

VACANCY NOTICE

EDITORIAL STAFF (1) FOR “INDIAN PEDIATRICS”

ESSENTIAL REQUIREMENTS

- Graduate (Bachelor degree – any stream).
- Good English typing skills with at least 40 wpm.
- Proficiency in working on text document, and modify tables and figures in word/Excel.
- Proficiency in use of internet and e-mail.
- Effective use of written English language.
- Experience of having worked at secretarial level including drafting of letters/ modifying and editing word-based documents for publishing.

DESIRABLE REQUIREMENTS

- Able to handle work on a web-based platform.
- Knowledge of working with DTP and Pagemaker.
- Experience at similar position in a Journal/Publishing house.
- Experience of administrative work
- Resident of Delhi

Salary: Commensurate with skills [Contractual job: 2-month probation; 11-month contract]

Submit your documents (including a CV with photograph, and self-attested copies of education and experience) by hand or by speed post to:

Editor-in-Chief, Indian Pediatrics, 115/4, Ground Floor,

Gautam Nagar, New Delhi-110 049, India.

E-mail: jiap@nic.in

(Last Date for Applications: 20.07.2017)

Contact: Mr Mayank at 011-46052593, 011-26961468, 9899920861 for any clarifications