



Fair Competition  
For Greater Good

भारतीय प्रतिस्पर्धा आयोग

COMPETITION COMMISSION OF INDIA

8<sup>th</sup>(A), 9<sup>th</sup> & 10<sup>th</sup> Floor, Office Block – 1,  
Kidwai Nagar (East), New Delhi – 110023, INDIA  
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F. No. A-12015/01/2017- HR(Pt)

Dated: 23<sup>rd</sup> January, 2020

## **NOTICE**

### **Engagement of Expert (Copy Editor) in the Competition Commission of India on contract basis.**

Competition Commission of India, New Delhi, established in pursuance of the Competition Act, 2002, invites applications from eligible candidates for engagement of **one (01)** Expert as Copy Editor having exposure & experience in desktop designing/publication to assist the Commission in the discharge of its functions under the Competition Act.

2. Expert is required initially for a period of one year which can be further extended as per requirements. He/She will assist the Commission in discharge of its functions under the Competition Act, 2002 and undertake such work/tasks as may be assigned to him/her from time to time. Applicants having educational qualification, skill sets and experience as mentioned in *Annexure 'A'* to this notice may apply.

3. For other terms and conditions of engagement of Expert (Copy Editor), the guidelines contained in the Competition Commission of India (Procedure for Engagement of Experts and Professionals) regulations, 2009 as may be amended from time to time shall be applicable and the decision of the Commission in all such matters will be final and binding.

5. Applications in prescribed format (*Annexure 'B' to this notice*) alongwith detailed Curriculum Vitae and copies of supporting documents (viz. educational qualification and experience etc) may be sent to the Deputy Director (HR), H.R. Division, Competition Commission of India, 8<sup>th</sup> Floor, Office Block-I, Kidwai Nagar (East), New Delhi – 110 023.

**The last date for receipt of applications in CCI is 28.02.2020.**

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Class of Experts/ Professional	Level	Qualification	Desired Experience/Skills	Total monthly remuneration
Copy Editor	III	Master's degree in English/ Communication from any School/College/ University/ Institution established by Law in India.	<p><b><u>Experience</u></b></p> <p>Demonstrated copy-editing experience (5 years or more) in followings:</p> <ul style="list-style-type: none"> <li>- Publication like annual reports, financial statements, manuals, magazines and newsletters.</li> <li>- Media articles</li> <li>- Smaller publications – brochures, pamphlets, leaflets etc.</li> <li>- Web or social media.</li> <li>- Reworking copy into plain paper.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>- Would be required to have an excellent eye for detail when reviewing text.</li> <li>- Checking already edited copy in its laid-out format for typing and formatting errors, punctuation, alignment of text in tables, graphs, columns, etc.</li> <li>- Strong writing skills along with recommending changes in word choice and looking for grammar errors as well as for typographical errors, and for repetition of words.</li> </ul>	₹ 85,000/- PM

**PROFORMA FOR APPLICATION FOR ENGAGEMENT OF EXPERT (COPY EDITOR) IN CCI ON CONTRACT BASIS.**

1. (a) Name (in Block letters) : \_\_\_\_\_

(b) Present Office Address (with Tel No.) (if any) :

(c) Residential Address (with Tel No.) \_\_\_\_\_  
\_\_\_\_\_

(d) Email Address : \_\_\_\_\_

(e) Gender (Male/Female) : \_\_\_\_\_

Passport size  
photograph

2. Date of Birth : \_\_\_\_\_ /Age as on last date for receipt of application: \_\_\_\_Yrs \_\_\_\_months

3. Educational Qualification (Graduation onward):

Exam Passed	University/Instt./Board	Year of Passing	Duration of Course	Subjects	Marks obtained (%)

4. Details of employment/experience in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format below):

Office/Instt./Org./freelancing	Post Held	Period		Area of work	Nature of work	Remarks
		From	To			

5. Total period of experience in the field of copy editing, desktop publication &amp; designing (in years):

6. Details of training undergone, if any :

7. Any other relevant information, which you want to furnish :

8. Please state briefly how you find yourself best suitable for the post applied for  
(Separate sheet may be attached)

Date:

(Signature of Applicant)

Place: