



## भारत सरकार टकसाल

INDIA GOVERNMENT MINT

(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)

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

भारत सरकार के पूर्ण स्वामित्वाधीन Wholly owned by Govt. of India

अलीपुर Alipore, कोलकाता Kolkata – 700 053

Corporate Identity Number (CIN) of SPMCIL: [U22213DL2006GOI144763]



### **Advt. No. IGMK/HR (Estt.)/Rect./01/2021**

India Government Mint, Kolkata (West Bengal), is one of the nine units of "Security Printing and Minting Corporation of India Limited" (SPMCIL), a Miniratna Category-I, Central Public Sector Enterprise, wholly owned by Government of India incorporated on 13.01.2006 under the Companies Act, 1956, with the objective of designing, manufacturing/printing security documents, currency and bank notes, non-judicial stamp papers, minting of coins, postage stamps, etc.

SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance with its registered and corporate Office at 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi. The operational units of the company are strategically located across the country having its four Minting Units at Mumbai, Kolkata, Hyderabad & Noida and four Currency/Security Printing Presses at Nashik, Dewas & Hyderabad besides a high quality paper manufacturing Mill at Hoshangabad.

With the above background, India Government Mint, Alipore, Kolkata (West Bengal), which is engaged in minting of circulation coins, commemorative coins and non-coinage activities like medal manufacturing, assaying precious metals- Gold, Silver etc., is looking forward to recruit high caliber & talented professionals.

2. Accordingly, Online applications are invited from eligible and willing Indian citizens for filling up the following posts:

Post Code	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Trade/ Category	Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
01	Supervisor (OL) (Level-A1)	Rs. 27600-95910 (3 <sup>rd</sup> PRC)	<b>Total Posts-01</b> (UR-1)	A) Master's Degree from recognized University in Hindi or English with English/ Hindi as a subject at graduation level (i.e., Hindi in case the Candidate is post graduate in English and vice-versa); B) Experience of one year in translation from Hindi to English and vice versa.	18 years to 30 years.	On-line Examination
02	Engraver-III (Level-B4)	Rs. 23910-85570 (3 <sup>rd</sup> PRC)	<b>Total Posts-06</b> Sculpture-2 (OBC-1, UR-1), Metal Works-2 (UR-2), Painting-2 (UR-2)	Bachelor of Fine Arts (Sculpture/Metal Works/ Painting) with at least 55% marks.	18 years to 28 years.	On-line Examination

Note: 1. Internal Candidates of SPMCIL who have acquired higher qualification through part time courses will be eligible for higher positions if the same has been acquired during the service in SPMCIL with the prior approval of Competent Authority, provided they have rendered minimum length of 5 years' service in SPMCIL on the closing date of application process. This exemption will not be applicable if the process of acquiring qualification was commenced or completed before joining SPMCIL.

Note: 2. Experience for the post of Supervisor (OL) should be Post Qualification and should have been obtained from Central/State Government/Autonomous Bodies/PSUs/Central or State Universities/ Reputed Organizations.

- (i) The number of vacancies and also number of reserved vacancies mentioned above are provisional and may vary according to the actual requirement of India Government Mint, Kolkata.
- (ii) The final selection will be on Merit Basis as per marks obtained in On-line Examination only.

### 3. GUIDELINES FOR OBC CANDIDATES

In case of the applicants belonging to OBC Category, the Certificate to that effect should not have been obtained 6 months earlier from the last date of online registration. Candidates should submit a photocopy of the certificate issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes under the Government of India at the time of certificates verification or on any date after being advised about the same. The certificate, inter alia, must specifically state that the applicant does not belong to the socially advanced sections/Creamy Layer. The certificate should have been obtained from the Competent Authority. The applicant should not belong to the socially advanced sections/Creamy Layer on the last date of application. The OBC applicants coming under 'Creamy Layer' will be treated as "UN-RESERVED" category applicant and hence they should select their category in online application as 'UN-RESERVED'. It may be noted that only the castes/sub-castes figuring in the Central List (Govt. of India) will be considered, and accordingly OBC caste/Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

