National Law University Delhi

Call for Applications: Editor, and Designer for Research Report

The National Law University Delhi, invites applications from qualified professionals for the position of professional editor and report designer to work on a forthcoming research report.

1.   Position of Editor:

Role and Responsibilities of editor
* **Editing**: Copy-editing, footnoting as per university's guidelines, and ensuring clarity, consistency, and academic quality of the report.
* **Publication Readiness**: Preparing the final manuscript for both digital and print publication, adhering to the University's style guidelines.

Eligibility Criteria
* Proven experience in academic/research report editing and design.
* Strong command of English language and grammar.
* Prior experience working with universities, research organisations, or policy institutions will be an advantage.

2.   Position of Report Designer:

Role and Responsibilities of the Report Designer
* **Design and Layout**: Developing a professional layout for the report (including cover page, tables, figures, infographics, and formatting).
* **Publication Readiness**: Preparing the final manuscript for both digital and print publication, adhering to the University's style guidelines.

Eligibility Criteria
* Prior experience working with universities, research organisations, or policy institutions will be an advantage.
* Proficiency in design and layout software

Duration and Remuneration
* The two positions are short-term contractual assignments.
* Remuneration will be as per university norms.

Application Process

Interested candidates are invited to submit the following by September 1, 2025 to **Dakshina.chandra@nludelhi.ac.in** :
1.   Curriculum Vitae (CV).
2.   A portfolio/sample of relevant editing and design work.
3.   A brief cover letter highlighting relevant experience.

For further queries, please contact: **Dr. Dakshina Chandra (Dakshina.chandra@nludelhi.ac.in)**