

## **University of Delhi**

### **ADVERTISEMENT FOR COPY EDITOR (ENGLISH)**

The University of Delhi is going to print its 100<sup>th</sup> Annual Report. The applications are sought from the candidate for the job of Copy Editor (English). The interested candidates fulfilling the eligibility criteria are required to submit brief resume along with the application form at Annexure-1 latest by 22<sup>th</sup> January, 2024 to Joint Registrar (Council), Room No. 220, New Administrative Block, University of Delhi, Delhi-110007 and a soft copy may be emailed at [so\\_council2@admin.du.ac.in](mailto:so_council2@admin.du.ac.in)

Shortlisted firm/candidates will be called for interview.

Appointed candidates will be required to do copy editing of the material in English running to approximately 800-1000 pages. The Copy Editor will be paid a lump sum amount for this assignment.

#### **Copy Editor (English) – 1**

##### **Qualifications and Experience**

1. A Graduate Degree in English or in any subject having adequate knowledge of English with Copy Editing experience in a college/university/publishing house/freelance.
2. Knowledge of technical and scientific terminology.
3. Proficiency in the use of editing software.

**REGISTRAR**

## APPLICATION FOR COPY EDITOR (ENGLISH)

1. Name of the applicant .....
2. Father's Name .....
3. Date of Birth .....
4. Age as on 31.12.2023 ..... Years ..... Months ..... Days
5. Permanent Address .....
6. Address for correspondence .....
7. Phone No. .... Mobile No.....
8. E-mail Address.....
9. Educational Qualifications:

Paste recent  
passport size  
photograph

S.No.	Examination Passed	College/University	Year of Passing	% of Marks

10. Relevant Experience (Copy Editing, Knowledge of Software, English writing)

Date :

Signature of Candidate