### 4. IMPORTANT DATES:-

a). Opening date of online registration	21.06.2021
b). Closing date of online registration	20.07.2021
c). Duration of opening of website link for applying online application	From 21.06.2021 to 20.07.2021 (upto 23:59 hrs.)
d). Payment of fees in online mode	From 21.06.2021 to 20.07.2021 (upto 23:59 hrs.)
e). Tentative Date of Online Examination which will be conducted "Online" at selected centers.	Applicants are advised to keep checking the India Government Mint, Kolkata website- <b>igmkolkata.spmcil.com</b> for dates of downloading the Admit Card.
f). Link for download of admit cards from the website	

### 5. UPPER AGE LIMIT IS RELAXABLE AS UNDER:

- (i) Upto a maximum of 3 years in respect of OBC-NCL applicants;
- (ii) There shall be no age bar for the in-service SPMCIL employees who fulfill the essential qualification and experience provided they have at least three years of service left as on the date of advertisement.

- (iii) Upto a maximum of 10 years for Unreserved Widows/divorced women/women judicially separated who are not re-married (13 years for OBC-NCL).
- (iv) No relaxation in upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.
- (v) Relaxation of age would be permissible to OBC applicants belonging to Non-creamy layer only. A certificate to this effect issued by the competent authority to be produced by the candidate.
- (vi) For any other cases not covered in the above category, the age relaxation will be as per extant Govt. rules as promulgated from time to time.

**6. EXAMINATION FEES AND INTIMATION CHARGES:**

- i. **Rs. 600/-** (Non-Refundable) per applicant for candidates belonging to Un-reserved, EWS and OBC Categories.
- ii. SC/ST applicants are exempted from the payment of examination fees, however, SC/ST applicants have to pay **Rs. 200 as intimation charges**.
- iii. The fees are inclusive of GST.
- iv. The applicants have to pay the application fees online as per the method explained in Para 12 (b) under the heading “How to apply”.
- v. Transaction charge if any levied by the Bank for the payment of above application fees is to be borne by the applicants.
- vi. Payment in any other manner will not be accepted and the applicant will be considered not eligible. Applicants paying lesser fees will also not be eligible.
- vii. Fees once paid will not be refunded. Candidates are therefore, requested to verify their eligibility before payment of the application fee.

**7. EXAMINATION CENTRE:**

Online examination will be conducted at different centers in and around Kolkata city only.

**8. SELECTION PROCEDURE:**

**A.** The method of selection is mentioned in the above table provided in Para 2 of this advertisement. The final selection will be made on the basis of Merit List as per marks obtained in Online Examination only. However, the details are as under:

**a) Selection to the post of Supervisor (OL) at A-1 Level** will be done on the basis of online examination which will be of objective type. Total marks of the online examination will be 200. There will be negative marking of 0.25 marks for each wrong answer for online examination. The duration of the examination is 120 minutes. The details are as under:

<b>The objective type online examination will consist of following components:</b>					
<b>Sl. No.</b>	<b>Name of the Test</b>	<b>No. of Qs.</b>	<b>Max. Marks</b>	<b>Version</b>	<b>Duration and pre-determined cut offs</b>
1.	General Knowledge (with special emphasis on Computer Knowledge)	25	25	Hindi & English language except English language section which will be available only in English language.	120 Minutes with no pre-determined cut offs
2.	General Hindi	50	50		
3.	General English	50	50		
4.	Test of Domain Knowledge which includes Hindi to English and vice-versa translation Skills (Which includes Hindi & English Comprehension)	75	75		
Total:		200	200		

**(b) Selection to the posts of Engraver-III at B-4 Level** will be done on the basis of online examination which will be of objective type. Total marks of the online examination will be 150. There will be negative marking of 0.25 marks for each wrong answer for online examination. The duration of the examination is 120 minutes. The details are as under:

