

Date: 23.04.2019

NOTICE

Ref.:-Advt. No.-06/2018-OP

1. The selection process for engagement of Assistant to Company Secretary was launched and applications were invited vide Advt. No.-06/2018-OP.
2. Examination for the post of Assistant to Company Secretary has been scheduled to be held on 27.04.2019 (Saturday). The result of Written Test shall be declared on the same day i.e. 27.04.2019 tentatively by 3:00 P.M. and will be uploaded on the company website [www.spmcil.com](http://www.spmcil.com). All candidates are required to check the result.
3. The list of shortlisted candidates has been uploaded in the "careers" section on website of the company and the Call letters of the eligible candidates are uploaded on the link "[https://jobapply.in/spmcil\\_Admit2019/SPMCIL19AdmitA2CS.asp](https://jobapply.in/spmcil_Admit2019/SPMCIL19AdmitA2CS.asp)".
4. Before appearing for the written test, the candidate should ensure that he/she fulfils all the eligibility conditions for the examination as per the Advt. No-06/2018-OP. Company will take up verification of eligibility with reference to the **original documents** only for those candidates who are shortlisted for Interview based on their performance in the written examination. If the candidates are not found eligible during the document verification process, they will not be allowed for the next stage of Interview and their candidature will be rejected. The admission at all stages of the examination for which he/she is admitted viz., Written Test / Interview will be purely provisional subject to his/her satisfying the eligibility conditions. If on verification at any time before or after the Written Test / Interview it is found that the candidate does not fulfil any of the eligibility conditions, his/her candidature shall stand cancelled without any notice or further reference.
5. Based on the performance in the written examination, candidates will be shortlisted on the basis of merit in the ratio of 1:4 and they will have to appear for the Interview on the date of examination along with original documents by 4:00 P.M. at SPMCIL Corporate Office located at 16th Floor, Jawahar Vypar Bhawan, Janpath, New Delhi (Near Janpath Metro Station, Gate No.-3).
6. All applicants are required to constantly check the SPMCIL website for any further updates.