



MELANGE PUBLICATIONS

Bridging Research and Recognition

Mélange Publications

47, 1st Floor, Kodisamy Nagar
100 Feet Road, Mudaliarpet,
Puducherry- 605004, India

Date: 01 APRIL 2026

To,

PRATHEEBA.J

B. TECH (IT)

CHIRST COLLEGE OF ENGINEERING AND TECHNOLOGY
PUDUCHERRY - INDIA

Subject: Offer of Appointment – Editorial Trainee

Dear PRATHEEBA.J,

We are pleased to offer you the position of **Editorial Trainee** at **Mélange Publications**, effective from 01 April 2026. This position is designed to provide you with practical training and exposure to the editorial and publishing process. During your tenure, you will report to **Reporting Manager**.

Roles & Responsibilities

As an Editorial Trainee, your responsibilities will include:

- Assisting editors in reviewing and proofreading manuscripts
- Copyediting content for grammar, clarity, and consistency
- Coordinating with authors, designers, and production teams
- Conducting basic research and fact-checking
- Formatting and preparing manuscripts for publication
- Supporting editorial meetings and documentation

Training Period

You will undergo a training period of **[3months]**, during which your performance and progress will be evaluated. Upon successful completion, you may be considered for confirmation as per company requirements.

Stipend

You will receive a stipend of ₹ **5000 per month**, payable at the end of each month, subject to statutory deductions (if applicable).

Working Hours

Your working hours will be from 8.45 to 5.45, [Monday to Saturday], or as per company policy.

www.melangepublications.com
melangepublication@gmail.com



+91-9445690101/ 8903539101

Confidentiality & Company Policy

You are required to maintain strict confidentiality regarding manuscripts, author details, and company information. You are also expected to adhere to all company rules, policies, and professional standards.

Termination Clause

Either party may terminate this engagement by providing **[30 days] written notice** or salary in lieu thereof. This offer is subject to verification of your educational qualifications and other credentials.

Kindly sign and return a copy of this letter as confirmation of your acceptance.

We look forward to welcoming you to our editorial team and wish you a rewarding learning experience with us.

Sincerely,



Dr. T. Padmapriya
Managing Director
Mélange Publications
Puducherry – India
www.melangepublications.com

