

TYCOON HR SOLUTIONS

(ISO 9001:2015 Certified Company)

Katiyar Cottage, Ground Floor, Near Local Busstand, Sanjauli, Shimla-6 (H.P.)

Contact No-91686-00005, Email- tycoonhrrsolutions@gmail.com

RECRUITMENT NOTICE

Printing & Stationary Department, HP is seeking Candidates for various positions on Outsource basis. Interested candidates may Walk-in for interview on **30.04.2025 (Wednesday)** between **11AM to 4PM** at **M/S Tycoon HR Solutions Office**.

S.No.	Name of Post	No.of Posts	S.No.	Name of Post	No.of Posts
01.	Proof Reader	02	05.	Plate Maker (Offset)	01
02.	Copy Holder	02	06.	Press Duftry	06
03.	Offset Operator	02	07.	Packer	02
04.	Photo Type Setter Operator	06	08.	Chowkidar	02

For Education Qualification, Experience required and for other detailed information please visit our official website **www.tycoonhrrsolutions.in**.

Sr. No.	Name of the Post	Class	No. of Post	Rate per day (minimum wages approved by the Govt. from time to time.	Job Description and nature of work.	Essential Educational Qualifications
1.	Proof Reader	III	02	Rs.551/-	Proof reading of composed/typed printing matter and suggest corrections etc.	(1) Bachelor's Degree or its equivalent from a recognized University/Board. (2) At least three years' experience in proof Reading from any Government /Semi Government Printing Press or ISO certified Private Printing Press.
2.	Copy Holder	III	02	Rs.452/-	Copy holding and proof reading with the Readers.	(i) Should have passed 10+2 Examination or its equivalent from a recognized Board/University. (ii) Two years' practical experience in proof Reading from a Government/Semi Government/ Private Press having ISO certification.
3.	Offset Operator	III	02	Rs.588/-	To operate and maintain offset Printing machines.	(i) 10+2 or its equivalent from a recognized University/ Board of School Education. (ii) Two years' National trade/ Apprenticeship Certificate course in the trade of Offset Printing Press or its equivalent from an I.T.I. or an Institution duly recognized by the Central or State Government. (iii) Three years practical experience in Offset Printing from a Central/ State Government Offset Printing Press or Private Offset Printing Press having ISO certification.
4.	Photo Type Setter Operator	III	06	Rs.588/-	To do all type of typesetting and formatting work of different jobs on computers which is to be executed in the Offset Section and to publish E-gazette.	(i) 10+2 from recognized Board of School Education. (ii) One/Two years' Diploma/ Certificate in Computer Application/Information Technology with the knowledge of M.S. Word, Page Maker, Photo Shop and Corel Draw from recognized University/Institution or from an Industrial Training Institute (ITI) duly recognized by the H.P. Government/Centre Government or approved AICTE.
5.	Plate Maker (Offset)	III	01	Rs.469/-	Making plates for offset printing machines,	(i) 10+2 or its equivalent from a recognized Board of School Education/University.

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					exposing and developing of plates etc.	(ii) Two years' National trade/Apprenticeship Certificate in the trade of Plate Maker (Offset) from a recognized I.T.I. or from an Institution duly recognized by the Central/State Government.
6.	Press Duffry	III	06	Rs.452/-	To help the Binders in Book Binding work i.e. folding, gathering, wrapping etc.	(i) 10+2 or its equivalent from a recognized Board of School Education/Institution. (ii) Two years' National Trade /Apprenticeship Certificate course in the trade of binding from a recognized I.T.I. or from an Institution duly recognized by Central/H.P. Government.
7.	Packer	IV	02	Rs.400/-	Packing and supplying of consignments of stationery articles and printed materials from the different stores of the department.	(i) Middle Pass or its equivalent from a Board of School Education/ Institution duly recognized by the Govt. (ii) 5 years practical experience of the post of packer in the Government/Semi Government Office.
8.	Chowkidar	IV	02	Rs.400/-	1).To keep watch and ward during and after office hours. 2).To take precautionary measures relating to prevention of fire and damage to Government property.	Should be Middle Pass from a recognized Board of School Education.
Total:			23			