualification certificates and testimonials (hard copy) by **August 4, 2023**. On the top of the envelope, please write "Application for the Post of Editorial Associate", addressed to the Director, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007.

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3. Candidates working in Government/Autonomous Bodies/Universities/ Institutions of repute must send the hard copy of the application through the proper channel.
4. Application received without complete information shall be rejected.
5. Consequent to the adoption of self-certification provisions as required by the Government of India, the Institute shall process the applications entirely on the basis of information/ documents submitted by the candidates duly self-attested. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall be the sole responsibility of the candidate.
6. Candidate called for written test/evaluation should report along with a photo ID.
7. Candidates should possess the prescribed qualification and experience as of the closing date of application. Candidates are required to produce specific certificates as per eligibility conditions.
8. Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for written test/evaluation. More stringent criteria may be applied for short-listing the candidates to be called for an evaluation.
9. No correspondence or personal enquiries shall be entertained by the Institute. The candidates may visit the Institute's website: www.iegindia.org for any information from the Institute including evaluation calls if any. Correspondence, if any, in this matter will be sent to the e-mail ID of the candidate. Any corrigendum/addendum in this regard shall also be posted on the Institute's website only.
10. Corrigendum/addendum (if any) shall be posted on the Institute's website only.
11. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected.
12. The Institute reserves the right not to fill the above position if circumstances so warrant. The Director, IEG, is competent to decide not to fill up the above posts without assigning any reason. The Institute can also consider suitable candidates who may not have applied. The decision of the Selection Committee shall be final.
13. Any questions regarding the positions can be referred to the email ID: diroffice@iegindia.org with a copy to sibasankar@iegindia.org.

DIRECTOR

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