



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.01/2021-OP

Security Printing & Minting Corporation of India Limited (SPMCIL), a Schedule 'A' Mini-ratna Category-I Central Public Sector Enterprise wholly owned by Government of India, started functioning as a Corporatized entity with effect from 13th January, 2006. 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.

SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance having its registered and Corporate Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001.

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, a high quality Paper manufacturing mill at Hoshangabad and Currency Paper manufacturing Unit at Hoshangabad.

With the above background, the Company is looking forward to recruit high caliber and talented professionals having potential to strengthen Official Language Wing of SPMCIL and accordingly invites applications for the following posts:

Name of the Post	Level	Scale of Pay (IDA)	Total No. (s) of Post(s)	Maximum Age (As on 01.03.2021)
Assistant Manager (OL)	E-1	Rs. 40000-140000/-	2 (1-UR, 1-OBC)	30

ELIGIBILITY CRITERIA (As on 01.03.2021) -

Assistant Manager (OL) :

Essential Qualification: 1st class Master's degree from a recognized University in Hindi or English with English/Hindi subject at Graduation level (i.e. Hindi in case the candidate is Post-graduate in English and vice-versa).

And

Two years experience in translation from Hindi to English and vice-versa.

Desirable:

Knowledge of Sanskrit and / or any other modern Indian language and Proficiency in working on Computers in Hindi language.

Note: First class in Educational qualification means 1st class awarded by the University/Institute irrespective of percentage of marks.

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 superscribed as "**APPLICATION FOR THE POST OF _____**".
3. A non-refundable Bank Demand Draft for Rs. 100/- drawn in favour of "**Security Printing and Minting Corporation of India Ltd**". payable at New Delhi is to be enclosed. Candidates are advised to write their name and post applied on the reverse side of the Demand Draft. No application fee need to be paid by the candidates belonging to SC/ST/Physically challenged category.
4. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience.
5. Duly completed application should be sent to the Addl. General Manager(HR), Security Printing & Minting Corporation of India Ltd., 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001 only through **registered/speed post** on or before **01.03.2021**. Applications received late/incomplete will be rejected. SPMCIL Management will not be responsible for any postal delay/loss of documents during transit.
6. **Applications without photo copies of supporting documents in respect of age, caste, qualification, experience, last salary drawn, annual turnover of the Company where individual is presently employed in case of candidate from private sector and requisite application fee will be rejected without any information to the applicants.**

GENERAL CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. Mere conformity to the job requirement will not entitle a candidate to be called for interview. Management reserves the right to reject any application without assigning any reason and to raise the eligibility standard ad criteria to restrict/regulate the number of candidates to be called for interview. The recruitment process can be cancelled / suspended / terminated without assigning any reason. The

decision of the management will be final and no appeal will be entertained.

3. Candidates called for interview will be entitled for reimbursement of train fare (to and fro) from nearest station to the place of Interview by 3-tier AC Class in case of Assistant Manager level post.
4. Applications not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date will not be entertained.
5. Wherever applicable, candidates should send their application through proper channel. The employees of Central/State Govt./PSUs/Autonomous Bodies, etc. should apply through proper channel or shall produce NOC at the time of interview.
6. The upper age limit specified in the advertisement is for general candidates from the open market.
7. Reservation & relaxation of age would be permissible to persons with disabilities as per the extant rules only to such persons who have minimum 40% disability.
8. **Computation of age, minimum post-qualification experience and qualification shall be as on 01.03.2021.**
9. There shall be no age bar for the in-service SPMCIL employees who fulfil the essential qualification and experience provided they have at least three years of service left as on the date of advertisement.
10. Allowances such as HRA, medical reimbursement, performance related pay, Gratuity, Leave encashment, etc. are admissible as per the rules of the Corporation.
11. Management reserves the right to call or not to call any/all candidates who have responded against this advertisement.
12. In case of large number of applications, SPMCIL Management may conduct a written test/pre-interview round for shortlisting of candidates. The Selection process for shortlisted candidates may consist of written test/Interview or both.
13. SPMCIL Management reserves the right to fill up the post or increase/decrease the number of posts or even to cancel the whole process of recruitment without assigning any reasons thereof.
14. No correspondence will be entertained about the outcome of the applications.

15. The selected candidates are liable to be posted in any of the Units or Corporate Office of SPMCIL as per requirement.
16. **Execution of Bond:** The new recruits at E-1 level shall be required to execute a bond of Rs 3 lakhs (Three lakhs rupees only) to serve the Company for a minimum period of three years.
17. All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Delhi only.
18. Wrong declaration/submission of false information or any other action contrary to the law shall lead to cancellation of the candidature at any stage.
19. Canvassing in any form will be a disqualification.

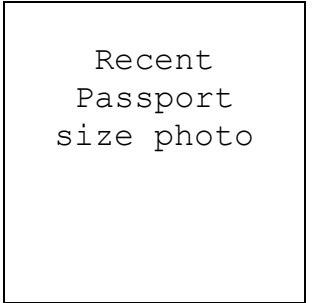
Addl. General Manager (HR)

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
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16TH Floor, Jawahar Vyapar Bhawan, New Delhi-110 001.
www.spmcil.com

EMPLOYMENT APPLICATION FORM

Advt.No.01/2021-OP

1. Name of the Post:
2. Name of the candidate:
3. Father's Name:
4. Date of Birth:
(Age as on 01.03.2021 - ___DD ___MM ___YY)
5. Permanent Address:
6. Address for correspondence:
7. Phone numbers (office):
(Residence) :
Mobile :
Fax :
E-mail :
8. Religion:
9. Nationality:
10. Whether belonging to SC/ST/OBC/Minority/
Ex-serviceman/physically handicapped:
11. Details of Educational Qualifications starting from requisite
professional qualification to matriculation:



S.No.	Details of Exams Passed (whether through regular/ correspondence courses)	Year & Month of Passing	Subject	Div. / Class and% of marks Obtained	Name of the University/ Institution

12. Details of Experience starting from latest employment:

Name of Organisation	Designation	Period (With date, month & year)		Pay-scale (Level in pay matrix in case of CDA scale)	Present Basic Pay & Total Emoluments Last Drawn/CTC in case of Pvt. Sector	Brief description of present duties
		From	To			

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

14. Details of Computer knowledge & Experience:

15. Details of Training attended (If any):

Name of Course	Institute	Contents

16. Whether any criminal case is pending: _____
(If Yes, please provide details)

17. Whether you have been convicted in any criminal case : _____
(If Yes, please provide details)

18. Details of Bank draft for Rs.100/- : _____
Name of Bank _____ DD No. _____ Date _____

19. Copies of Certificates/testimonials enclosed.

1. _____ 3.

2. _____ 4.

DECLARATION

I hereby affirm and declare that the statements made in the application are true. 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)