



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-02/2023

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 13<sup>th</sup> 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 16<sup>th</sup> 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, besides a high quality Paper manufacturing mill and Currency Paper manufacturing Unit at Narmadapuram.

With the above background, the Company is inviting the applications in the prescribed format (Annexure- I & II) so as to fill up 1 (one) post of **Chief General Manager (Finance/Internal Audit) on deputation basis** at Corporate Office, New Delhi for a period of 3 years to strengthen the Finance Wing:

Name of the Post	Level	Scale of Pay (IDA)	Total No. of Post (s)	Maximum Age (As on 28.06.2023)
Chief General Manager (Fin./IA) on deputation basis	E-8	Pay level 14 of the pay matrix as per the 7 <sup>th</sup> CPC OR Rs. 1,20,000-2,80,000/- (IDA) for PSU Executives	1-UR	56 years

**CHIEF GENERAL MANAGER (FINANCE/INTERNAL AUDIT): (E-8 Level)**

**Essential Qualification:** Bachelor of Commerce (B.Com) degree along with CA/ICWA

**Experience (in relevant discipline Fin./IA):** Govt. Officer holding analogous post in PB-4 with GP of Rs. 10000/- (pre-revised) or Pay level 14 in pay matrix revised as per 7<sup>th</sup> Pay Commission and PSU Executives in IDA pay scale of Rs. 1,20,000-2,80,000/- (revised as per 3<sup>rd</sup> PRC) or equivalent.

**Job Responsibility:** The selected incumbent will act as the head of the Finance domain in terms of its overall functioning including internal audit and will supervise the following activities pertaining to the department across the whole organization and will give strategic direction to the Finance team and ensures that they are in alignment with the organizational goals:

1. Financial Statements of the Company
2. Tax matters including legal cases
3. Audit including CAG issues
5. Banking and Treasury Functions
6. Procurement related matters
7. Statutory compliances of CPSEs guidelines
8. Internal Audit
9. Devising and establishing F&A- related policies and systems in consultation with Director-finance, to support the implementation of strategies set by Top Management.
10. Analysing the business requirements of all the departments to determine the financial needs and to do forecasting accordingly.
11. Oversee the Account and Payment flow for Corporate and Unit.
12. Ensure the implementation of cost control measures.
13. Oversee the relevant processes for SAP related to Finance & Accounts.
14. Oversee the maintenance and control of the department's annual budget.
15. Any other additional duties as assigned from time to time.

**HOW TO APPLY:**

1. The application should be submitted in the Proforma given in Annexure-I of the advertisement, **preferably type written.**
2. The outer cover should be subscribed as **"APPLICATION FOR THE POST OF CHIEF GENERAL MANAGER (Fin./IA).**
3. The application should be accompanied with self-attested

copies of certificates in support of educational qualification, age and experience. Attested photocopies of the complete and up-to-date Annual Performance Appraisal Report and dossiers for the last 5 years including for the year 2021-22 should be made available by the Authority forwarding the Application.

4. Applications of Officers/ Executives working in the Govt./ PSUs/ Autonomous/ Statutory Bodies for the post of Chief General Manager (Fin./IA) in SPMCIL on deputation has to be duly forwarded by the Competent Authority alongwith the certificate in Annexure-II.
5. Application should reach to the Joint General manager (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** by **28.06.2023**.
6. Advance Copy of application from the eligible candidate shall be considered provided it is duly forwarded by the cadre Controlling Authority before the interview failing which the candidate shall not be allowed to appear in the interview.

#### **PROCESS OF SELECTION:**

The shortlisted candidates will have to undergo interview and any other selection criteria as deemed fit by the Management.

#### **GENERAL CONDITIONS:**

1. 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 and 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 Air fare in the economy class to the place of Interview on production of proof of tickets.
4. Applications not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date i.e. after 28.06.2023 will not be entertained.
5. Computation of age shall be reckoned as on 28.06.2023.

6. Management reserves the right to call or not to call any/all candidates who have responded against this advertisement.
7. No correspondence will be entertained about the outcome of the applications.
8. The selected candidate is liable to be posted in any of the Units or Corporate Office of SPMCIL as per requirement.
9. All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Delhi only.
10. Wrong declaration/submission of false information or any other action contrary to the law shall lead to cancellation of the candidature at any stage.
11. Canvassing in any form will be a disqualification.

**Joint General Manager (HR)**

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**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.**

**(Wholly Owned by Government of India)**

**16<sup>TH</sup> Floor, Jawahar Vyapar Bhawan, New Delhi-110 001.**

**www.spmcil.com**

**EMPLOYMENT APPLICATION FORM**

Advt.No.02/2023

1. Name of the Post
2. Name of the candidate
3. Father's Name
4. Date of Birth  
(Age as on 28.06.2023 - DD MM YY)
5. Permanent Address
6. Address for correspondence
7. Phone numbers (office)  
(Résidence)  
Mobile  
Fax  
E-mail
8. Religion
9. Nationality
10. Whether belonging to SC/ST/OBC/Minority/  
Ex-serviceman/physically handicapped

Recent Passport size photo
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11. Details of Educational Qualifications starting from Graduation:

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 Organization	Position held & level	Period (With date, month & year)		Pay-scale (Grade pay in case of CDA scale)	Present Basic Pay & Total Emoluments Last Drawn	Brief description of 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 during last 5 years.

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. 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)

CERTIFICATE

**(To be filled by the Authority forwarding the application for the purpose of Deputation)**

1. Certified that the particulars furnished by the Candidate have been checked from available records and found correct.
2. Certified that candidate is eligible as per conditions mentioned in Advertisement.
3. No vigilance case is either pending or being contemplated against the candidate. There is nothing against the Candidate which makes him ineligible for consideration for appointment to post applied for.
4. Complete and up-to-date Annual Performance Appraisal Report/ CR dossiers for last 5 years (upto 2021-22) in respect of the candidate are attached/ being sent separately.
5. The integrity of the Officer is beyond doubt.
6. No Major/Minor penalties have been imposed on the officer during the last ten years.
7. Certified that in the event of the selection of the candidate he/she shall be spared immediately to join in SPMCIL.

Signature.....

Name & Designation.....

Office Address (with seal).....

Telephone No.....