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

September 7, 2026

VACANCY CIRCULAR / WALK-IN INTERVIEW

Applications are invited from eligible candidates for filling up 01 (One) post of Copy Editor (Hindi) in the Publication 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

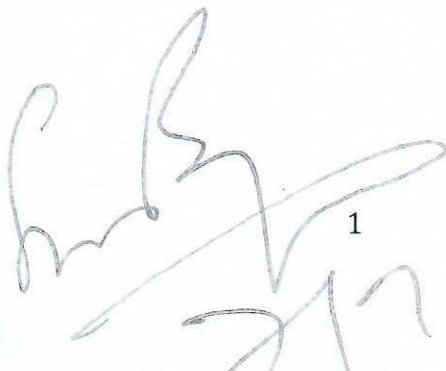
Essential Qualifications and Experience

- i. Post Graduate degree in Political Science/Public administration /Hindi from a recognized University/Institute, preferably in Hindi medium;
- ii. One year experience in Copy Editing or proof reading or providing assistance in publication/printing processes in a reputed publishing house, academic institutes, or government organization.
- iii. Well versed with Basic computer proficiency (MS Office, PDF editing, and layout markups)

Desirable Qualifications

- i. PG Diploma in Translation/Journalism/Mass Communication/Editing or related discipline; and/or
- ii. Certificate in Copy Editing & Proof Reading

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Key Competencies

- i. Good command over Hindi language (spoken and written) and grammar.
- ii. Sharp eye for typographical, grammatical, formatting, and structural errors.
- iii. Flawless spelling/punctuation and understanding of rules of Hindi grammar
- iv. Hindi Writing and Typing Skills

Job Responsibilities

- i. Reading original manuscripts/proofs aloud and comparing them rigorously with printed/typeset proofs to identify typographical mistakes (if any) and correcting them appropriately.
- ii. Assisting the Editor/Managing Editor in proof reading journals, research publications, reports, and administrative documents.
- iii. Marking correction symbols standard in printing and layout work accurately.
- iv. 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 **15th September 2026 at 2 pm** at the Indian Institute of Public Administration (IIPA) (Administration Section, 2nd floor), 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

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

