



PONDICHERRY UNIVERSITY, PUDUCHERRY - 14
PLACEMENT CELL

March 6, 2020

NOTICE

CAMPUS PLACEMENTS 2020 - 2021



Attn: Final Year Students of the Departments under the School of Life Sciences and such of those departments mentioned here in the Job Description.

M/s. Lumina Datamatics would be visiting the University on March 19, 2020 for the recruitment of students from the 2020 batch students of the Departments under the School of Life Sciences and such of those departments mentioned here in the Job Description.

<u>Date, Time & Venue:</u>	March 19, 2020, venue will be announced upon confirmation from the recruiter.
<u>Position/ Job Title:</u>	Journal Editorial Office
<u>Role Summary:</u>	Editorial Assistant
<u>Job Location:</u>	Puducherry
<u>Qualification:</u>	Masters - Microbiology, Biochemistry, Molecular Biology, Ecology and Environmental Science, Marine Biology, Biotechnology, Botany, Zoology, Bioinformatics, Food Science & Nutrition, Food Science & Technology, Chemistry, Material Science, Geology, Psychology, Political Science, Genetics and Etc.(Except IT/CS/Physics)
<u>Skills:</u>	Excellent written and good verbal communication in English
<u>Experience:</u>	0 – 2 Years
<u>Salary:</u>	Salary Range – Min 2.0LPA to Max 3.50LPA (based on experience)
<u>Mandatory requirements:</u>	Should be flexible to work in shifts

Key Responsibilities:

- Communicating with Authors, Editors, Reviewers and Publishers.
- Manuscript Screening.
- Addressing queries of Authors, Reviewers and also providing technical support.
- Sending Invitations and Remainder emails.
- Managing end to end process from Manuscript Submission till Acceptance.
- Closely working with Editors and Peer – Review Management System.

How to Apply:

Head of the concerned departments are requested to please send the email of list of candidates who will attend the interview (Without fail) to the email ID skyjey@gmail.com, on or before the end of Thursday, March 12, 2020 for onward communication to the recruiter.

Kindly note:

Please send only the list of students who will attend the interview for sure and please avoid sending the name list of the entire class. Experiences of the Placement Cell shows that the list submitted is not at all matching with the number of candidates appearing for the interview process.

About the Company:

Lumina Datamatics is one of the top five Content Service Providers in India. It provides end-to-end content, data, and technology solutions for global publishers and e-retailers. The company's prestigious clientele includes 7 of world's top 10 publishers and 3 of world's top 5 e-retailers.

Founded in 1975, Lumina Datamatics is part of the \$150 million Datamatics Group. The group has more than 450 customers, which include several Fortune 500 companies spread across 70+ countries.

The Publishing division specializes on:

We are an end-to-end content services provider for publishers in the Education, ELT, Legal, Trade, and STM domains. We manage publishing processes – right from content creation till the delivery of products for distribution to their end consumers. More than 20 million pages are transformed annually for leading global publishers.

We recognize this is as an exciting business opportunity as a part of our ambitious growth plans and invite outstanding professional in Marketing to join us in this fast paced journey of growth of our e-retail business.

For more details, please visit www.luminadatamatics.com

Placement Co-ordinator