

Proof Reader

This post belongs to the Printing and Publication Service and is the initial grade at which direct recruitment is made in that service. For structure and sanctioned strength of various grades in the service [click here](#). The post carries a pay scale of Rs. 9300-34800 (Pay Band-2) with a Grade Pay of Rs. 4200 (Pre-revised). The incumbent of the post, in addition to pay and grade pay also gets DA, HRA & Parliamentary Allowance, as admissible, from time to time. CGHS facilities, housing facilities, LTC and tuition fee reimbursement benefits are also available as per extant rules/instructions on the subject.

Director is the highest grade available in this service. The mode of recruitment to various grades of this service is given in Rajya Sabha Secretariat (Methods of Recruitment and Qualification for Appointment) Order, 2017, which is available at www.rajyasabha.nic.in/recruitment.

Proof Reader is primarily required to check and correct the proofs of the printed matters received from Press and to ensure error free printing. However, in case proof is being corrected/checked by the Proof Reader or any other Senior Officer, Junior Proof Reader is required to provide necessary assistance to such person by reading the manuscript and/or providing any other service as may be necessary to enable him/her to compare and correct the proof. He/she may also be required to do such other jobs/duties and discharge such responsibilities as may be assigned to him/her from time to time.