<b>The objective type online examination will consist of following components:</b>					
<b>Sl. No.</b>	<b>Name of the Test</b>	<b>No. of Qs.</b>	<b>Max. Marks</b>	<b>Version/Language</b>	<b>Duration and pre-determined cut offs</b>
1.	Professional Knowledge	50	50	Hindi & English language except English language section which will be available only in English language.	120 Minutes with no pre-determined cut offs
2.	General Awareness	25	25		
3.	English Language	25	25		
4.	Logical Reasoning	25	25		
5.	Quantitative Aptitude	25	25		
	Total:	150	150		

**B. Procedure for arriving at Scores in online examination:-**

- I. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score. Each candidate will have to secure a minimum score in each of the tests as well as on the total score. The cut-off points to qualify in each of the tests will be decided based on the group norms. The passing marks in each of the test will be decided by the IGM, Kolkata on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on total in order of merit.
- II. In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher to be allowed for next stage for further process of selection. The minimum marks will be decided by the IGM Kolkata based on the performance of the applicants in the online examination only. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the online examination will not entitle an applicant to appointment in the Company. The final merit list will be drawn by the marks obtained in the online examination only.
- III. The Corrected Scores obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores. Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms. Test wise scores and scores on total is reported with decimal points up-to two digits.
- IV. Merely qualifying in the online examination will not entitle an applicant to appointment to the post of Supervisor (OL) at A-1 level and Engraver-III at B-4 level in India Government Mint, Kolkata.
- V. There will be negative marking of 0.25 marks for each wrong answer for online examination.

- VI. The final merit list will be drawn by the marks obtained in the online examination. The minimum qualifying marks i.e., cut-off marks required to consider on order of merit for the vacancies are as under:

General Category	55%
OBC	50%

**C. Download of Call Letter/Admit Card :-** Applicants who have successfully completed online registration process will be allowed to download call letters for the "Online" examination on the basis of the information furnished in the Online application. No detail scrutiny of application will be carried out at the time of issuing call letters online. The call letters can be downloaded from the Company's website <http://igmkolkata.spmcil.com>. Once the applicant clicks the relevant link, he/she can access the window for call letter download. The applicant is required to use (1) Registration Number/Roll Number, (2) Password/Date of Birth for downloading the call letter. Applicants are required to affix recent recognizable photograph on the call letter preferably the same as provided during registration. Applicants have to appear at the examination center with (1) Original Call Letter and (2) Original Photo Identity Proof as specified and mentioned in call letter. Applicants are also required to bring one photocopy of the original photo identity proof. Intimation for downloading call letter will also be sent through email/SMS to the email id and mobile number as given by them in the online application form. However, applicants should keep checking the above website for latest updates.

**D. Applicants reporting late for online examination:** Applicants reporting late for Online examination i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, applicants may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in and briefing of instructions for online test.

- The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include movement of candidate, delay in test. Conduct of re-examination is at the absolute discretion of test conducting body. Candidates will not have any claim for re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any applicant.
- In order to overcome the possibility of applicants seeking help of other applicants during the online examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the online examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the India Government Mint, Kolkata reserves the right to cancel the candidature of the concerned applicant and the result of such applicants (disqualified) will be withheld. Hence the applicants are advised in their own interests not to indulge in any unfair practice/ malpractice in the examination.

