

**MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES**  
(An Autonomous Body under the Ministry of Culture, Govt. of India)

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**Notice No.MAKAIAS/Consultant/Publication**

**Dated: 20.01.14**

**Notice inviting the interest to fill up the position of Consultant: Publication**

Applications are invited from the interested candidates with requisite qualification and experience for the position of Consultant – Publication shown below.

**Qualification:** BA / MA with one of the subject of Comparative Literature, History, Social Science & International Relations.

**Experience:** Must having background and experience in academic or non-trade publishing and Editorial expertise.

**Age:** Below 62 years

**Job Description:** To handle the complete publication process of the Institute from the stage of submission of final reports till the publication as a printed volume. This includes:

- Co-ordinating in house fellow presentations of research work in progress, contacting and liasoning with external experts for feedback and comments,
- Recording submission of final project reports in the form of manuscripts, identifying and submitting the manuscripts to suitable publishers,
- Building relationships with reputed academic publishers, drafting and overseeing MoUs and contracts with them,
- Co-ordinating between publishers and fellows regarding publications process, changes in mss, proofs, cover matter etc.
- Co-ordinating delivery of printed volumes and payment of publisher's invoice.

**Duration:** One year from the date of appointment. This post is temporary and may be terminated on one month's notice from either side. No request for permanent absorption will be considered.

**Remuneration:** Rs.30 thou(Thirty thousand)/month. (Fixed)

Other terms and condition as per rule of the Institute.

Application with complete bio-data along with a CV should reach to the following address by 30.01.2014 within 4PM in sealed envelopment superscripting "**Application for the position of Consultant – Publication.**"

**The Director,**

**Maulana Abul Kalam Azad Institute of Asian Studies.**

**Azad Bhavan, IB- 166, Sector – III**

**Salt Lake, Kolkata – 700106.**

The Director reserves the right to accept or reject any of the applications without showing reason to anybody. No request either in written or telephone will be accepted. The decision of the Selection Committee will be final.

Director

Maulana Abul Kalam Azad Institute of Asian Studies