

EOI for engagement for Editorial tasks at NIFT, Head Office

NIFT invites application from candidates for the following tasks:

- **Editing and Content generation:** Generation of content on NIFT for website, prospectus, brochures etc from details received from various departments at NIFT. Would source and collate all information from various departments to prepare the content for all publications, etc. To edit written content provided by the departments/copywriter and check it for sense, clarity, grammatical and mechanical accuracy, and conformance to NIFT guidelines.
- **Editorial guidance of 10 Craft documents:** The website carries a repository of craft related documents to facilitate online learning and inter-centre resource sharing for which editorial and publishing guidelines are required.
- **Editorial guidance of 50 Graduation project abstracts:** Every year the students under the guidance of their respective faculty members provide abstracts of their Graduation/Dissertation/Research Projects. Formats and guidelines preparation for the same.

Eligibility Conditions

- **Essential Qualifications:**
The person should have atleast a post-graduate qualification in English Literature or Liberal art field (Humanities/Social Sciences/Creative Art)
- **Experience:**
Should also have an experience of managing content, publications, conferences, etc. for Govt or not-for-profit organization or institutions for atleast a period of 10 years.
- **Desirable:**
Published papers in journals of repute

General Terms and Conditions

- **Timings:** The candidate will have to be available full time in office for a period of 3 months
- **Responsibilities:** As mentioned above and any other assigned task related to the above mentioned responsibilities
- **Reporting:** The candidate will report to Head-CCC initially and later as advised by NIFT
- **Remuneration:** Commensurate with educational qualification and experience

Process of application:

Interested candidates may send in their CV along with passport size photograph to head.ccc@nift.ac.in by 10th August, 2018.