

Warm Greetings from Thakur Publication Pvt. Ltd.!!

We would like to introduce our esteemed company **Thakur Publication Pvt. Ltd.** that has been successfully running since past 17 years in publishing market. We have excellent company growth during these past years and have potential to grow more in the coming competitive era.

In the era of burgeoning industries we are looking for conceptually and technically sound professionals for enabling our Company to be competitive and viable, which sounds profitable.

Role – Copy Editor

Training Provisions-

- **Copy Editor Trainee**
(2 days induction training without stipend and 12 days' work training with stipend, total training days will be 14 days)

We necessitate those candidates who are hardworking and adept to groomed marketing skills.

We deal in BBA, BCA, B.Com, B.A., B.Sc., B.Tech, MBA, MCA, B.Pharm, D.Pharm, B.Ed and D.El.Ed. Books across 15 major states all over India. We have our Branches in Coimbatore, Chennai, Bhubaneswar, Bangalore, Ernakulum, Pune, Ahmedabad, Hyderabad, Jalandhar, Jaipur, Mumbai, Bhopal, Rohtak, Meerut, Patna and Kolkata. Our Head Office is in Lucknow.

<u>S.No.</u>	<u>Job Title</u>	<u>Qualification & Skills</u>	<u>Gross Salary</u>	<u>Job Location</u>
1	Copy Editor Trainee	<ul style="list-style-type: none">• B.Com/B.Ed (Hindi)• B.Pharm/M.Pharm (English)• D.Pharm(Hindi Medium)• B.Sc with B.Ed (ZBC/PCM) English• BA/B.Ed (English/ Hindi Medium)• B.Tech (CS) or MCA All education must be in English/Hindi Medium from schooling to college level Good academic background. Good Command over English - Writing Skills, Vocabulary and Grammar Knowledge. Creativity in writing on any topic. Working knowledge of computer is mandatory.	For Hindi (Rs.10-14k) For English (Rs. 15,000-Rs. 17k)	Lucknow

Job Description

Duties and Responsibilities

Copy Editor Trainee

- Modifying the content without changing the sense.
- Converting the text in simple language.
- Checking the text for accuracy and error.
- Produce quality within stipulated time-frame.
- Coordinate with the editorial department.
- Check the content in accordance with the publisher's "house style".
- Coordinate with Authors and Coordinators.
- Liasoning with freelancers.
- Content writing and Copy Editing of matter.
- Proof reading and searching the content as per syllabus.

Selection Process

1. First Round.
2. Second round with HOD's at Head Office, Lucknow.
3. Written Test for Copy Editor Trainee and Editor Trainee profile.

**Warm Regards,
HR Department
THAKUR PUBLICATION PVT. LTD.
9235318539/40**

Mail - hrteamtp@gmail.com

Website - <https://www.tppl.org.in/2020/>

Address of office is:

Hn-645B/187, Abhishekpuram, 60feet road,Jankipuramextension,Lucknow near-ramkishore inter college

Thakur Publication Pvt. Ltd.

Interview Days - Mon - Sat

Interview Timing - 11 - 3 pm