

File No.:A-10001/11/2026-ADMIN  
Indian Institute of Public Administration  
I.P. Estate, Ring Road,  
New Delhi-110002

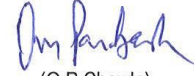
Date: April 24,2026

**Vacancy Circular**  
**(Walk-in Interview)**

Indian Institute of Public Administration desires to engage suitable person for the position of Copy Editor (Hindi) on short term, temporary basis, as per details stated below:

S. No.	Post	Qualifications and Experience
1.	Copy Editor (Hindi) (01 Post)	<p><b>Qualifications:</b> Graduate from a recognized university/institute preferably in Hindi</p> <p><b>Desirable:</b> Person with prior experience of copyediting Hindi journal</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Hindi copy editing skill with precision (including awareness of Hindi editing symbols, proofreading, style sheets)</li><li>2. Hindi writing skills with precision</li><li>3. Well-versed with MS Doc, PDF</li><li>4. Hindi typing</li><li>5. Basic translation from Hindi to English and vice versa</li><li>6. Minimum One year experience of copyediting Hindi text.</li></ol> <p><b>Mode of Engagement:</b> Short term, Contractual basis</p> <p><b>Consolidated remuneration:</b> Rs 40,000 /- p.m. (all inclusive)</p> <p><b>Duration:</b> 06 months extendable on need basis and subject to satisfactory performance.</p>

Interested candidates, who fulfill the above criteria, may **Walk-in - interview** in Room No 20 at Indian Institute of Public Administration, I.P. Estate, Ring Road, New Delhi alongwith original educational certificates, experience documents and **updated CVs by 2:30 P.M. sharp on Monday, the 4<sup>th</sup> May, 2026**. Candidates reaching the venue after the scheduled time shall not be entertained under any condition. No TA/DA will be paid for attending the interview.



(O.P.Chawla)

Deputy Registrar (F&A)