INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
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Date: 01.07.2026

VACANCY CIRCULAR

The Indian Institute of Public Administration is inviting applications **by 31 July, 2026** for the **contractual position of Managing Editor** for its prestigious and widely circulated Indian Journal of Public Administration. The journal is published quarterly. Interested and qualified candidates are encouraged to apply.

Name of Position	**Managing Editor**
No. of Post:	01
Duration of contract:	One year contract, extendable on yearly basis subject to performance review and approval for a maximum period of three years
Age Limit:	Candidate should be below 45 years of age as on the date of advertisement.
Educational Qualification:	• Ph.D. in any Social Science subject, preferably in Public Administration / Public Policy.
Experience and Skills:	• 3 years' prior experience in publishing. • Strong interpersonal and communication skills. • Fluent in written and spoken English. • Organised, professional, and able to work in team
Role & Responsibilities	• Managing the timely review and editorial process from the receipt of original submission through to production. • Scheduling and managing deadlines. • Corresponding with members of the editorial team, publisher, authors and reviewers, and any other relevant parties. • Monitoring progress of the review and editorial process; identifying issues and problems needing the attention of the Editor, IJPA. • Preparing reports and presentations on the Journal for different audiences as required, based on data and reports provided by the Publisher. • Managing the submission and peer review on-line tool in collaboration with the publisher. • Assisting in developing the marketing and editorial strategy of the journal; • Managing IJPA's social media account. • Providing general support to the Editor. • Preparing and attending the annual Board meeting, plus any other relevant meetings. • Any other task entrusted by the Editor relating to the Journal
Consolidated Remuneration (per month)	Rs. 90,000/- p.m. (all inclusive) with provision for yearly increase of 10%.