

VACANCY NOTIFICATION

Advt. No.13/10 dt.12.07.2010

Sub : Inviting applications for the post of 1 (One) Assistant Vigilance Officer in the Corporate Office of SPMCIL for selection and appointment 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 Vigilance setup 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 Assistant Vigilance Officer 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 Assistant Vigilance Officer in the revised pay scale of Rs. 9300-34800/- with Grade Pay of Rs. 4800/-.

4. In addition, the incumbent shall be paid an amount of Rs.2000/- p.m. over and above the monthly pay packet so as to motivate and inspire them to opt for a tenure in Vigilance set up of the Company.

5. The successful candidates selected through this process of internal recruitment shall be posted in the Corporate Office for a fixed tenure of 3 years. However, in deserving cases depending on the performance and requirement of the Vigilance dept., the tenure can be extended for a maximum period of 5 years.

6. After completion of his/her tenure in the Vigilance department of the Company, the employees shall revert to the substantive post held by him prior to joining in Vigilance set-up retaining his/her seniority.

7. Qualifications and other criteria for the post of Assistant Vigilance Officer is enclosed in Annexure – I. However, mere fulfillment of Qualification and Eligibility Criteria shall not entail the candidate to be called for the interview.

8. The gist of the Job Description for the position of Assistant Vigilance Officer is attached in Annexure – II.
9. 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.
10. 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.
11. Selected candidates appointed as Assistant Vigilance Officer is liable to be transferred on temporary / permanent basis anywhere in India at the sole discretion of the Management based on the exigencies of service.
12. 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 Assistant Vigilance Officer through this process of internal recruitment.
13. No application should be forwarded in respect of Employees against whom disciplinary proceedings or vigilance case is pending or being contemplated.
14. The last date for the receipt of the application **by the Unit is 02.08.2010.** 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.
15. Canvassing in any form will be a disqualification.

(V. Balaji)
Manager (P & A)
12.07.2010

ANNEXURE – I

(I) **POST**: ASSISTANT VIGILANCE OFFICER

(II) **Source of Recruitment** : Through the internal process of Selection from amongst the eligible employees of SPMCIL.

(III) **Qualification** :

Essential : Graduate Degree in any discipline from a recognized University.

Desirable : Master's Degree/LLB or any other relevant professional qualification.

(IV) **Eligibility Criteria** :

(i) Officers holding analogous posts,

OR

(ii) Holding scale of pay of Rs.6500-10500/- (pre-revised),

OR

(iii) 5 (five) years **combined service** in the scale of pay of Rs.6500-10500/- (pre-revised) & Rs.5500-9000/- (pre-revised).

(V) **Age Limit** : 55 years

ANNEXURE II

JOB DESCRIPTION - ASSISTANT VIGILANCE OFFICER

- Scrutiny of registers, records and documents pertaining to all matters having Vigilance angle.
- Preparation and submission of returns and reports to various Authorities.
- Identification of the sensitive post which involve dealings with members of public on considerable scale.
- Make regular and surprise inspection to detect system failures and existence of corruption and malpractices.
- Conduct joint inspection with the Govt. Authorities as an when required.
- Have surveillance on Employees of doubtful integrity.
- Ensure observance of Conduct Rules relating to integrity of the Officers.
- Monitor the disciplinary cases arising out of Vigilance Investigation.
- Coordinate with the other departments of the Unit and the Corporate Office for effective functioning of Vigilance Dept.
- Interaction with the Officials of Govt. investigating agencies.
- Contribute for knowledge and skill development of the employees of Vigilance Department.
- Accountable for gamut of all Vigilance functions of the Units and the Corporate Office under overall supervision and control of the CVO.

ANNEXURE III

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
 - 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.

Passport size
Photograph

Contd/-....

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 – IV

General Conditions :

1. All the applications should be forwarded **through proper channel**.
2. The application should be submitted in the format attached in Annexure III, 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 ASSISTANT VIGILANCE OFFICER'**.
4. Duly completed application should be forwarded by the Units to the Manager [P & A], 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 Assistant Vigilance Officer 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 of Assistant Vigilance Officer.
