

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
Indraprastha Estate, Ring Road, New Delhi – 110002

September 1, 2026

VACANCY CIRCULAR / WALK-IN INTERVIEW

Applications are invited from eligible candidates for filling up 01 (One) post of Copy Editor(Hindi) in the Publications Section of the Indian Institute of Public Administration (IIPA), New Delhi on a purely short-term / contractual basis.

Position Details

Name of the Post: Copy Editor (Hindi)

Number of Positions: 01 (One)

Nature of Engagement: Short-term / Contractual basis (Initially for a period of 6 months, extendable based on requirement and satisfactory performance)

Consolidated Remuneration: Rs. 50,000/- per month (all inclusive)

Eligibility Criteria & Qualifications

Essential Qualification

- Post Graduate in Political Science/Public Administration/Hindi from a recognized University/Institute preferably in Hindi Medium.
- PG Diploma in Translation/Journalism/Mass Communication/Editing or related discipline
- Certificate in Copy Editing & Proof Reading

Essential Experience

- Well versed with Basic computer proficiency (MS Office, PDF editing, and layout markups)
- Minimum 2 years of experience in Copy Editing, proof reading, and assistance in publication/printing processes in a reputed publishing house, academic institutes, or government organization.

Key Competencies

- Good command over Hindi language (spoken and written) and grammar.
- Sharp eye for typographical, grammatical, formatting, and structural errors.
- Flawless spelling/punctuation and mastery of grammar rules
- Hindi Writing and Typing Skills
- Translation Skills from Hindi to English and vice versa

Job Responsibilities

- Reading original manuscripts/proofs aloud and comparing them line-by-line with printed/typeset proofs to identify typographical and alignment errors.
- Assisting the Editor/Managing Editor in proofreading journals, research publications, reports, and administrative documents.
- Marking correction symbols standard in printing and layout work accurately.
- Assisting in tracking layout corrections across multiple revision cycles prior to final print output.

How to Apply

Interested and eligible candidates may attend walk in interview on **7th September 2026 at 2 pm** at the Indian Institute of Public Administration (IIPA), I.P. Estate, Ring Road, New Delhi – 110002 along with updated Curriculum Vitae (CV), self-attested copies of educational qualifications, proof of experience and contact details.

General Terms & Conditions

- The engagement is purely on a short-term, contractual basis and does not confer any right to regular employment or absorption at IIPA.
- The Institute reserves the right to cancel or amend the vacancy notification without assigning any reason.
- No TA/DA will be paid for attending the interview/skill test.
- Candidates must bring original documents/certificates for verification at the time of the interview.