

Ref : CHO(HR)/Admn./218-07(P/f)

30.06.2010

All General Managers / HODs
Mints / Presses / Paper Mill

Sub: Vacancy Notification for Selection and Appointment for 1 (One) post each of Administrative Assistant (F&A) and Administrative Assistant (E&A) in the pay band of Rs.9300-34800 with grade pay of Rs.4200/- at S-1 level in the Corporate Office through the process of Internal Recruitment.

Sir,

Attached please find herewith Corporate HR Vacancy Notification No.12 dt 30.06.2010 which could enable your Unit to invite applications from eligible Employees willing to work in the Finance and HR set ups of the Company.

2. Essential & desirable qualifications and other criteria for the post of Admn. Assistant (F&A) and Admn. Assistant (E&A) which holds good for the Employees from within the Company is enclosed herewith in Annexure I.

3. The application format and general conditions stipulated for the instant recruitment of both the posts are enclosed as Annexure II and Annexure III.

4. Nine Units and the Corporate Office should immediately circulate the vacancy inviting applications from the suitable Employees in respect of their establishment.

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5. The last date for the receipt of the application by the Unit is 26.07.2010. After the last date of receipt of applications, the Units are requested to forward the same/complete in all respect to the Corporate Office by 09.08.2010 along with candidate's grading of ACRs for the previous 3 years, Integrity & Vigilance Clearance.

(B. J. Gupta)
DGM(HR)

Encl :

1. Annexure I - Qualification and Eligibility
2. Annexure II - Application Format
3. Annexure III - General Conditions

Copy to:

1. ES to CMD
2. Director [T] / Director [F] / Director [HR] / CVO
3. GM(IA) / Sr.DGM(S & C)

VACANCY NOTIFICATION

Advt. No.12 dt. 30.06.2010

Sub: Vacancy Notification for Selection and Appointment for the post of 1 (One) each of Administrative Assistant (Finance & Accounts) and Administrative Assistant (Establishment & Administration) at S-1 level in the grade pay of Rs.4200/- at Corporate Office through the process of internal recruitment.

Consequent upon Corporatisation and enmasse transfer of Govt. employees to the rolls of the Company w.e.f. 01.11.2008, it is considered expedient to put a vibrant Finance and HR setups at place in the Corporate Office and also in the Units of SPMCIL.

2. It is the commitment of SPMCIL Management to give an opportunity to the talented and qualified employees from within the Company having potential to be appointed as Admn. Assistant (F&A) and Admn. Assistant (E&A) in the Corporate Office.

3. With the above objective, applications are invited from amongst the eligible employees of 9 Units and the Corporate Office to compete through the process of internal recruitment for selection and appointment as Admn. Assistant (F&A) and Admn. Assistant (E&A) at S-1 level in the pay band of Rs.9300-34800 with grade pay of Rs.4200/-.

4. The successful candidate selected through this process of internal recruitment shall be posted in the Corporate Office.

5. Qualifications and other criteria for both the posts is enclosed in Annexure - I. However, mere fulfillment of Qualification and Eligibility Criteria shall not entail the candidate to be called for the interview.

7. A Screening Committee shall scrutinize the applications received and based on their recommendations and with the approval of the Competent Authority; the call letters shall be issued to appear in an Interview. No correspondence in this regard will be entertained.

8. SPMCIL Management reserves the right to fill up all the posts or alter the number of posts or even to cancel the whole

process of recruitment, without assigning any reasons thereof arising out of administrative exigencies.

9. Selected candidates appointed at S-1 level are liable to be transferred on temporary / permanent basis anywhere in India at the sole discretion of the Management based on the exigencies of service.

10. Company is under obligation to changeover to IDA pattern of pay scales as applicable to the public enterprises. Same shall also be applicable to the candidates appointed as Administrative Assistant through this process of internal recruitment.

11. No application should be forwarded in respect of Employees against whom disciplinary proceedings or vigilance case is pending or being contemplated.

12. The last date for the receipt of the application **by the Unit is 26.07.2010.** Units are requested to forward the applications **to the Corporate Office by 09.08.2010** along with the candidate's grading of ACRs for the previous 3 years and Integrity & Vigilance Clearance.

13. Canvassing in any form will be a disqualification.

(B.J. Gupta)
DGM(HR)

ANNEXURE - I

For the post of Administrative Assistant (Finance & Accounts)

Eligibility:-

Essential Qualification:

- (a) The candidate should possess a Graduate Degree from a recognized University or equivalent qualifications.
- (b) Employees in the pay-scale of Rs.5200-20200 with grade pay of Rs.2800/- with 5 years service are eligible for consideration to the post.

Professional Qualification:

The incumbent is expected to handle efficiently and effectively the Finance, Accounts and related matters including cash handling. Knowledge of commercial accounting system would be an added advantage.

For the post of Administrative Assistant (Establishment and Administration)

Eligibility:-

Essential Qualification:

- (c) The candidate should possess a Graduate Degree from a recognized University or equivalent qualifications.
- (d) Employees in the pay-scale of Rs.5200-20200 with grade pay of Rs.2800/- with 5 years service are eligible for consideration to the post.

Professional Qualification:

The incumbent is expected to handle efficiently and effectively the establishment, legal, RTI and administration matters.

ANNEXURE II

APPLICATION FORMAT

1. Advertisement No.
2. Name of the Post
3. Name of the Candidate
4. Father's Name
5. Date of Birth
6. Permanent Address
7. Address for correspondence
8. Phone numbers & Contact Details -
Office

Passport size
Photograph

Residence

Mobile

Fax

E-mail

9. Languages known

- (a) Read
- (b) Speak
- (c) Write

10. Religion

11. Nationality

12. Whether belong to SC/ST/OBC/Ex-serviceman/physically
handicapped

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

14. Details of Educational & Professional Qualifications from
Matriculation onwards:

S.No.	Details of Exams	Year of Passing	Subject	Marks	Board/University

15. Details of Experience (in Chronological order)

S.No.	Name of the Organisation	Position held	Period From To	Total Emoluments with Pay & Pay Scale	Brief description of duties

16. Details of Computer knowledge & Experience

17. Details of Training

Name of the Course	Institute	Contents

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)

ANNEXURE - III

General Conditions :

1. All the applications should be forwarded through proper channel.
2. The application should be submitted in the format attached in Annexure II, preferably typewritten enclosing copies of certificates in support of Qualification, age, experience, etc.
3. The outer cover should be subscribed as 'APPLICATION FOR THE POST OF _____ -'.
4. Duly completed application should be forwarded by the Units to the Deputy General Manager [HR], Security Printing and Minting Corporation of India Ltd., 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001 by 09.08.2010.
5. Applications received late / incomplete will be rejected. SPMCIL Management will not be responsible for any postal delay / loss of documents during transit.
6. In order to regulate the number of candidates to be called for the interview, if so required, the SPMCIL Management reserves the right to raise the minimum eligibility standards / criteria, OR to relax the minimum eligibility standards / criteria.
7. Any legal proceedings in respect of dispute or litigation arising out of this internal process of recruitment of Administrative Assistant can be instituted in the Courts / Forums / Tribunals at Delhi only.
8. Company Employees who are in service requested to visit our web site <http://www.spmcil.com> and click on 'Opportunities' for advertisement and application format which could enable them to participate in this process of internal recruitment.