- Instances for providing incorrect Information and/or process violation by an applicant detected at any stage of the selection process will lead of disqualification of the applicant from the selection process and he/she will not be allowed to appear in any recruitment process of the organization in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

## **9. GENERAL CONDITIONS:**

- (i) Applicants who do not fulfill age criteria and the minimum educational qualification etc. as on closing date of submission of applications need not apply for the post.
- (ii) Applicant must have obtained the required educational qualifications from a recognized university/college/institute as on closing date of online registration.
- (iii) Before applying, applicants should ensure that they fulfill all the Eligibility criteria as mentioned in the advertisement for the post. India Government Mint, Kolkata will take up verification of eligibility with reference to the original documents only after they have qualified in the online examination result.
- (iv) If the candidates are not found eligible during the document verification process, their candidature will be rejected. If any of these shortcomings is detected after appointment, his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- (v) Candidate's admission to all the stages of recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement.
- (vi) The post notified may be increased or decreased as per the need/requirement. The recruitment process for the post can be cancelled/suspended/terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
- (vii) There will be negative marking of 0.25 marks for each wrong answer for online examination.
- (viii) The final selection will be on Merit Basis as per marks obtained in On-line Examination only.
- (ix) Post Code No. 01 will be deployed at office area. However, as per operational requirements, the incumbent may also be deployed at shop floor in the shift i.e. day & night shift.
- (x) Post Code No. 02 is purely shop-floor post. Incumbents for this post will be required to perform work on shift duty i.e. day & night shift.
- (xi) The selected candidates are required to work for 8 hours per day with 6 days a week working, i.e. 48 hours per week as per the Factories Act, 1948 or as and when applicable Codes will be implemented, which have been recently notified.
- (xii) Online application can be submitted by a candidate separately against each post, which means that candidate can apply for more than one post provided eligibility criteria is fulfilled. Candidates will have to deposit examination fees separately for each post.
- (xiii) The selected candidate will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of India Government Mint, Kolkata.

- (xiv) All the selected candidates will be recruited for India Government Mint, Kolkata (a unit of SPMCIL). However, as per the organizational requirement, candidates are liable for transfer to any of the units under SPMCIL across the India.
- (xv) The exact date of Online examination, session, reporting time for examination will be mentioned in the call letter. The online examination will be conducted online in venues given in the respective call letters. The applicants are requested to keep checking India Government Mint, Kolkata website <http://igmkolkata.spmcil.com> for any change in the examination date.
- (xvi) India Government Mint, Kolkata reserves the right to cancel any of the examination centers and/or add some other centers at its discretion, depending upon the response, administrative feasibility etc.
- (xvii) No request for change of centre/venue/date/session for online examination shall be entertained. India Government Mint, Kolkata reserves the right to allot any other centre other than the one opted for, to the candidate.
- (xviii) If sufficient number of candidates does not opt for a particular centre for "online" examination, IGM Kolkata reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online examination for a centre, IGM Kolkata reserves the right to allot any other centre to the candidate.
- (xix) Online examination will be conducted at different centres in and around Kolkata city only.
- (xx) All applicants will have to appear for the online examination at their own risks and expenses. India Government Mint, Kolkata will not be responsible for any injury or losses etc. of any nature.
- (xxi) No TA/DA will be provided for appearing for the Online Examination.
- (xxii) Applicants already in service of Govt./Quasi Govt. Organizations/ Public Sector Banks/ Undertakings/Autonomous Bodies will have to keep a photocopy of the "No Objection Certificate" from their employer along with the printout of the application and submit the original for verification at the time of Document Verification, if selected for the same. However at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in absence of which he will not be allowed to join India Government Mint, Kolkata.
- (xxiii) Persons who have been dismissed from the service of any organization need not apply.
- (xxiv) The decision of India Government Mint, Kolkata, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by India Government Mint, Kolkata in this behalf.
- (xxv) Canvassing in any form will be treated as a disqualification.
- (xxvi) Appointment of selected candidate will be subject to his/her being declared medically fit by District Civil Surgeon and his/her character and antecedents certificate issued by the concerned District Police Authorities/SDM.
- (xxvii) No correspondence from applicants regarding their eligibility to apply for the above post will be entertained.
- (xxviii) No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- (xxix) Please also refer to "How to apply" and "Frequently asked question" section under the link "Click here for applying online" in case of any difficulty in applying online.

