

Expression of Interest (EOI-2)
Full-time Consultant (proof-reading) with the Indian Journal of Medical Research (IJMR)

Date: 04.09.2023

Last date of submission of applications: 26.09.2023

BACKGROUND: The IJMR is the flagship journal of the Indian Council of Medical Research (ICMR) which is published on a monthly basis. IJMR aims to publish quality biomedical research articles and disseminate them to its readers in India as well as globally. Ease of access to expanding knowledge-base is ensured by the IJMR through its policy of free dissemination of contents to its readers. The Journal receives articles from a wide range of domains including quantitative, qualitative or mixed-method investigation approach.

CONTEXT: The life cycle of every article after acceptance follows a production process before online publication. An important activity under this is proof-reading

DETAILS OF RESPONSIBILITIES ENTAILED:

- Proof read every article for stylometry (including punctuation, spellings, journal publication format), errors and omissions if any by checking against the edited copy of the article
- Proof read any other content as required by the Journal for its routine publishing (indexes, panels, etc) activity

NUMBER OF POSTS: One

DURATION: Initial term of engagement will be for a period of one year with annual renewal as considered appropriate by the Competent Authority of ICMR, based on the performance of the proof reader

OPERATIONAL MECHANISM: The selected Consultant Proof Reader will work closely with the Scientific Process Consultant (Production) and will be stationed at ICMR Headquarters with the core IJMR team.

SELECTION PROCESS: Screening followed by interview

ESSENTIAL CRITERIA: Post graduate degree in any discipline OR Bachelor's Degree in any discipline with a Diploma in Computer Sciences along with proficiency in reading English and scientific content **OR**

Retired Government employees with Bachelor's Degree in any discipline and in the Grade Pay of ₹ 4600/- and above with 20 years of experience in the requisite field

DESIRABLE CRITERIA: Prior experience in proofreading

AGE: <65 years of the last date of application

EXIT CLAUSE: This arrangement can be terminated by either party with a prior notice of one month.

EMOLUMENTS: ₹60,000 per month consolidated. In case of retired Government employees the pay fixation will be done as per rules.

APPLICATION FORMAT

- A. Name of the Applicant:
- B. Address with email id and phone no. of the Applicant:
- C. Name of the present associated institute:
- D. Type of Organization:
 - Government
 - Private
- E. Information regarding qualifications and experience may be provided in the format shown in Annexure I
- F. Self-attested documents supporting essential/desirable qualifications/experience should be provided
- G. Applicants may include their detailed CV in addition to this application format, if they wish

Date: _____

(Signature)

Place: _____

Name of the applicant

***Applications in the prescribed format may be submitted to the following e-mail ID:
ijmrrecruitment23@gmail.com**

Annexure

1. Educational Qualifications:

(In-chronological order starts from higher qualification):

Sr. No.	Exam Passed	Board/University/ Institution	Year of Entering	Year of Passing	Percentage

2. Work Experience

(In-chronological order starts from higher qualification):

Employer Name & Address	Post Held	Period		Responsibility	Salary
		From	To		

3. Prior experience in proof-reading

(In-chronological order starts from higher qualification):

Employer Name & Address	Post Held	Period		Responsibility	Salary
		From	To		