

Indian Institute of Management Raipur

Atal Nagar (Naya Raipur) 493661, Chhattisgarh, India

Advertisement for the Post of Editorial Assistant for Case House of IIM Raipur (CHIRP).

- Job Title: Editorial Assistant
- Position Type: Contractual for 03 years which may be extended subject to performance and institutional requirements.
- Qualification: Refer to the table below.
- Experience: Refer to the table below.
- Mode of Selection: Written test followed by the interview.
- Salary: Based on qualification and experience as reported below:

S. No.	Designation	Qualification	No. of Post	Consolidated Salary	Age (Max)
1.	Editorial Assistant	<p>Essential- A bachelor's degree (BA/Bsc/BBA/equivalent) from a university recognized by the Government of India. Candidates holding master's degree (MA/MSc/MBA/equivalent) from a university recognized by the Government of India will be preferred.</p> <p>Experience-</p> <p>Essential- 1. A minimum of one-year post-qualification experience in an Academic institute of national repute. 2. Experience in academic publication workflow management– submission through online/print publication– including plagiarism checks, peer-review, copyrights, and post-production. 3. Experience in Liaising with publishing stakeholders such as editors, authors, reviewers, translators, and end-users. 4. Excellent verbal and written communication skills and English.</p> <p>Desirable- 1. Experience in working with teaching case repositories of the top management institutes. 2. Experience in typesetting academic publications. 3. Excellent command of spreadsheet and academic citation software. 4. Knowledge or experience with manuscript management and online sales solutions.</p>	01	INR 50,000/- per month	35 Years

The applicant must apply online through the link <https://iimraipur.ac.in/recruitment/>

The deadline for submitting applications is May 24, 2025. Only shortlisted candidates will be called for further scrutiny via given email ID only. Application not received within the due date shall be rejected. No correspondence in this regard shall be made by the Institute.

Head- HR Office