

Indian Academy of Sciences
C.V. Raman Avenue, Bengaluru 560 080

Position Available

Dated 29 August 2023

The Indian Academy of Sciences, an autonomous institution under the Department of Science and Technology, publishes scholarly scientific journals, thematic books and other publications. Publication of journals has occupied pride of place among the Academy's activities. The Academy currently publishes 11 journals catering to almost all disciplines of Science and Engineering (please see www.ias.ac.in for more details). The Academy invites applications from eligible candidates for the following position purely on short-term contract basis. The details are as under:

- (1) **Designation and fixed pay:** Publishing Manager (01 Post), Rs 70,000 to Rs 80,000 per month.
- (2) **Upper age limit:** 50 years as on 15 September 2023.
- (3) **Selection mode:** Eligible candidates will be short-listed for interview on the basis of essential qualification and number of years of experience and nature of expertise. In-person interview is necessary for final selection.
- (4) **Eligibility criteria:**
 - (a) *Essential qualification:*
 - (i) A Master's degree in Science or Bachelor's degree in Engineering from a recognized university or an institution recognized by appropriate statutory authority in India with not less than 60% marks.
 - (ii) *Relevant experience:* 15 years working experience with minimum 10 years in the field of publishing in the editorial sector with management of editorial and online production, sale and promotional activities in senior managerial capacity with specialization in printing/production of scholarly scientific journals and books, general publications, printing technology, etc. in a leading publishing house/central govt/autonomous/private/public sector institutions/organization. Thorough knowledge of refereeing process of scholarly content in Science/Engineering, editing, proof reading. Expertise in computer aided production of publications and printing processes.
 - (b) *Desirable qualification:* Experience of developing (typesetting, indexing, ISBN numbers) books including e-content. Proficiency in English with very good communication skills.
- (5) **Responsibilities:** The Publishing Manager will be primarily responsible for publication of the Academy's journals and books. The Academy has a co-publishing arrangement with an international publisher, and the Publishing Manager will be responsible for ensuring that the Academy's internal journal production workflow is coordinated and is in line with the co-publisher's requirements in processing and production of journals keeping the standard editorial rights of the Academy by meeting the production deadlines. Staying up-to-date with publishing industry trends, techniques and technologies to aid and support the publishing programme of the Academy. Overseeing the day-to-day work of the editorial team of all Academy journals towards smooth facilitation of processing and production. Curating publications data for reporting. Preparing presentations and minutes of the meetings held regarding publication. Interacting with Chief Editors/Editorial Boards of journals in pursuing the publication of journals. Also assisting the Academy to develop a contingency plan to handle the complete journal management and production workflow on its own, if required.
- (6) **Terms of engagement:** Initially for a period of one year which can be extended depending on the performance and need of the organization.
- (7) **General information and instructions:**
 - (a) The Indian Academy of Sciences reserves the right not to fill up the post as advertised.
 - (b) Proof of essential educational qualifications and experience should be submitted along with the application form.
 - (c) During the tenure with the Academy, concurrent employment with any other organization is not permissible.
 - (d) Mere fulfilment of essential qualifications does not entitle a candidate to be considered or called for the interview.
 - (e) Applications which do not meet the minimum qualifications given in the advertisement and incomplete applications will be rejected.
 - (f) Self-attested copies of all relevant certificates, degrees, testimonials etc., should be attached with the prescribed application format-available at www.ias.ac.in/positions and the originals must be produced at the time of interview. No TA/DA will be paid for attending the interview.
 - (g) Duly completed applications should reach by e-mail to execsec@ias.ac.in with the subject line Application for the post of Publishing Manager before the last date **15 September 2023**. Applications which are received after the last date will not be considered.