



NOTICE

Thakur Publication Pvt. Ltd had confirmed through mail for campus event for MBA Stream on 21st February 2018. This mail message given by them is listed below

Greetings from Thakur Publication Pvt. Ltd.!

I would like to introduce our esteemed company **Thakur Publication Pvt. Ltd.** that has been successfully running since past 15 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.

We have Posts vacant for **Copy Editor Trainees (HR, Marketing, Finance, B.Pharm and B.Ed), Editor Trainees MBA (HR, Marketing, and Finance) and Marketing Executives (Male and female)**. Appointments are open for Head Office (Lucknow) with a Salary `15500 - `17,000 for **Copy Editor Trainees** and `12,000 – `15000 for **Editor Trainees**. A training period of 12 working days whose payment will be done after successful completion of 260 working days in a year for Editor Trainees/ Copy Editor Trainees respectively. Thereafter, joining for Copy Editor Trainees and Editor Trainees will be at our office, **Thakur Publication Pvt. Ltd., 60 Feet Road, Jankipuram Extension, Lucknow**, after successful completion of training.

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

We deal in BBA, BCA, B.Com, B.Tech, MBA, MCA, B.Pharm and B.Ed Books across 13 major states all over India. We have our Branches in Coimbatore, Chennai, Bhubaneswar, Bangalore, Ernakulam, Pune, Ahmedabad, Hyderabad, Jalandhar, Jaipur, Mumbai, Bhopal, Rohtak and Meerut. Our Head Office is in Lucknow.

Job Title: Copy Editor Trainee

Eligibility Criteria: (Any One)

- i) MBA (Finance or Human Resource or Marketing).
- ii) M. Com with MBA.
- iii) B.Pharm / M.Pharm.
- iv) B.Ed / M.Ed (Hindi Medium).

All qualifications in English Medium are mandatory (Except B.Ed / M.Ed).

Skills:

- i) Applicant should have Good Command over English - Writing Skills, Vocabulary and Grammar Knowledge.
- ii) Basic computer knowledge is essential.
- iii) Creativity in writing on any topic.

Job Duties and Responsibilities:

- i) Modifying the content without changing the sense.
- ii) Converting the text in simple language.
- iii) Checking the text for accuracy and error.
- iv) Produce quality within stipulated time-frame.
- v) Coordinate with the editorial department.
- vi) Check the content in accordance with the publisher's "house style".
- vii) Coordinate with Authors and Coordinators.
- viii) Liaisoning with freelancers.
- ix) Content writing and Copy Editing of matter.

Salary: `15,500 to `17,000(Depend upon skill).

Rs. 11,000 to Rs. 14,000 (B.Ed)

Process of Selection:

1. Written Test.
2. First round of interview.
3. Second round with the HOD'S.

Job Title: Editor Trainee

Job Summary: - Editing is the process of reviewing and then condensing, correcting or arranging written material with the objective of preparing it for Publishing.

Salary: - 12,000-`15,000per month.

Duties and Responsibilities:

- To Coordinate and Communicate with Authors/Writers/Reviewers.
- To Review the current matter of Lecturers/Writers and prepare **Review Report** accordingly.
- To Review the Existing /Previous matter/Books.
- Maintaining a system of copy flow between the Editorial departments.
- Supervising fact checkers to make sure every issue is accurate and fair.
- Managing copy flow between editors and other departments.

Skill and Educational Requirements:

- Minimum Post Graduate in respective discipline for MBA Editor (MBA).
- B.Pharm / M.Pharm qualification for B.Pharm Editor.
- B.Ed / M.Ed qualification for B.Ed.
- Computer working Knowledge of MSWord and Internet is must.
- Age below 35 years.

Process of Selection:

1. Written Test.
2. First round of interview.
3. Second round with the HOD'S.

MARKETING EXECUTIVE

Qualification: MBA/PGDM with relevant specialization.
Computer Knowledge.
Working knowledge of MS Word and Internet is must.

Requirements:Driving License for Two Wheeler is Compulsory.

Age: Below 30 years.

Salary:North Region/Central Region:

Gross Salary: Rs.15,500/- + Annual Leaves + P.F (Optional) + Conveyance Allowance (On Actual Basis) + T.A + D.A (When on Tour) +Incentive.

Eastern Western Region:

Gross Salary:Rs.17,500+ Annual Leaves + P.F (Optional) + Conveyance Allowance (On Actual Basis) + T.A + D.A (When on Tour) +Incentive.

Southern Region:

Gross Salary:Rs.20,500/- + Annual Leaves + P.F (Optional) + Conveyance Allowance (On Actual Basis)
+ T.A + D.A (When on Tour) + Incentive.

Experience: Knowledge of hardcore marketing

Job Profile

- Prospecting/ Research/ Market Generation.
- Visiting College/Universities and making product presentation for new business.
- Responsible for identifying potential College/Universities for generating leads and converting into positive result/order.
- Advising on forthcoming product development and discussing special promotion of books.
- Responsible for increasing market share and revenue growth.
- Keep regular interaction with key clients for better extraction and expansion.
- Sales of Product.
- Supply and distribution of products.
- Payment Collection from wholesalers, retailers, Colleges and depositing it in Company's Account.
- Invoicing and following up for payments/collection etc. with the parties Account.
- Maintaining a database of proposals and also relevant market data.
- Maintaining/updating stock, if any, regarding specimen bill and order supply.
- Maintaining cash book and expenditures (if any) and monthly report it to H.O.
- Reporting sales and marketing performance at H.O

Note:-.

1. **Venue: Seminar Hall**
 2. **Student should be present in proper uniform.**
 3. **Student must bring more than 5 copies of their CV and 4 colored photographs.**
 4. **Student must carry originals as well as 2 set photocopies of their credentials.**
- **The concern students are advised to good preparation so that maximum number students are selected.**

**T&P Cell
Deepu Kumar Chaurasiya**

Copy to
Executive Director for her Kind information
Director - for kind information
Academic coordinator
Department coordinator for inseminations: - MBA

Faculty Placement Co-Ordinators: - MBA

- **For discipline and attendance of students.**