- (xxx) Any corrigendum to this advertisement will be displayed only on the Mint's website <http://igmkolkata.spmcil.com>. Therefore, applicants are advised to keep checking India Government Mint, Kolkata website for any update.
- (xxxii) India Government Mint, Kolkata reserves the right to cancel the Advertisement on any grounds and such decision of the Company will be displayed only on India Government Mint, Kolkata website <http://igmkolkata.spmcil.com>. It will not be intimated to the applicants individually.
- (xxxiii) Appointment and Service rules shall be governed by SPMCIL Rules and Policies.
- (xxxiv) The selected candidate will have to execute a Bond of Rupees Two lakhs (for A-1 level) to serve in the Company for a minimum period of 3 (three) years and have to provide two sureties. In the event of his leaving the Organisation before completion of the stipulated period, himself and on his failure, the sureties will have to indemnify the Organisation by making the payment of Bond amount.
- (xxxv) The management reserves the right to amend/change the selection process at any time without assigning any reasons.
- (xxxvi) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and available on India Government Mint, Kolkata website <http://igmkolkata.spmcil.com> shall prevail.
- (xxxvii) Any dispute arising out of this recruitment shall be subject to the sole jurisdiction of the courts situated in Kolkata.

#### **10. CANDIDATES SHOULD KEEP THE FOLLOWING DOCUMENTS READY WITH THEM.**

- (i) Self-attested copies of the certificates pertaining to age, educational qualification i.e. Copies of all the mark-sheets of all semesters/years.
- (ii) Self-attested copies of OBC (NCL) certificates for OBC applicants. The certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India.

#### **Note:**

- a) Applicants in their own interest should keep all the above documents ready with them and submit if shortlisted on the basis of online examination. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. in online application, call letter, attendance sheet etc. and in all correspondence with the India Government Mint, Kolkata in future should be identical and there should be no variation of any kind.
- b) Management reserves the right to call for any additional documentary evidence in support of educational qualification & experience of the applicant
- c) An 'Information Handout' booklet will be made available to the applicants on the India Government Mint, Kolkata website [www.igmkolkata.spmcil.com](http://www.igmkolkata.spmcil.com) which may be downloaded along with the call letter for online examination.

#### **11. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

- (i) Before applying online, applicants should scan their:
  - a) Photograph (4.5 cm X 3.5 cm)
  - b) Signature (with black ink)

- c) File Type: jpg/jpeg, Dimensions: 3cm X 3cm,
- d) File Size: 20 KB – 50 KB.
- (ii) The applicant should ensure that the above scanned documents adhere to the required specifications as given below:
  - a) Signature in Capital will not be accepted.
  - b) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for examination etc., through the registered e-mail ID. In case an applicant does not have a valid personal e-mail id, he/she should create his/her new e-mail id and mobile no. before applying on-line and must maintain that email account and mobile number. Under no circumstances, he/she should share/mention email id to/or of any other person.
- (iii) Applicants can apply online only from 21.06.2021 to 20.07.2021 and no other mode of application will be accepted.
- (iv) PAYMENT OF FEE ON LINE: From 21.06.2021 to 20.07.2021 and Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the applicant.

## **12. HOW TO APPLY:**

**Applicants are requested to follow the detailed procedures/guidelines as Indicated below:**

- a) Application Registration Procedure
- b) Payment of fee Procedure
- c) Guidelines for Photograph & Signature Scan and Upload
- d) Other Guidelines

### **(a) Application Registration Procedure**

- (i) Applicants to visit IGM Kolkata website <http://igmkolkata.spmcil.com> and open the link under “CAREERS” for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.
- (ii) To register application, choose the tab “click here for New Registration and enter Name, Contact details and Email ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. An e-mail & SMS indicating the Provisional Registration number and Password will also be sent.
- (iii) In case the applicant is unable to complete the application form in one go, he/she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application, applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- (iv) Applicants are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- (v) The Name of the applicant or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/ Identity proof. Any change/alteration found may disqualify the candidature.

