



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
भारत सरकार के पूर्ण स्वामित्वाधीन
WHOLLY OWNED BY GOVT. OF INDIA

Advt.No.01/2018-OP

Security Printing & Minting Corporation of India Limited (SPMCIL), a Schedule 'A' Mini-ratna Category-I Central Public Sector Enterprise wholly owned by Government of India, started functioning as a Corporatized entity with effect from 13th January, 2006. The objective and the business of the Company is designing, manufacturing security papers, Printing Currency & Bank notes, Passports, non-judicial stamp papers, postage stamps and Minting of the Coins.

SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance having its registered and Corporate Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001.

The operational Units of the Company are strategically located across the Country having its four Mints at Mumbai, Kolkata, Hyderabad and Noida, four Currency / Security presses at Nashik, Dewas and Hyderabad, a high quality Paper manufacturing mill at Hoshangabad and Company has commissioned CWBN Paper Machine Project at SPM, Hoshangabad with a view to be self-sufficient in manufacturing of currency paper.

With the above background, the Company is looking forward to recruit high caliber and talented professionals having potential to strengthen its IT and Legal Wing and accordingly invites applications for the following post:

Name of the Post	Level	Scale of IDA Pay (pre-revised) *	Total No. of Post (s)	Maximum Age (As on 05.06.2018)
DGM (IT)	E-6	Rs. 36600-62000	1-OBC	45
Manager (Legal)	E-4	Rs. 29100-54500	1-UR	40

* IDA Pay Scale mentioned are likely to be revised after approval of recommendations of 3rd PRC.

Dy. General Manager (IT): (E-6 Level)

Essential Qualification: First class full time, MCA/B.Tech (Computer Engineering/IT) from a recognized University/Institute.

Experience: 15 years of post-qualification experience as an Executive in IT related area with special reference to ERP implementation and should possess both software and hardware knowledge, out of which at least 2 years regular services in one grade below i.e. in IDA pay-scale of Rs. 32900-58000 at E-5 Level or in CDA pay-scale of Rs. 15600-39100 with Grade Pay of Rs.8100/- as Chief Manager/AGM or equivalent in a PSU/Govt. or at equivalent level of position in a reputed private sector company having turnover of at least Rs. 100/- crores per annum.

Manager (Legal): (E-4 Level)

Essential Qualification: First class degree in Law (Regular course) from Govt. recognized University/Institute.

Experience: 10 years relevant experience.

Desirable: Law degree from a National Law School/Law faculty of Delhi University.

HOW TO APPLY:

1. The application should be submitted in the Proforma given in the advertisement, preferably type written.
2. The outer cover should be superscribed as **"APPLICATION FOR THE POST OF _____"**.
3. A non-refundable Bank Demand Draft for Rs. 100/- drawn in favour of **"Security Printing and Minting Corporation of India Ltd."** payable at New Delhi is to be enclosed. Candidates are advised to write their name and post applied on the reverse side of the Demand Draft.
4. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India, issued by Competent Authority for appointment to the post under Govt. of India and for Central Government PSUs.
5. Duly completed application should be sent to the Deputy General Manager (HR), Security Printing & Minting Corporation of India Ltd., 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001 through **registered/speed post/courier** only within 30 days from the publication of this advertisement. Applications will not be accepted by hand. Applications received late/incomplete will be rejected. SPMCIL Management will not be responsible for any postal delay/loss of documents during transit.

6. Applications without photo copies of supporting documents in respect of age, caste, qualification, experience, last salary drawn, proof of turnover of the Company where presently employed in case applicant is employed in private sector and application fee will be rejected without any information to the applicants.

GENERAL CONDITIONS:

1. Mere conformity to the job requirement will not entitle a candidate to be called for Interview. Management reserves the right to reject any application without assigning any reason and to raise the eligibility standard and criteria to restrict/regulate the number of candidates to be called for Interview. The recruitment process can be cancelled / suspended/terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.
2. Candidates called for Interview will be entitled for reimbursement of train fare (to and fro) by 3-Tier AC Class from the place of their mailing address to the place of Interview in case of Manager level post and 2 Tier AC Train fare in case of DGM level post.
3. Applications that are not in conformity with the requirements indicated in this advertisement or incomplete applications will not be entertained and will be rejected.
4. Wherever applicable, candidates should send their application through proper channel. The employees of Central/State Govt./PSUs/Autonomous Bodies, etc. should apply through proper channel or shall produce NOC at the time of Interview.
5. Computation of age, minimum post-qualification experience and qualification shall be as on **05.06.2018**. However, there shall be no age bar for the in-service employees who fulfill the essential qualification and experience provided they have at least three years of service left on the date of the advertisement
6. Management reserves the right to call or not to call any/all candidates who have responded against this advertisement.
7. In case of large number of applications, SPMCIL Management may conduct a written test/pre-interview round for shortlisting of candidates. No reimbursement of fare will be given in case of written test/pre-interview round.

8. SPMCIL Management reserves the right to fill up the post or increase/decrease the number of posts or even to cancel the whole process of recruitment without assigning any reasons thereof.
9. No correspondence will be entertained about the outcome of the applications.
10. The selected candidates are liable to be posted in any of the Units or Corporate Office of SPMCIL as per requirement.
11. Canvassing in any form will be a disqualification.

Dy. General Manager (HR)

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www.spmcil.com

EMPLOYMENT APPLICATION FORM

Advt.No.01/2018-OP

1. Name of the Post
2. Name of the candidate
3. Father's Name
4. Date of Birth
(Age as on 05.06.2018 - DD MM YY)
5. Permanent Address
6. Address for correspondence
7. Phone numbers (office)
(Residence)
Mobile
Fax
E-mail
8. Religion
9. Nationality
10. Whether belonging to SC/ST/OBC/Minority/
Ex-serviceman/physically handicapped
11. Details of Educational Qualifications starting from requisite
professional qualification to matriculation:

Recent Passport size photo

S.No.	Details of Exams Passed (Only Full-Time, regular courses are allowed)	Year & Month of Passing	Subject	Div. / Class and% of marks Obtained	Name of the University/ Institution

12. Details of Experience starting from latest employment:

Name of Organisation	Designation	Period (With date, month & year)		Pay-scale (Grade Pay in case of CDA scale)	Present Basic Pay & Total Emoluments Last Drawn/CTC in case of Pvt. Sector	Brief description of present duties
		From	To			

13. Whether any relative already working with SPMCIL.
If yes, specify the relationship.

14. Details of Computer knowledge & Experience

15. Details of Training to your profession attended.

Name of Course	Institute	Contents

16. Details of Bank draft for Rs.100/- :

Name of Bank _____ DD No. _____ Date _____

17. Copies of Certificates/testimonials enclosed.

1. 3.
2. 4.

DECLARATION:

I hereby affirm and declare that the statements made in the application are true and unexaggerated. I undertake that any misrepresentation or material omission made in this application form will render the undersigned liable to immediate dismissal.

Date:

Place:

(Signature of the Candidate)