



## SECURITY PRINTING PRESS

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

Wholly owned by Government of India

Mint Compound: Saifabad, HYDERABAD – 500 063

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Website: <http://spphyderabad.spmcil.com>

SPP/HR/Hiring of Consultant/2019-20/52

Date 02-04-2019

### Notice

#### **Subject: Engagement of retired Government/SPMCIL/PSU employees as Consultants on fixed term contract basis.**

Security Printing Press (SPP), Hyderabad was established in the year 1982 primarily to meet the requirements of postal stationery for Department of Posts, Ministry of Communications and Information Technology, New Delhi. Subsequently, the press has taken-over development and printing of Non-Judicial Stamp Papers and Court Fee Stamps for State Governments. The objective of SPP is to design, develop, print and supply security documents by incorporating latest security features for the national and international customers.

SPP, Hyderabad is equipped with modern high speed printing machinery for producing high value security documents with security features like specialized numbering, perforations, UV-print technology, and high-end security software for pre-press activities. Its capability also includes printing of multi-color items such as Meghdoot Post cards, advertisement on Envelopes, Inland letters and postal items. Other products of the unit are Commemorative postage stamps, Central Excise stamps, Non-Judicial Stamps, Court Fee Stamps, Indian Postal Orders, MICR & Non-MICR Cheques, Saving Instruments, State Warehousing receipts.

With the above background, the SPP, Hyderabad is looking forward for engaging retired employees as consultant in following departments on contract basis to look after the work of respective departments at SPP, Hyderabad.

Sl. No	Department	Category	No. of Vacancies	Contract Period
1	Consultant (Resource Management)	Supervisory	2	upto 31.03.2020
2	Consultant (Control)	Workmen	40	
3	Consultant (Printing)		7	
4	Consultant (Engineering)		5	
<b>Total</b>			<b>54</b>	

**Eligibility criteria:**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Essential Experience</b>
1	Consultant (Resource Management)	Central Government/SPMCIL/PSUs retired employees having experience in gamut of HR/Establishment/ Purchase/Finance functions Like Manpower Planning, personnel appraisal, Compensation Management, Training & Development, Employees relationships, Personnel Services, Administrations and Employees related legal matters, Employees related Service Conditions. RTI and related matters. Scrutiny and Processing & settlement of claims/Bills, GST Compliances, Tender Processing and revaluation, Processing of Medical Claims/Bills, Processing of EPF/GPF bills etc.
3	Consultant (Control)	Central Government/SPMCIL/PSUs retired employees having experience of post printing operations such as quality examination, inspection counting bundling, sealing, packing and Material Handling etc.
4	Consultant (Printing)	Central Government/SPMCIL/PSUs retired employees having experience in web off set machine, post printing machine, i.e. auto printing machines, paper cutting machine, and perforating machines etc.
5	Consultant (Engineering)	Central Government/SPMCIL/PSUs retired employees who worked in Mechanical/Electrical and Maintenance departments and having experience in handling breakdown works on production machines, Periodical Maintenance operations, operating and general maintenance of compressors and vacuum pump etc.

**HOW TO APPLY:**

1. The Application should be submitted in the pro-forma given in the advertisement, preferably type written.
2. The outer cover should be subscribed as **APPLICATION FOR THE POST OF CONSULTANT (NAME OF THE DEPT.)**
3. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience.
4. Duly Completed applications should be sent to the General Manger, Security Printing Press, Hyderabad, Mint Compound, Saifabad, Hyderabad-500 063. Through registered/speed post on or before **08.04.2019**
5. The interviews for above posts to be held on **10.04.2019**. tentatively.
6. Applications received late/incomplete will be rejected. SPP Management will not be responsible for any postal delay/loss of documents during transit.

**General Conditions:**

- The compensation (all inclusive) shall be regulated as per the following norms :

<b>Category of Employee</b>	<b>Monthly compensation (all inclusive)</b>
Retired from Government / SPMCIL/PSUs with Grade Pay of Rs.4200/- to 4600/- in Supervisory Cadre(S-1 to S-2)	Rs.40,000/-
Retired from Government / SPMCIL/PSUs with Grade Pay of Rs.1800/- to 4200/- in Workmen Cadre(W-1 to W-6)	Rs.30,000/-

- The selected candidate will not have any claim over other emoluments/benefits/compensation 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 SPP, Hyderabad.
- The selection will be as per the terms and conditions in this advertisement and the candidates will be required to appear for 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 applications without assigning any reason. The selection process can be cancelled / Suspended / terminated without assigning any reasons. The decision of the management will be final and no claim or appeal will be entertained.
- Applications that are not in conformity with the advertisement, incomplete applications and those received after the date will not be entertained.
- In order to regulate the number of candidates to be called for interview, if so required, SPP, Hyderabad reserves the right to raise the minimum eligibility criteria/ Standards.
- Retired Government/SPMCIL/PSU employees shall be engaged before they attain the age of 65 years. On attaining the age of 65 years, the agreement/contract for engagement shall stand automatically terminated.
- Canvassing in any form will results in disqualification.

Sd/-

Dy. Manager (HR) & Head of Office.