



SECURITY PRINTING PRESS

(A unit of Security Printing and Minting Corporation of India Ltd.)

Wholly owned by Government of India

Mint Compound: Saifabad, HYDERABAD – 500 063

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Website: <http://spphyderabad.spmci.com>

SPP/HR/Rectt. of Consultant/2018-19/ 5422

Date-14-12-2018

Notice

Subject: Engagement of retired Government Servant/PSU employees as Consultant on contract basis.

Security Printing Press (SPP), Hyderabad was established in the year 1982 primarily to meet the requirements of postal stationery for Department of Posts, Ministry of Communications and Information Technology, New Delhi. Subsequently, the press has taken-over development and printing of Non-Judicial Stamp Papers and Court Fee Stamps for State Governments. The objective of SPP is to design, develop, print and supply security documents by incorporating latest security features for the national and international customers.

SPP, Hyderabad is equipped with modern high speed printing machinery for producing high value security documents with security features like specialized numbering, perforations, UV-print technology, and high-end security software for pre-press activities. Its capability also includes printing of multi-color items such as Meghdoot Post cards, advertisement on Envelopes, Inland letters and postal items. Other products of the unit are Commemorative postage stamps, Central Excise stamps, Non-Judicial Stamps, Court Fee Stamps, Indian Postal Orders, MICR & Non-MICR Cheques, Saving Instruments, State Warehousing receipts.

With the above background, the SPP, Hyderabad is looking forward for engaging retired employees as consultant in following departments on contract basis to look after the work of respective departments at SPP, Hyderabad.

Sl. No	Department	No. of Vacancies	Contract Period
1	Consultant(RM)	4	upto 31.12.2019
2	Consultant(Control)	32	upto 31.03.2019
3	Consultant(Printing)	8	
Total		44	

Eligibility criteria:

Sl. No.	Name of the Post	Essential Qualifications	Essential Experience
1	Consultant(RM)	Any graduation preferably B.Com/BBA from a recognized University/ Board/ Equivalent.	Central Government/PSU retired employees having experience in gamut of HR/Establishment/ Purchase/Finance functions Like Manpower Planning, personnel appraisal, Compensation Management, Training & Development, Employees relationships, Personnel Services, Administrations and Employees related legal matters, Employees related Service Conditions. RTI and related matters. Scrutiny and Processing & settlement of claims/Bills, GST Compliances, Tender Processing and revaluation, Processing of Medical Claims/Bills, Processing of EPF/GPF bills etc.
3	Consultant (Control)	Pass in 10 th standard with good physique and ability to handle heavy materials physically	Central Government /PSU retired employees having experience of post printing operations such as quality examination, inspection counting bundling, sealing, packing and Material Handling etc.
4	Consultant (Printing)	Pass in 10 th standard with good physique and ability to handle heavy materials physically.	Central Government/PSU retired employees having experience in web off set machine, post printing machine, i.e. auto printing machines, paper cutting machine, and stamp perforating machines etc.

AGE: Retired Govt. /PSU employees should not have crossed age of 64 years as on 20.12-2018.

HOW TO APPLY:

1. The Application should be submitted in the pro-forma given in the advertisement, preferably type written.
2. The outer cover should be subscribed as **APPLICATION FOR THE POST OF CONSULTANT (NAME OF THE DEPT.)**

3. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience.
4. Duly Completed applications should be sent to the General Manger, Security Printing Press, Hyderabad, Mint Compound, Saifabad, Hyderabad-500 063. Through registered/speed post on or before 20.12.2018.
5. Applications received late/incomplete will be rejected. SPMCIL Management will not be responsible for any postal delay/loss of documents during transit.

General Conditions:

- The compensation (all inclusive) shall be regulated as per the following norms :

Category of Employee	Emoluments
Retired from Government / SPMCIL with Government Pension Benefits.	Last Basic Pay (including Grade Pay+ DA) drawn – Monthly Pension Drawn
Retired from SPMCIL/PSUs with matching EPF contribution by the employer	Last Basic Pay + DA drawn – Last Month EPF Contribution by the Employer.

- The selected candidate will not have any claim over other emoluments/benefits/compensation available to other SPMCIL employees. However, for any out station travel as per the requirement, with the prior approval of the competent authority, only the expenses towards travelling, lodging and boarding (as per SPMCIL Travel rules/polices) will be borne by SPP, Hyderabad.
- The selection will be as per the terms and conditions in this advertisement and the candidates will be required to appear for interview.
- No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of SPMCIL would be final and binding.
- Management reserves the right to reject the application without assigning any reason. The recruitment process can be cancelled / Suspended / terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
- Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the date will not be entertained.
- In order to regulate the number of candidates to be called for interview, if so required, SPP, Hyderabad reserves the right to raise the minimum eligibility criteria/ Standards.

- Retired Government/PSU employees shall be engaged before they attain the age of 65 years. On attaining the age of 65 years, the agreement/contract for engagement shall stand automatically terminated.
- Canvassing in any form will result in disqualification.

Sd/-
Dy. Manager (HR) & Head of Office.

APPLICATION FORM

Affix Recent
Passport size
photograph

1	Name of the Post	
2	Name of the Candidate (all in block letters)	
3	Father's Name	
4	Date of Birth (DD/MM/YYYY)	
5	Age as on _____	
6	Permanent Address	
7	Address for correspondence	
8	Contact Details	Land Line: Mobile: E-mail:
9	Religion	
10	Nationality	

11	Details of Educational Qualifications starting from professional to matriculation.(please attach copies)						
Sl.No.	Details of Qualification	Year of Passing	Subject	% of marks	Board/ University		
12	Details of Experience starting from latest employment :						
S.No.	Name of the Organization	Position held & Level	Period (DD/MM/YYYY)		Pay scale with pay	Last Total Emolument Drawn	Brief description of duties
			From	To			

13. Please specify whether any relative(s) is working in the units of SPMCIL. If so, furnish their name and designation and relationship.

14. Copies of Certificates/testimonials to be enclosed (like PPO, Last Pay Certificate etc.).

1.

2.

3.

4.

15. Declaration: I_____ hereby affirm and declare that the statements 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