



**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.04/2015-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 13<sup>th</sup> 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 16<sup>th</sup> 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 very shortly the Company has already 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 Technical, Finance, Materials, R&D and Marketing Management Wing of SPMCIL and accordingly invites applications for the following posts:

<b>Name of the Post</b>	<b>Level</b>	<b>Scale of Pay (IDA)</b>	<b>Total No. of Post (s)</b>	<b>Maximum Age (As on 31.10.2015)</b>
Addl. General Manager (F&A)	E-7	Rs. 43200-66000/-	1-UR	50
Chief Manager (R&D)	E-5	Rs. 32900-58000/-	1-UR	45
Manager (Tech.)- Assay	E-4	Rs. 29100-54500/-	1-UR	40
Manager (Tech.)- Quality Assurance			1-OBC	
Manager (Materials)			2 (1- UR, 1-ST)	

Dy. Manager (Materials)	E-3	Rs.24900- 50500/-	1-UR	40
Dy. Manager (Marketing)	E-3	Rs. 24900- 50500/-	1-UR	40

**Addl. General Manager (Finance & Accounts): (E-7 Level)**

**Essential Qualification:** Qualified CA/ICWA/1<sup>st</sup> Class full-time MBA with Finance elective/1<sup>st</sup> class 2 year full-time Post Graduate Diploma in Management with Finance elective equivalent to MBA (proof of equivalence to be submitted) from recognized University/Management Institute.

**Experience:** 18 years post qualification experience as an Executive in handling finance, accounts, internal audit, budget preparation, etc., out of which at least 2 years regular service should be in one grade below i.e. in IDA pay-scale of Rs. 36600-62000/- or in CDA pay-scale of Rs. 37400-67000/- with grade pay of Rs. 8700/- as DGM or equivalent in a reputed private sector company having turnover of at least Rs. 100/- crores per annum.

**Chief Manager (R&D): (E-5 Level)**

**Essential Qualification:** First class B.Tech/B.E. in the area of Mechanical/ Electrical/ Electronics/ Chemical/ Metallurgy/ Pulp and Paper OR First Class M.Sc in Chemistry.

**Experience:** 12 years post qualification experience as an Executive in the relevant area relating to printing technology/ paper technology/ paper manufacturing/ ink technology, out of which at least 2 years regular service should be in one grade below i.e. in IDA pay-scale of Rs. 29100-54500/- or in CDA pay scale of Rs. 15600-39100/- with grade pay of Rs.7600/- as Manager or equivalent in a reputed private sector company having turnover of at least Rs. 75/- crores per annum.

**Manager (Tech.)- Assay: (E-4 Level)**

**Essential Qualification:** 1<sup>st</sup> Class B.Tech. in Chemical Eng./Metallurgy Or First Class M.Sc in Chemistry from a recognized University/ Institute.

**Experience:** 10 years post qualification experience as an Executive in analytical chemical analysis / metallurgy having sound knowledge in assay or melting or refining. The candidate should have at least 2 years regular service should be in one grade below i.e. in IDA pay-scale of Rs. 24900-50500/- or in CDA pay-scale of Rs. 15600-39100/- with grade pay of Rs. 6600/- as Dy. Manager or equivalent in a reputed Private sector company having turnover of Rs. 75/- Crores.

**Desirable:** Experience in metallurgical services in a well advanced test laboratory and capable to assay and analyzing the purity of precious metals.

**Manager (Tech.)- Quality Assurance: (E-4 Level)**

**Essential Qualification:** 1<sup>st</sup> Class B.Tech. in Printing Technology/Chemical Eng./Pulp & Paper Or First Class M.Sc in Chemistry from a recognized University/ Institute.

**Experience:** 10 years post qualification experience as an Executive in managing the quality assurance division monitoring quality standard of the products and SOP related to quality assurance, out of which at least 2 years regular service should be in one grade below i.e. in IDA pay-scale of Rs. 24900-50500/- or in CDA pay-scale of Rs. 15600-39100/- with grade pay of Rs. 6600/- or equivalent in a reputed Private sector company having turnover of Rs. 75/- Crores.

**Manager (Materials): (E-4 Level)**

**Essential Qualification:** 1<sup>st</sup> class degree in Engineering with degree / Diploma in Material Management / Stores Management / Purchase / MBA with Material Management/ 1<sup>st</sup> class 2 year full-time Post Graduate Diploma in Management with Materials Management elective equivalent to MBA (proof of equivalence to be submitted) from recognized University/Management Institute.

