



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**

Date: 20.09.2022

**Advt. No. 05/2022**

**Sub.: Engagement of CSR Associate (1 no.) and Assistant Company Secretary (1 no.) on fixed term 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 Narmadapuram.

With the above background, the Company is looking forward for engagement of one CSR Associate and one Assistant Company Secretary on fixed term contract basis to be based at Corporate Office, New Delhi:

S.No.	Position	Requirement (in Number)	Remuneration (w.r.t. Experience - Post Qualification)	Maximum Age (As on 19.10.2022)
1	CSR Associate	01	1. Experience: 0 to 1 year - Rs. 40,000/- per month 2. Experience: More than 1 to 3 years - Rs. 50,000/- per month	35 years
2	Assistant Company Secretary	01	3. Experience: More than 3 years - Rs. 60,000/- per month	35 years

## **1. CSR Associate:**

**Qualification (Only Regular Courses):** Masters in Social Work/Masters in Social Welfare/MBA in CSR/MS in CSR & Ethical Management/MBA/PGD in Rural Development awarded by a recognized University/Institute. (only candidate with 'First Class' in the requisite Masters/MBA course will be eligible)

**Tenure of Engagement:** The engagement is purely on contractual basis which will be initially for 3 years subject to satisfactory performance, which can be further extended upto 5 years depending on the performance and requirement on the sole discretion of the Company.

### **Experience and Attributes:**

- Relevant work experience in development & Planning sector, CSR engagement, CSR Project Execution.
- Computer literacy: Proficiency in MS Office.
- Good verbal and written communication skills.

### **Responsibilities of CSR Associate:**

- Developing plan/policies for SPMCIL's CSR, ethical, sustainable & environmental responsibilities.
- Creating SPMCIL's CSR strategies on annual basis.
- Monitoring and reporting on CSR activities to higher management.
- Ensuring that CSR project undertaken have desired outcome and positive impact on local communities and environment.
- Conducting research into best CSR practices.
- Creating partnerships/involvement with employees, their families, reputed NGOs, state/district administration & other stake holders for furtherance of CSR activities.
- Ensuring that SPMCIL CSR projects meet legal, strategic & social needs.

## **2. Assistant Company Secretary:**

**Qualification:** Qualified Company Secretary (CS) 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.

**Tenure of Engagement:** The engagement is purely on contractual basis which will be initially for 3 years subject to satisfactory performance, which can be further extended upto 5 years depending on the performance and requirement on the sole discretion of the Company.

**Experience:**

- Relevant work experience in secretarial matters like Drafting of agenda, minutes, official letter etc., conducting board or committees' meetings, general body meetings and compliance with statutory requirements under Companies Act and other statutory compliance thereof.
- Computer literacy: Proficiency in MS Office.
- Good verbal and written communication skills.

**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/ it's 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.

**Various Entitlements/Service Conditions:**

(i) **Leave:** He/She shall be entitled for paid leave of one day for every 20 days of work including weekly holidays and other applicable holidays. The leave may be availed with the prior approval of the controlling officer only after it actually becomes due and not in advance/anticipation.

(ii) **Increment:** He/She shall be entitled to 8% annual increase in his/her remuneration after every year based on the performance review.

(iii) **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. However in the course of performing professional duties, if he/she is deputed to out station Units, the admissible TA/DA will be at par with E-1 level Officer of SPMCIL.

(iv) **Medical:** He/She shall be reimbursed premium for mediclaim policy upto Rs. 2 lacs from a PSU insurance company for self, spouse and dependent children for the period of engagement exceeding 6 months. No other medical benefits shall be available.

(v) Reimbursement of Telephone bill/Mobil bill upto a maximum of Rs. 500 on production of bills will be allowed.

(v) **Other allowances:** No other facilities like DA, accommodation, conveyance/transport, personal staff etc, would be admissible.

## **HOW TO APPLY:**

1. All willing and interested candidates can apply online on SPMCIL website [www.spmcil.com](http://www.spmcil.com). The link will remain open from **20.09.2022 to 19.10.2022** and no other mode of application will be accepted. Candidates to go to the SPMCIL website [www.spmcil.com](http://www.spmcil.com), click on the "Career" link and click on the "ONLINE APPLICATION" button provided on the page.
2. After submitting the details in the online application form, please wait for the intimation from the server, do not press back or refresh button. Candidates are required to keep a printout of the online Application Form facilitated in the Application Form page.
3. A "Quick Guide" to familiarize the user for portal usage has been provided at the top right corner of the above mentioned portal.
4. **The applicants are requested to keep checking the Company's website [www.spmcil.com](http://www.spmcil.com) for any information regarding issue of interview call letters/schedule of interview/selection process etc. which shall appear at [www.spmcil.com](http://www.spmcil.com).**
5. For any queries and doubts candidates may email on **[recruitmentcell@spmcil.com](mailto:recruitmentcell@spmcil.com)**

## **Selection process:**

After receipt of applications and scrutiny, the candidates will be provisionally shortlisted for the screening process based on the merit i.e. qualification and experience profile. This screening will be subject to their fulfilling the eligibility criteria based on the documents (educational/experience etc.) produced at the time of screening. The screening process may consist of Interview or written test followed by interview.

## **General Conditions:**

- CSR Associate and Assistant Company Secretary would be engaged for a fixed period for providing high quality services and for attending to specific and time-bound jobs. The engagement would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with SPMCIL. The engagement is of a temporary (non-official) nature and can be cancelled at any time without assigning any reason. The engagement does not confer any right whatsoever for any future regular employment in SPMCIL and should be treated as fixed term contract engagement only.

- Management reserves the right to reject the application without assigning any reason. The recruitment process can be cancelled/ suspended/ terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
- SPMCIL Management reserves the right to increase/decrease the number of posts or to even cancel the whole process without assigning any reasons thereof.
- All eligibility conditions/Age etc. will be reckoned as on last date of receipt of applications i.e. **19.10.2022**.
- Canvassing in any form will result in disqualification.

The applicants are requested to keep checking the Company's website [www.spmcil.com](http://www.spmcil.com) for any information regarding issue of interview call letters/schedule of interview/selection process etc. which shall appear at [www.spmcil.com](http://www.spmcil.com).

**(A. Durga Prasad)**  
**Jt. General Manager (HR)**