



# Indian Academy of Sciences

C.V. Raman Avenue, Bengaluru 560 080

## Opening for Publishing Manager

Indian Academy of Sciences, founded in 1934, publishes scholarly scientific journals, thematic books and other publications. Publication of journals has occupied pride of place among the Academy's activities. Academy currently publishes 10 journals catering to almost all disciplines in science (see [www.ias.ac.in](http://www.ias.ac.in) for more details).

**Job profile:** The Publishing Manager will primarily be responsible for publication of the Academy's journals. Initially, the main role of the Publishing Manager will be to help Academy make a smooth transition from producing primarily conventional print journals to adopting electronic processes for producing primarily electronic journals that meet 'evolving' publishing industry standards. Academy has a publishing arrangement with a large international journal publisher, and the Publishing Manager will be responsible for ensuring that Academy's internal journal production workflow is in consonance with the partner's requirements in so far as it meets industry standards. The Publishing Manager's role is also expected to enable Academy to handle the complete journal management and production workflow on its own if such a situation should arise.

**Job description:**

1. To design and establish journal management and production workflow and roll out processes to convert Academy's present conventional publishing process to primarily electronic publishing.
2. To improve upon designed journal production workflow for producing other electronic publications and to maintain efficient practice.
3. To ensure smooth functioning of Academy's journal production arrangement with international partner.
4. To troubleshoot problems in the workflow processes and take responsibility for smooth running of the processes.

**Job duration:** The appointment will be initially for one year but extendable based on proven ability and performance.

**No. of posts and category:** One (unreserved).

**Essential educational qualifications:** Master's degree in any discipline of Science, MCA, or B.E./B.Tech. in Computer Science/Electronics. A diploma or degree in publishing is desirable.

**Experience and skills:** At least 10 years experience in scholarly journal publishing with adequate exposure to and experience in electronic publishing is essential. Must have excellent understanding of article metadata and use of XML in journal publishing, current worldwide electronic publishing practices for scholarly journals, and other aspects of publishing, including copyright, licenses, open access.

**Pay:** Will be commensurate with the skill, experience and competence.

**Age:** Preferably below 45 years of age as on the last date for submission of application.

**Application process:** Applications along with the CV, copies of self-attested certificates, and other supporting documents should be sent by e-mail to [execsec@ias.ernet.in](mailto:execsec@ias.ernet.in) with the subject line 'Application for Publishing Manager' to reach us before **15 July 2015**. A note (500 words approx.) explaining the suitability for the position and salary expectation should also be sent.