



## **NOTICE: VACANCY FOR RESEARCH ASSISTANT**

# **Ceylon Journal of Science**

(Research Journal published by the University of Peradeniya)

**Minimum Qualifications:** Four-year Bachelor of Science Degree with a Class. The applicant should also demonstrate a keen interest in scholarly communication, and experience in research and journal handling.

**Salary:** Rs. 50,000 per month

**Duration:** 03 Months (extendable)

### **Work Description:**

1. Oversee the submission and initial screening of manuscripts, ensuring that all required materials are complete and in compliance with journal guidelines.
2. Facilitate the peer review process by assigning manuscripts to reviewers, tracking reviewer responses, and ensuring the timely completion of reviews.
3. Assist the Managing Editor and Assistant Managing Editor in communicating with authors and reviewers regarding manuscript status, decisions, revisions, and any inquiries related to the manuscript processing.
4. Provide administrative support to the editorial team by assisting with editorial decisions, and maintaining confidentiality and integrity throughout the review process.
5. Conduct quality checks on manuscripts to ensure adherence to journal guidelines, formatting requirements, and ethical standards
6. Maintain and update manuscript databases, track submission statuses, and generate reports as needed.

**Application Procedure:** The CV, along with a cover letter indicating work experience, shall be sent by registered post to the address, Editor In Chief, Ceylon Journal of Science, Department of Zoology, Faculty of Science, University of Peradeniya, Peradeniya or by email to [editorinchief.cjs@sci.pdn.ac.lk](mailto:editorinchief.cjs@sci.pdn.ac.lk) / [managingeditor.cjs@sci.pdn.ac.lk](mailto:managingeditor.cjs@sci.pdn.ac.lk) on or before 12.00 noon on 20-08-2024. Short-listed candidates will be called for an interview on 27-08-2024. The successful applicant should be prepared to commence work on 01-09-2024.

06<sup>th</sup> August, 2024.