

TIET - Internal Job Posting

Job Description

Job Title : Reprographer – Registrar Office

Position Reports : Assistant Registrar

Job Location : Patiala

Main Purpose

The Reprographer will be responsible for providing efficient reprographic services to meet the university's academic and administrative documentation needs. This role involves operating photocopying, scanning, and printing equipment, ensuring high-quality outputs, and maintaining strict confidentiality of sensitive materials

Qualification	<ul style="list-style-type: none">• 10+2 / ITI or Equivalent• Certification in reprography, printing, or related fields is preferred.
Experience	<ul style="list-style-type: none">• 3-10 years of Experience

Specific Accountability & Job Responsibility

- Operate and maintain high-volume photocopying, printing, and scanning machines.
- Produce high-quality printed and copied materials for teaching, research, and administrative purposes.
- Manage bulk copying and printing requests, ensuring deadlines are met.
- Assist with the formatting, binding, and preparation of documents for presentations, conferences, and exams.
- Verify the accuracy and completeness of materials before processing.
- Perform routine maintenance of reprographic equipment, such as cleaning and refilling consumables (toner, paper, etc.).
- Report technical issues to the appropriate department and coordinate repairs when necessary.
- Monitor and manage stock levels of reprographic supplies, ensuring timely replenishment.
- Maintain an organized record of printing and copying activities for billing and reporting purposes.
- Assist faculty, staff, and students with their reprographic requirements.
- Provide guidance on optimal document preparation and printing techniques.
- Ensure strict adherence to copyright regulations and university policies.
- Handle sensitive materials, such as examination papers and research documents, with the utmost confidentiality.

Compensation:

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by

28th Dec 2024