



**National Institute of Rural Development and Panchayati Raj**  
**Rajendranagar, Hyderabad - 500030**

**WALK IN INTERVIEW ON 20.06.2024**

**Advt. no. 05/2024**

**File no. CDC/Publication/AssistantEditor/ExtensionOfContract/2019**

**Comp no.9051**

NIRDPR is the country's apex organization for training and research in various aspects of rural development. We actively monitor several Government of India rural empowerment initiatives and serve as a think tank for policy formulation by the Ministry of Rural Development. CDC (Centre for Development Documentation & Communication) division at NIRDPR, Hyderabad is looking for engagement of **Assistant Editor** on contract basis.

Educational qualifications, experience and remuneration are indicated in the table below:

**Assistant Editor:**

1.	Designation	Assistant Editor
2.	Mode of Recruitment	On Contract Basis
3.	No. of Positions	One
4.	Duration	One year (may be extended based on requirement & performance of candidate)
5.	Essential Qualification	<p>A degree, preferably in English, &amp; Master's Degree in Journalism from any of the recognised universities, with a minimum <b>experience of two years</b> in publishing houses/media houses/news agencies of repute/government institutions/PSUs, holding responsible capacity in editing books/periodicals/news articles, in English.</p> <p style="text-align: center;"><b>(OR)</b></p> <p>A degree, preferably in English &amp; <b>Post Graduate Diploma</b> in Book Publishing/Mass Communication/Journalism, where editing is one of the subjects, with a minimum experience of <b>two years</b> in publishing houses/media houses/news agencies of repute/ government institutions/PSUs, holding responsible capacity in editing books/periodicals/news articles, in English. Knowledge of page-making software, online editing, graphic designing and photography.</p> <p style="text-align: center;"><b>(OR)</b></p> <p><b>Master's Degree in Arts/Social Sciences with a minimum experience of three years</b> in publishing houses/media</p>

		houses/news agencies of repute/government institutions/PSUs, holding responsible capacity in editing books/periodicals/news articles, in English.
6.	Desirable Criteria	<ul style="list-style-type: none"> <li>a. Computer skills, such as word processing and techniques of online editing skills, to manage journals/ online publications</li> <li>b. Working experience in page-making /graphic designing/ photo editing software</li> <li>c. Knowledge of book production techniques, modern process of printing, typography and proficiency in English</li> <li>d. Experience in editing journals/periodicals of government organizations</li> <li>e. Experience in Public Relations/Media Publicity related works</li> </ul>
7.	Age Limit	45 years
8.	Remuneration	Rs.50,000/- per month (Consolidated)

### **General conditions**

- i. Number of vacancies is indicative. It may increase or decrease as per the Institutes requirement.
- ii. This assignment is purely temporary and does not envisage any kind of regular appointment in NIRDPR in future.
- iii. The Institute may hold the right to cancel the recruitment process due to lack of eligible applicants/administrative reasons.
- iv. The candidate should produce the experience certificate in proper format during verification. It must have details of the employer, duration of employment (including date of joining & relieving, and breaks if any), the position/s held, nature of appointment (regular/contractual/part-time/internship), name, designation and seal of issuing authority, and any other relevant information. No other documents, such as Offer letters, pay slips, contract extension letters, etc., will be treated as experience letter.
- v. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement. Experience in the relevant field, i.e. publishing works/ editing/reporting, public relations/journal management/content editing will only be considered.
- vi. The Institute has a right to shortlist the candidates as may be necessary
- vii. Age, experience and qualification will be reckoned as on the date of this notification.
- viii. Canvassing in any form will be treated as disqualification.
- ix. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement.
- x. The Institute reserves the right to relax any of the requirements i.e. age, experience in exceptional

cases.

- xi. The candidates are supposed to bring their pass port size photo along with a copy of their resume, one copy of educational and experience certificates for submission.
- xii. The candidates are also requested to bring their original educational and experience certificates for verification at the time of interview.
- xiii. The Walk-in Interview will be held on 20.06.2024 and the candidates are supposed to report by 10:00 am at Vikas Auditorium, NIRDPR, Rajendranagar, Hyderabad. Certificate verification will be completed by 11.30 am. Written test/ Interviews shall be conducted on the same day.

Sd/-  
Assistant Director  
Administration (Section –I)