

No. 9/2/2021-Ed
Govt. of India
Ministry of Information and Broadcasting
Publications Division
Soochana Bhawan, CGO Complex, New Delhi-3.

Dated: 10/03/2024

Subject: Preparation of panel of Casual Editors, Casual Translators, Casual proofreaders and Casual Typists in the Publications Division Headquarter, New Delhi as well as its Regional Units located different parts of the country for various professional services relating to books/journals in Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu.

Publications Division(DPD) Ministry of Information and Broadcasting, Soochana Bhawan, Lodhi Road, New Delhi-3 invites applications from the eligible and willing persons to prepare the following panels of Casual Editors, Casual Translators, Casual Proofreaders and Casual Typists in the Publications Division Headquarter, New Delhi as well as its Regional Units located different parts of the country for various professional services relating to books/journals in Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu. Eligible candidates selected in the panel for regional languages will have to perform the assignments at Guwahati (for Assamese); Kolkata (for Bengali); Ahmedabad(for Gujarati); Bengaluru(for Kannada); Thiruvananthapuram (for Malayalam);Mumbai (for Marathi); Jalandhar(for Punjabi); Chennai (for Tamil); Hyderabad(for Telugu); Cuttak(for Odia) and Delhi (for English/Hindi/Urdu).

- i. Panel of casual editors and casual typists to be engaged on per day basis.
- ii. Panel of casual translators and casual proofreaders to be engaged and paid on word basis.

2. The applications in prescribed proforma (Annexure-1 attached with the detailed advertisement on DPD website www.publicationsdivision.nic.in) should reach the respective Units by speed post/ hand / e-mail by 15.04.2024.

A. Qualifications and Experience required for Casual Editors/Casual Translators/Casual Proofreaders and Casual Typists:

I. Qualifications for Casual Editors (to be engaged on per day basis):

Essential:

- (i) Degree in any discipline from a recognized University or equivalent along with suitable experience in the field of journalism/publishing/e-publishing etc.
- (ii) The Candidate should have studied Hindi /English/ Regional Language concerned up to 12th standard. However, the educational qualification which is only indicative will not be the sole criterion for empanelment. The candidate should have thorough knowledge and experience of Editing, particularly in the Regional Language concerned.
- (iii) He/she should be well versed with computer.

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