

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
I.P. ESTATE, RING ROAD, NEW DELHI – 110002
<https://www.iipa.org.in/cms/public/>

Date: 21.10.2026

VACANCY CIRCULAR

The Indian Institute of Public Administration is inviting applications **by 12th November, 2026** for the **contractual position of Managing Editor** for its prestigious and widely circulated Indian Journal of Public Administration. The journal is published quarterly. Interested and qualified candidates are encouraged to apply.

Name of Position	Managing Editor
No. of Post:	01
Duration of contract:	One year contract, extendable on yearly basis subject to performance review and approval for a maximum period of three years
Age Limit:	Candidate should be below 45 years of age as on the date of advertisement.
Educational Qualification:	• Essential: Post Graduate in any Social Science subject, preferably in Public Administration / Public Policy. • Desirable: Ph.D. in the relevant discipline
Experience and Skills:	• 3 years' prior experience in publishing. • Strong interpersonal and communication skills. • Fluent in written and spoken English. • Organised, professional, and able to work in team
Role & Responsibilities	• Managing the timely review and editorial process from the receipt of original submission through to production. • Scheduling and managing deadlines. • Corresponding with members of the editorial team, publisher, authors and reviewers, and any other relevant parties. • Monitoring progress of the review and editorial process; identifying issues and problems needing the attention of the Editor, IJPA. • Familiarity with manuscript management systems, professional software and digital layout tools. • Preparing reports and presentations on the Journal for different audiences as required, based on data and reports provided by the Publisher. • Managing the submission and peer review on-line tool in collaboration with the publisher. • Assisting in developing the marketing and editorial strategy of the journal; • Managing IJPA's social media account. • Providing general support to the Editor. • Preparing and attending the annual Board meeting, plus any other relevant meetings. • Any other task entrusted by the Editor relating to the Journal
Consolidated Remuneration (per month)	Rs. 70000-90,000/- p.m. (all inclusive) depending on the qualification and experience, with provision for yearly increase of 10%.

General Conditions:

1. The above positions are purely contractual and temporary in nature.
2. The Institute reserves the right to increase/decrease the number of positions or modify the eligibility criteria at any stage.
3. Mere fulfillment of eligibility criteria shall not confer any right to short listing/interview.
4. Only shortlisted candidates will be informed regarding the interview/test through email.

Application Process:

- Interested candidates may submit their updated CV along with self-attested copies of educational qualifications, experience certificates, publications/reports (if any), and supporting documents through email at career.iipa@iipa.education on or before 12th November, 2026.
- The email subject should clearly mention the position applied for.
- Shortlisted candidates will be informed about the date and time of the interview (which could be virtual) by email.

