



**Indian Council of World Affairs**  
Sapru House, Barakhamba Road  
New Delhi

## **Vacancy for Copy Editor**

The Indian Council of World Affairs (ICWA), an institution of national importance, incorporated under the ICWA Act, 2001, invites applications ([in the attached form](#)) for the position of Copy Editor, on contract basis.

2. Candidates having the following qualifications & experience may apply:
  - a) A Master's degree of a recognised university.
  - b) 5 years practical experience in copy editing/Editorial Assistant/Production Assistant in a reputed commercial publishing house or in a Govt/Autonomous publishing house or in a reputed English Newspaper or Journal.
  - c) Ability to prepare manuscript for the press.
  - d) Knowledge of production & printing techniques.
  - e) Proficiency in proof reading.
  - f) Strong English language skills.
3. The contractual term of Copy Editor in the Council will be of one year, renewable for further one year subject to work and conduct. Monthly emoluments of a reasonable quantum will be paid. There will be no benefits other than those agreed to in the contract. No other allowances/facilities will be admissible.
4. Only candidates short listed for interview will be informed.
5. Application in sealed covers along with detailed bio-data and copies of certificates, made to Deputy Director General, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi-110001(or [ddgoffice@icwa.in](mailto:ddgoffice@icwa.in) ) must be delivered to the office of the addressee by 1<sup>st</sup> September, 2014.
6. The ICWA reserves the right to reject any or all applications without assigning any reason. The decision of the ICWA regarding selection of applications for interview and/or appointment shall be final.

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