



**Guru Gobind Singh Indraprastha University**  
“A State University established by the Govt. Of NCT Delhi”  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 770

19<sup>th</sup> October 2023

**Sub. Placement Opportunity for Masters and PhD students of 2023 or 2022 passed out batch from USS, GGSIP University in the company "MPS Limited"**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement Opportunity for Masters and Graduate students of 2023 or 2022 passed out batch from USS, GGSIP University in the company "MPS Limited" for your reference and circulation to students to apply on given link by 20<sup>th</sup> **October 2023**.

**Registration Link** – <https://forms.gle/zG1rsiTr18aSusSi9>

**Name of Company** – MPS Limited

**Number of openings** – 15

**Job Title:** Journal Editorial Office (JEO)

**Department:** Peer Review Team

**Experience-** Fresher's with Masters in disciplines Chemical Engineering, Biotechnology, Medicinal Chemistry And Drug Design, Pharmaceutical Chemistry. PhDs are also welcome.

**Work Location** – Dehradun, Bangalore.

**CTC** – INR 4.0 LPA for fresher's. Candidates who have work experience, will go up and can be discussed on case to case basis.

JD attached for more information.

**LAST DATE FOR REGISTRATION IS 20<sup>th</sup> October 2023.**

**(Ms. Nisha Singh)**  
Training and Placement Officer,  
CCGPC, GGSIP University

## **Job Description**

We are currently recruiting Editorial Assistants to join our team and provide essential support to our journal's division. As an Editorial Assistant, you will play a crucial role in various manuscript processing tasks, handling email-based assignments, and contributing to special projects. The ideal candidate for this position should possess a solid understanding of the entire peer review process, spanning from manuscript submission to acceptance. Additionally, familiarity with submission systems will be advantageous in fulfilling the responsibilities of this role.

Join us and contribute to the smooth operation of our editorial processes.

### **Key Responsibilities:**

- Collaborate closely with the journal to ensure smooth execution of manuscript processing tasks, email-based assignments, and special projects related to the peer review process.
- Develop a comprehensive understanding of the peer review process, including manuscript submission, reviewer assignment, evaluation, decision-making, and revision management.
- Provide guidance and support to colleagues in their assigned projects, offering training and assistance as necessary to ensure a high-quality peer review process.
- Adhere to established guidelines for communication, maintaining clear and effective correspondence with authors, reviewers, and other stakeholders involved in the peer review process.
- Demonstrate critical thinking skills in relation to assigned tasks, identifying potential issues or challenges and offering proactive solutions.
- Play a pivotal role in upholding high standards of professionalism and courtesy when interacting with colleagues, clients, authors, editors and reviewers throughout the peer review process.
- Collaborate on projects as directed by other members of the Editorial Division, contributing to the continuous improvement of peer review processes and practices.
- Maintain regular and proactive communication with colleagues and managers, providing updates, sharing progress, and promptly escalating any issues or concerns that may arise.

### **Qualifications:**

- Master's degree in a relevant field is preferred.
- Familiarity with the peer review process and knowledge of submission systems is highly desirable.
- Excellent organizational skills with the ability to prioritize tasks effectively.
- Strong attention to detail, ensuring accuracy in manuscript processing and communication.
- Proficient in using standard office software and manuscript tracking systems.
- Ability to work collaboratively within a team and maintain professionalism in a fast-paced environment.

- Managing the peer review process of science journals requires a combination of skills and qualities. The below are the essential skills for an effective peer review manager/administrator and its correlated business activities.

### **Strong Communication Skills**

You will interact with authors, reviewers, and editors. Excellent written and oral communication skills are crucial to clearly convey instructions, guidelines, and feedback to all parties involved.

### **Attention to Detail**

A keen eye for detail is necessary to ensure that all aspects of the peer review process are executed accurately and efficiently. This includes assessing manuscript quality, assigning appropriate reviewers, tracking deadlines, and managing revisions.

### **Scientific Knowledge**

A solid understanding of the subject area or discipline covered by the journal is essential. Familiarity with the scientific research process, terminology, and current trends in the field enables you to evaluate manuscripts, identify appropriate reviewers, and provide constructive feedback.

### **Organizational and Time Management Skills**

Managing multiple manuscripts and coordinating with various stakeholders requires excellent organizational and time management skills. You need to prioritize tasks, establish realistic timelines, and ensure that the review process proceeds smoothly and on schedule.

### **Diplomacy and Conflict Resolution**

Peer review can be a challenging process, with conflicting opinions and potential disagreements between authors and reviewers. The ability to handle conflicts diplomatically, mediate discussions, and resolve issues in a fair and unbiased manner is crucial.

### **Knowledge of Publishing & Publishing Ethics**

Familiarity with ethical guidelines and best practices in scientific publishing, including issues such as plagiarism, data fabrication, and conflicts of interest, is essential. You should be able to identify and address any ethical concerns that arise during the review process.

### **Technological Proficiency**

Peer review processes often rely on online submission systems and manuscript tracking software. Proficiency in using relevant technologies and platforms is necessary to manage the workflow efficiently, track manuscript progress, and facilitate communication.

### **Interpersonal and Team Management Skills**

Collaboration and coordination are key aspects of managing peer review. You will work with a team of editors, reviewers, and support staff. Strong interpersonal skills and the ability to build relationships, motivate team members, and foster a positive and productive work environment are important.

### **Adaptability and Problem-Solving Ability**

Peer review processes can be dynamic, and unexpected challenges may arise. Being adaptable, resourceful, and able to think critically to resolve issues and find innovative solutions is valuable in managing the review process effectively.

### **Continuous Learning**

Science is constantly evolving, and staying updated with the latest advancements, research methodologies, and publication standards is essential. Engaging in professional development activities and keeping abreast of emerging trends and technologies in scientific publishing will enhance your effectiveness as a peer review manager. These skills are important, while specific requirements may vary depending on the journal and field of study. Continuous improvement and a commitment to maintaining high standards of scientific integrity are vital for success in managing the peer review process of science journals.