

APPLICATIONS INVITED FOR EDITORIAL ASSISTANT (WCC PUBLICATION PROJECT)

Applications are invited from eligible candidates (Indian nationals only) for short term engagement to assist in a publication project with Springer Nature for an Edited Volume as a byproduct of the World Conference on Criminology, 2025. Selected candidate will be eligible to work from home and would be required to report to the editorial team on a weekly basis. The candidate may be asked to report to the campus once at the end of every 3 months for any relevant editorial task.

STAFF*	NUMBER OF POSITIONS	TENURE IN MONTHS	CONSOLIDATED EMOLUMENTS	ELIGIBILITY
Editorial Assistant*	1	3+3 [^]	Rs. 20,000/- per month	Ph.D./M.Phil./Post-graduate in social science discipline with a minimum 55%#

* A candidate from the Behavioural Science discipline is preferred.

[^] An initial contract of 3 months with a possible extension for an additional 3 months

The appointment will be made on a contractual basis with a consolidated remuneration based on qualification and experience.

Last Date of Application SEPTEMBER 24, 2025	Date of Interview SEPTEMBER 26, 2025	Date of Joining SECOND WEEK OF OCTOBER
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The responsibilities of the Editorial Assistant will include the following:

- ◆ Assist in managing timelines, documentation, and workflows for post-conference publications.
- ◆ Liaise with contributors, peer reviewers, and editorial teams to ensure timely submission and processing of manuscripts.
- ◆ Maintain publication databases, track peer review progress, and coordinate follow-ups.
- ◆ Support formatting, referencing, and basic editorial compliance checks.
- ◆ Handle communication logistics and provide administrative support to the editorial team.
- ◆ Participate in virtual and on-site meetings (occasional presence required on campus).
- ◆ Ensure adherence to ethical publishing standards and academic quality control.

Desirable qualification:

- ◆ Prior experience with academic writing, publication coordination, or editorial assistant role is desirable.
- ◆ Strong publication records and communication skills.
- ◆ Familiarity with reference management tools and MS Office Suite.

Merely fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview. Only short-listed candidates will be called for an interview (online mode). Interested candidates are required to submit their CV, a statement of interest, and a link to two proof of publications by September 24, 2025 at <https://forms.gle/on1mffJTLb2qqCgj8>. The candidate is expected to report at short notice for the interview.

- The appointment is purely temporary and co-terminus with the project.
- No TA/DA will be paid for attending the interview or at the time of joining the post or during the project.
- The publication project will be a great learning opportunity for candidates planning for research/Ph.D. in the future.

ABOUT JIBS

Jindal Institute of Behavioural Sciences (JIBS) at O.P. Jindal Global University (JGU) is a pioneering research institute that is dedicated to exploring and understanding human behaviour from a multi-disciplinary perspective. Established in 2014, JIBS has quickly become a leader in the field of behavioural science research and pedagogy, known for its empirical approach and commitment to academic excellence.

At JIBS, we believe that the study of human behaviour is essential to understanding and addressing some of the most pressing challenges facing the contemporary world today. Our team of top researchers, from a range of disciplines, work together to conduct cutting-edge research that is both applied and experimental. Our areas of focus include mental health, competency mapping, neurosciences, neural decision sciences, psychobiology, management sciences, forensic studies, social psychology, and criminal behaviour. In addition to conducting cutting-edge research, JIBS offers a range of academic programmes designed to prepare the next generation of behavioural science leaders. Our M.A./M.Sc. in Applied Psychology programmes provides students with a strong foundation in psychology theory and research, while emphasizing the practical applications of behavioural science in real-world settings and the M.Sc. in Psychosocial Rehabilitation programme prepares students for careers in mental health and rehabilitation.

We are proud to work with national and international researchers to tackle critical issues in human behaviour, from the micro-level of individual decision-making to the macro-level of societal trends. Our collaborative approach ensures that we stay at the forefront of behavioural science research, and that our findings have real-world applications that can make a difference in people's lives. Over the years, JIBS has evolved into an institute of prominence in behavioural sciences and allied fields, also recognized for our commitment to quality pro-bono training to teachers and professionals that meets global standards. We are also a member of the Academic Council on the United Nations System (ACUNS), a testament to our dedication to using behavioural science research to advance global understanding and progress.

