



(Advt. No.22/26)

Senior Editor (Publications)

The Bombay Natural History Society (BNHS), established in 1883, is one of India's oldest and most prestigious environmental organizations. For over 140 years, BNHS has been at the forefront of nature conservation, wildlife research, and the study of natural history in India. With a strong legacy in conservation and scientific research, BNHS continues to play a vital role in protecting the country's biodiversity.

BNHS invites applications for the following position for **Senior Editor in Hornbill House, Mumbai** and the details about the post, pay, academic qualifications, nature of duties, etc. are given below:

Essential and Desirable qualifications are as follows:

1.	Positions	Senior Editor (01)
2.	Posting at	Selected candidates will be posted in Hornbill House, Mumbai
3.	Emoluments	35,000, Negotiable based on experience
4.	Duration	Initially for 01 year and renewable will be performance based and project requirement
5.	Type of engagement	On contractual basis
6.	Essential Qualification	<ul style="list-style-type: none">• 2–5 years of experience in sub-editing, copy-editing, report writing, or technical content editing.• Exceptional attention to detail and a strong command of written English.• Ability to work independently while managing multiple editorial projects.• Knowledge of Microsoft Word and Excel is essential.• Experience working with reports or research publications is an advantage.
7.	Key Responsibilities	<ul style="list-style-type: none">• Edit project documents for clarity, accuracy, consistency, and tone.• Ensure all publications meet editorial standards and adhere to project-specific style guides.• Polish prose to eliminate redundancies and improve narrative flow and engagement.

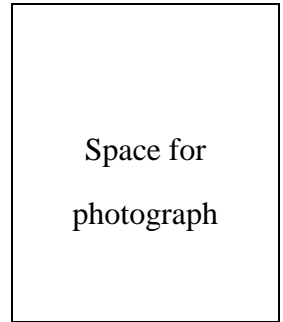
		<ul style="list-style-type: none"> • Edit and proofread reports, publications, and digital content for grammar, spelling, and consistency. • Verify research facts and identify inaccuracies before publication. • Coordinate closely with writers, designers, and project teams to maintain quality across outputs. • Manage editorial timelines and support the delivery of publications under tight deadlines.
8	Age Limit	25 to 40 years

General Instructions:

1. Interested candidates can send their application in the format attached along with a detailed CV, by **30th June, 2026**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg. **001/25 - Application for the post of Education Officer and** email the completely filled in application on: cv.hr@bnhs.org.
2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.

Application for the post of Senior Editor

- Name in full (in BLOCK letters) :
- Date of Birth :
- Nationality :
- Father's /Husband's name :
- Address for correspondence including :
- Mobile & Email :
- Educational / Professional Qualifications from Matriculation onwards



Sr. No.	Examination passed	Year	Board/University	Subject	Marks Obtained

Details of previous employment, if an

Sr. No.	Name of the post	Name of the Institution/organization, full address	Pay scale/Fellowship	Duration		Title of work/nature of experience
				To	From	

- Title of Dissertation/ Thesis (Post Graduate)if any:
- Extra-Curricular Activities:
- Technical Qualifications:
- List of Publications:

- Name addresses contact details of three referees:

- Any other relevant information:

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

Place

Applicant's signature with date