**Experience:** 10 years post qualification experience as an Executive in materials planning/materials handling/stores management and procurement/contracts in manufacturing industry, out of which at least 2 years regular service should be in one grade below i.e. in IDA pay-scale of Rs. 24900-50500/- or in CDA pay-scale of Rs. 15600-39100/- with grade pay of Rs. 6600/- as Dy. Manager or equivalent in a reputed Private sector company having turnover of Rs. 75/- Crores.

**Deputy Manager (Materials): (E-3 Level)**

**Essential Qualification:** 1<sup>st</sup> Class degree in Engineering with Degree/Diploma in Material Management / Stores Management / Purchase / MBA with Material Management/1<sup>st</sup> class 2 year full-time Post Graduate Diploma in Management with Materials Management elective equivalent to MBA (proof of equivalence to be submitted) from recognized University/Management Institute.

**Experience:** 07 years post qualification experience as an Executive in materials planning/materials handling/stores management in manufacturing industry or any process industry out of which at least 2 years regular service should be in one grade below, i.e. in IDA pay-scale of Rs. 20600-46500 or in CDA pay-scale of Rs. 15600-39100/- with grade pay of Rs 5400/- as Assistant Manager or equivalent in a reputed private sector company having turnover of at least Rs. 50/- crores.

**Dy. Manager (Marketing): (E-3 Level)**

**Essential Qualification:** 1<sup>st</sup> class full time degree in Marketing Management / MBA with Marketing/ 1<sup>st</sup> class 2 year full time Post Graduate Diploma in Management with Marketing elective equivalent to MBA (proof of equivalence to be submitted) from recognized University/Management Institute.

**Experience:** 7 years post qualification experience in marketing as an Executive out of which at least 2 years regular service should be in one level below, i.e., in the IDA pay-scale of Rs.20600-46500/- or in CDA pay scale of Rs. 15600-39100/- with grade pay of Rs. 5400/- as Asstt. Manager or equivalent in a reputed private sector company having turnover of at least Rs.50 crores.

**Desirable:** B. Tech/B.E.

**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. **No application fee need to be paid by the candidates belonging to SC/ST/Physically challenged category.**
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 PSU.
5. Duly completed application should be sent to the Dy. Manager(HR), Security Printing & Minting Corporation of India Ltd., 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001 through **registered/speed post** only within 30 days from the publication of this advertisement. 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 and requisite application fee will be rejected without any information to the applicants.**
7. The applicants who wish to apply for more than one post shall submit separate application and application fee for each post.

**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 ad 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 communication shall be entertained in this regard.
2. Candidates called for interview will be entitled for reimbursement of train fare (to and fro) (except Rajdhani, Premium, Duronto & Shatabdi Express) from the place of their mailing address to the place of Interview by 2 tier AC class in case of AGM and Chief Manager and 3-tier AC Class in case of Manager and Dy. Manager.
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. Age relaxation: The upper age limit specified in the advertisement is for general candidates from the open market. Relaxation in upper age limit to SC/ST/OBC/PH/Ex-servicemen will be as per extant Government rules.
6. For PH Category, only such candidates would be eligible who suffer from not less than 40% of disability and candidate who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by the Competent Authority in the prescribed format as per the directives of Govt. of India.
7. **Computation of age, minimum post-qualification experience and qualification shall be as on 31.10.2015.**

In case of internal candidates, the age relaxation upto 5 years will be considered in conformity with DOPT guidelines on the same lines as applicable to Govt. employees.

8. Management reserves the right to call or not to call any/all candidates who have responded against this advertisement.
9. In case of large number of applications, SPMCIL Management may conduct a written test/pre-interview round for shortlisting of candidates.
10. 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.
11. No correspondence will be entertained about the outcome of the applications.
12. The selected candidates are liable to be posted in any of the Units or Corporate Office of SPMCIL as per requirement.
13. Canvassing in any form will be a disqualification.

**Dy. Manager (HR)**

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**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.**  
**(Wholly Owned by Government of India)**  
**16<sup>TH</sup> Floor, Jawahar Vyapar Bhawan, New Delhi-110 001.**  
**www.spmcil.com**

**EMPLOYMENT APPLICATION FORM**

Advt.No.04/2015-OP

1. Name of the Post
2. Name of the candidate
3. Father's Name
4. Date of Birth  
(Age as on 31.10.2015 - 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
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S.No.	Details of Exams Passed (whether through regular/correspondence courses)	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)