



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. 06/2018-OP

**Sub.: Engagement of one Assistant to Company Secretary  
on contract basis**

Security Printing & Minting Corporation of India Limited (SPMCIL) is a Miniratna Category - I Central Public Enterprise wholly owned by Government of India started functioning as a Corporatized entity with effect from 13<sup>th</sup> January, 2006 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 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.

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, besides a high quality Paper manufacturing mill at Hoshangabad.

With the above background, the Company is looking forward to engage the services of one Qualified/semi-qualified (CS Intermediate/Executive Passed) candidate as an Assistant to Company Secretary on contract basis, to be based in Corporate Office New Delhi, fulfilling the following eligibility criteria:

**Eligibility:** Qualified/semi-qualified (CS Intermediate/Executive Passed) candidate having undergone the Management training/internship prescribed by Institute of Company Secretaries of India (ICSI) in a Public Sector Undertaking (PSU) or any other reputed organization. The candidate should be well versed with the Companies Act, 2013 and Secretarial Standards issued by ICSI. The candidate should have good communication, presentation skills, proficiency in drafting of agenda and minutes of Board/General Meetings, etc.

**Age:** 30 years (as on 10.10.2018).

**Key Responsibilities:**

- Assisting in filing various forms and returns to the Ministry of Corporate Affairs (MCA), in compliance of the

provisions of Companies Act, 2013 and rules framed thereunder.

- Assisting in preparation of agenda and minutes of meetings of Board of Directors/ its Committees and General Meetings.
- To assist in compliance of Corporate Governance guidelines issued by Department of Public Enterprises (DPE).
- Assisting in providing the details/information required by the Administrative Ministry and other regulatory authorities.
- Any other work assigned from time to time.

#### **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 subscribed as "**APPLICATION FOR ASSISTANT TO COMPANY SECRETARY**".
3. The application should be accompanied with **self-attested** copies of certificates in support of educational qualification, age and experience.
4. Duly completed application should be sent to the DGM (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 **on or before 10.10.2018**. 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 appointment will be purely on contractual basis initially for a period of **one year** and depending on the performance, it may be extended as per the requirement of SPMCIL.
- A monthly compensation of **Rs.40,000** (all inclusive) shall be paid and no other allowance shall be admissible.
- The selected candidate will not have any claim over other emoluments/ benefits/ compensations 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/policies) will be borne by SPMCIL and shall be admissible to the extent of and at par with E-1 level.
- The selection will be as per the terms and conditions in this advertisement and the candidates will be shortlisted

keeping in view their experience, profile, etc., and called for the interview.

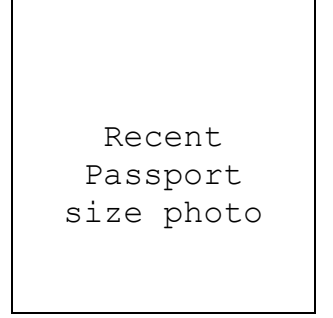
- No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of SPMCIL would be final and binding.
- Management reserves the right to reject the application without assigning any reason. The process of engagement can be cancelled/ suspended/ terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
- Application that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date will not be entertained.
- In order to regulate the number of candidates to be called for interview, if so required, SPMCIL Management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility criteria/standards.
- In case of large number of applications, SPMCIL Management may conduct a Written Test/Pre-Interview round for shortlisting candidates.
- All eligibility conditions/Age etc. will be reckoned as on **10.10.2018**.
- Canvassing in any form will result in disqualification.

(V. Balaji)

Dy. General Manager (HR)

**नियोजन आवेदन पत्र/APPLICATION FORM(Ref.Advt. No. 06/2018-OP)**

1. पद का नाम/ Name of the Post:
2. अभ्यर्थी का नाम/ Name of the candidate:
3. पिता का नाम/ Father's Name:
4. जन्म तिथि/ Date of Birth:  
Age as on **10.10.2018** (DD MM YY)
5. स्थायी पता/ Permanent Address:
6. पत्राचार के लिए पता/ Address for correspondence:
7. फोन नंबर (कार्यालय) / Phone numbers (office-  
(आवास)/ (Residence)-  
मोबाइल/ Mobile-  
फैक्स/ Fax-  
ई-मेल/ E-mail-
8. धर्म/ Religion:
9. राष्ट्रियता/ Nationality:
10. व्यावसायिक से शुरू करके मैट्रिक तक शैक्षिक योग्यताओं का ब्योरा/ Details of Educational Qualifications starting from professional to matriculation:



क्र. सं S.No.	परीक्षाओं का विवरण नियमित/ पत्राचार पाठ्यक्रम द्वारा / Examination Passed	पास होने का वर्ष/ Year of Passing	विषय/ Subject	श्रेणी / वर्ग और प्राप्तांक %/ Marks Obtained	बोर्ड/विश्वविद्यालय / Name of the Institution.

11. हाल के नियोजन से शुरू करके अनुभव का ब्योरा/ Details of Experience starting from latest employment:

संगठन का नाम/ Name of Organisation	धारित पद एवं स्तर /Position held & Level	अवधि (दिन, महिना वर्ष के साथ)/ Period (DD/MM/YY YY)		वेतनमान (ग्रेड वेतन के साथ)/ Pay-scale with Pay	वर्तमान मूल वेतन अंतिम /Last Total Emolument Drawn	कार्य का संक्षिप्त विवरण/ Brief description of duties
		से/Fr om	तक/ To			

12. क्या एसपीएमसीआईएल में कोई संबंधी पहले से काम कर रहे हैं!/? Whether any relative already working with SPMCIL.

यदि हैं, तो संबंध का उल्लेख करें/ If yes, specify the relationship.

13. Details of Training attended:

Name of Course	Institute	Contents

14. संलग्न प्रमाण पत्रों /प्रशंसा पत्रों की प्रतियाँ/ Copies of Certificates/testimonials enclosed.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**घोषणा/ DECLARATION:**

मैं \_\_\_\_\_ एतद्वारा स्वीकार और घोषणा करता/ करती हूँ कि इस आवेदन में दिए विवरण सत्य हैं और अतिशयोक्तिपूर्ण नहीं हैं। मैं वचन देता/देती हूँ कि इस आवेदन पत्र में की गई कोई मिथ्या प्रस्तुति या वास्तविक चूक अधोहस्ताक्षरी को तुरंत बर्खास्तगी के लिए दायी बना देगी। / 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.

तिथि:/ Date:

स्थान/Place:

(अभ्यर्थी के हस्ताक्षर / Signature of the Candidate)