



NATIONAL LAW UNIVERSITY DELHI

Sector -14, Dwarka, New Delhi – 110078

CENTRE FOR COMMUNICATION GOVERNANCE

CALL FOR TYPESETTING PROFESSIONAL

The National Law University Delhi (referred to as the 'University'), through its Centre for Communication Governance (referred to as 'CCG' or 'Centre'), is currently welcoming applications for a singular engagement involving the typesetting of its publication titled "Privacy and the Indian Supreme Court", having *approximately 450 pages*. The publication is in the final stage. The deadline for the submission of applications is the *19th of September, 2023*.

ABOUT THE CENTRE FOR COMMUNICATION GOVERNANCE

The Centre for Communication Governance at National Law University Delhi was established in 2013 to ensure that Indian legal education establishments engage more meaningfully with information technology law and policy, and to contribute to improved governance and policy making. CCG is the only academic research centre dedicated to working on information technology law and policy in India, and in a short span of time has become a leading institution in the sector.

AREA OF WORK

Typesetting work involves formatting, styling, and arranging text and illustrations for publications performed by the skilled graphic design professional. This procedure involves arranging, formatting, and organising content for publishing purposes. The primary objective is to ensure the clarity and legibility of the material, addressing potential issues such as page numbering, margin spacing, footnote numbering, font consistency, and style accuracy. The chosen professional should demonstrate high competence to execute the task seamlessly, requiring minimal adjustments, and meeting the specified deadline in a single endeavor.

ELIGIBILITY REQUIREMENT

Prospective applicants must possess the following qualifications:

1. Portfolio: Showcase pertinent experience and accomplishments in typesetting.
2. Technical Proficiency: Possess a strong command of graphic design principles,

proficiency in layout software, meticulous attention to detail, expertise in typography, and the ability to ensure flawless formatting and styling for publications.

3. Industry Standards: Familiarity with industry standards and practices and the ability to adhere to strict deadlines.
4. Printing and Publishing Technology: Knowledge of printing and publishing technology.
5. Additional Preference: Ideal candidates should have a portfolio that highlights relevant experience and achievements in typesetting.
6. Preferred Educational Qualifications: For individual applicants, an associate or bachelor's degree in graphic art/design may be useful.
7. Preferred Qualifications for Organisations/Entities: they should have skilled designers with the aforementioned qualifications and a proven track record of successfully delivering similar typesetting projects in the past.

TIMELINE OF TYPESETTING WORK

The typesetting for the mentioned publication should be concluded within a 15-day timeframe starting from the transfer of the digital file to the designer.

APPLICATION DEADLINE

19th of September, 2023

SELECTION PROCESS

The University's constituted selection committee will oversee the process of candidate selection for this work assignment. The committee will evaluate the candidates' applications and portfolios, and based on this assessment, they shortlist and select the candidate.

REMUNERATION/PRICE QUOTATION

The candidate must furnish a price quotation for the typesetting of approximately 450 pages for the aforementioned publications. The proposed price should be competitive, and CCG-NLUD retains the right to engage in rate negotiations with applicants as necessary and subsequently determine the compensation for this work assignment commensurate with their qualifications, portfolio, and experience.

APPLICATION PROCESS

Interested candidates may fill the application form provided by 05:00 pm IST on

September 19, 2023. Please note that applications will only be accepted via the Google Form. In case of any doubts please contact us at cgg@nludelhi.ac.in/+91-9999090588 with the subject line “Application for Typesetting Professional”. We encourage applicants to apply at the earliest.

A complete application form will require the following:

- A completed Application Form, available [here](#).
- Please upload the relevant document of your previous work and portfolio on the google form and the candidate can share a more detailed version of their sample at cgg@nludelhi.ac.in with the subject line “Application for Typesetting- Portfolio and Experience Document”.
- Applicants should note that they cannot save their work on the application form and return to it later, so they may find it advisable to prepare relevant documents into a PDF document beforehand.

Since we require applicants to upload their document, accessing the form requires a Google (Gmail) login. For applicants not having a Google (Gmail) account, we encourage them to create an account, following the quick and simple steps [here](#).

NOTE

- National Law University Delhi is an equal opportunity employer.
- National Law University Delhi reserves the right to cancel this application call without prior notice
- The selection for this assignment role is for one time contractual basis and shall be paid under the grants received by the Centre for Communication Governance at National Law University Delhi.
- We will contact only shortlisted candidates.
- You may use the previous iteration of this publication below for your reference.
(i) Privacy and the Indian Supreme Court: Report [Link](#)

Document Link for Sample Work: Kindly ensure that the typeset document is uploaded to the Google Form. You can find the document link [here](#), which requires typesetting for the sample work submission.

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