| | National Institute for Micro, Small and Medium Enterprises (ni-msme) |
|---|---|
| ni-msme ® | An Organization of the Ministry of MSME, Govt. of India & ISO 9001:2015 Certified Yousufguda, Hyderabad - 500045 Ph.No.040-23633213 \| e-mail: nimsme-admn@nimsme.gov.in |

### RECRUITMENT NOTIFICATION

| Name of the Post | No. of Posts | Important Information |
|---|---|---|
| *Consultant Editor | 01 | i) Send in your CV to recruitment@nimsme.gov.in before **31.08.2024** by 05:30 PM <br> ii) Remuneration will be commensurate with qualification and relevant experience |
| | | **Sd/- Admin. & Accounts Officer** |

| Qualification | Experience | Age Limit |
|---|---|---|
| Graduation in Arts / Journalism <br> Post Graduation is preferable | Minimum 15 Years as editing professional | Up to 65 years |

Shortlisted Candidates will be called for Interview

**\*Job Description:**

**1. Content Review and Improvement:**

- **Editing for Clarity:** Ensure that content is clear, concise, and understandable.
- **Grammar and Syntax:** Correct grammar, punctuation, and spelling errors.
- **Consistency:** Maintain consistency in style, tone, and format according to the publication's guidelines.

**2. Fact-Checking and Verification:**

- **Accuracy:** Verify facts, statistics, and references to ensure accuracy.
- **Source Verification:** Ensure that all sources are credible and properly cited.
- Should verify the IPR for fact checking of plagiarism.

**3. Structural and Organizational Editing:**

- **Flow and Structure:** Improve the overall structure and flow of the content, ensuring logical progression and coherence.
- **Headings and Subheadings:** Organize content with appropriate headings and subheadings for ease of navigation.

**4. Collaboration and Communication:**

- **Working with Writers:** Provide feedback and guidance to writers, helping them to revise and improve their work.
- **Liaising with Other Departments:** Collaborate with other departments like design, marketing, and production to ensure cohesive content.

**5. Adherence to Guidelines:**

- **Style Guides:** Follow and enforce style guides and editorial standards specific to the publication.
- **Brand Voice:** Ensure that content aligns with the publication's brand voice and messaging.

**6. Deadline Management:**

- **Timely Delivery:** Manage and prioritize tasks to meet deadlines.

**7. Quality Control & Final Review:**

- Conduct final reviews of content to ensure it meets quality standards before publication.

- **Error Detection:** Identify and rectify any remaining errors or issues in the content.

**8. Adaptability and Learning:**

- **Stay Updated:** Keep up with the organisational changes, activities and new tools or technologies

Note: Please mention post name on the subject line