- (vi) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (vii) Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point – C.
- (viii) Applicants can proceed to fill other details of the Application Form.
- (ix) Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
- (x) Modify details, if required, and click on 'COMPLETE REGISTRATION BUTTON' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled are correct.
- (xi) Click on 'Payment' Tab and proceed for payment.
- (xii) Click on 'Submit' button.

**(b) Payment of Fees procedure (Online Mode)**

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the Instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/Master Card/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- (iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- (iv) On successful completion of the transaction, an e-Receipt will be generated.
- (v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vi) Applicants are required to take a printout of the e-Receipt and online Application Form containing fee details.
- (vii) Please note that if the same cannot be generated online transaction may not have been successful.
- (viii) For Credit Card users: All charges are listed in Indian Rupee. If a non-Indian credit card is used, the bankers will convert it to local currency based on prevailing exchange rates.
- (ix) To ensure the security of your data, please close the browser window once your transaction is completed.
- (x) There is facility to print application form containing fee details after payment of fees.
- (xi) No other mode of payment of fees will be accepted.

**(c) Guidelines For Photograph & Signature Scan and Upload**

- (i) In case the face in the photograph or signature is unclear, the application may be rejected.
- (ii) Applicant may edit the application and re-upload the photograph/ signature in such case.

## **I. Photograph Image:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimension 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc. during the process of scanning.

## **II. Signature Image :**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb-20kb.
- Ensure that the size of the scanned image is not more than 20KB.

## **III. Scanning The Photograph & Signature**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimension can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg or .jpeg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (Signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

- If the size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the applicant will be provided with a link to upload his photograph and signature

#### **IV. Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph/Signature".
- Browse & Select the location where the Scanned Photo/Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button
- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

#### **(d) Other Guidelines in respect of online application:**

- Applicants are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection /inability/failure to log on to the Company's website on account of heavy load on internet website jam. IGM Kolkata takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the India Government Mint, Kolkata.
- Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution / civil consequences in case the information /details furnished by him/her are found to be false at a later stage.
- IGM Kolkata shall not be responsible for any application made/wrong information provided by an unauthorized person & institution. Applicants are advised not to share/mention their application details with/to anyone.
- **Identity Verification** - In the examination hall as well as at the time of subsequent selection procedure, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/Passport/Driving Licence/Voter's Card/Bank Passbook with photograph/Photo identity proof issued by a Gazetted Officer on official letter-head/Photo identity proof issued by a People's Representative on official letter-head/ valid recent Identity Card issued by a recognized College / University/ Aadhar card with a photograph/Employee ID/Bar Council. Identity Card with photograph should be submitted to the invigilator for verification. The applicant's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the applicant is in doubt the applicant may not be allowed to appear for the Examination.

**Please note that Ration Card and Learner's Driving License are not valid ID proof for this recruitment exercise.**

**Note:** Applicants have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Applicants must note that the full name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female applicants who have changed first/last middle name post marriage must take special note of this.

If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the applicant will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate/ affidavit in original. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original.

### **13. ACTION AGAINST APPLICANTS FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS:**

Applicants are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, or in a subsequent selection procedure, if an applicant is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iii) resorting to any irregular or improper means in connection with his/her candidature or
- (iv) obtaining support for his/her candidature by unfair means, or
- (v) carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :
  - a) to be disqualified from the examination
  - b) to be debarred either permanently or for a specified period from any examination conducted by India Government Mint, Kolkata.
  - c) for termination of service, if he/she has already joined India Government Mint, Kolkata.

**Note:** Applicants are advised to take a printout of the system generated application form, paste a photograph below the scanned photograph and sign across. Applicant should also sign at appropriate places for future purposes. Applicants are not required to send anything through post. Only online mode is accepted.

-Sd-

Dy. General Manager (HR) & HOO  
For Chief General Manager