



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी - I, सीपीएसई (भारत सरकार के पूर्ण स्वामित्वाधीन)

Miniratna Category - I, CPSE (Wholly owned by Government of India)

Date: 28.06.2023

Call for Document Verification

विषय/Sub: सीधी भर्ती के आधार पर सचिवीय सहायक (राजभाषा) के एक पद (1-अना.) और कनिष्ठ कार्यालय सहायक के तीन पदों (2-नाऔर 1-अ.ज.) के लिए दस्तावेज़ सत्यापन के लिए बुलावा पत्र/ Document Verification for One post (1-UR) of Secretarial Assistant (Official Language) and Three posts (2-UR & 1-SC) of Junior Office Assistant on Direct Recruitment basis.

संदर्भ/Ref: सूचना दिनांक 10.05.2023/ Notice dated 10.05.2023 .

विज्ञापन सं.07/2022 के संदर्भ में, सचिवीय सहायक (राजभाषा) एवं कनिष्ठ कार्यालय सहायक के पद हेतु क्रमशः दिनांक 20.02.2023 को आशुलिपि एवं दिनांक 03.06.2023 को टंकण परीक्षा आयोजित की गई थी, सचिवीय सहायक तथा कनिष्ठ कार्यालय सहायक के पद हेतु निम्नलिखित उम्मीदवारों को दस्तावेज़ सत्यापन हेतु अनंतिम रूप से चयनित किया गया है:

With reference to the Advertisement No. 07/2022, Skill Test i.e. Stenography and Typing Test held on 20.02.2023 and written test held on 03.06.2023 for the post of Secretarial Assistant (Official Language) and Junior Office Assistant, the following candidates have been provisionally shortlisted for Document Verification to the post of Secretarial Assistant and Junior Office Assistant:

सचिवीय सहायक (राजभाषा) के पद हेतु/For the post of Secretarial Assistant (OL):

S.No.	Roll No.	Name of the Candidate
1	112300005	ALOK YADAV

कनिष्ठ कार्यालय सहायक के पद हेतु/For the Post of Junior Office Assistant:

अनारक्षित श्रेणी/UR Category-

S.No.	Roll No.	Name of the Candidate
1	332300236	SEBIL RAI
2	332300254	PRASHANT MOURYA

अनुसूचित जाती श्रेणी/SC Category-

S.No.	Roll No.	Name of the Candidate
1	332300314	ANIL ARYA (PWD)



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2. इसके अलावा, उपरोक्त चयनित किए गए उम्मीदवारों को दस्तावेज़ सत्यापन हेतु दिनांक 11.07.2023 को निम्नलिखित स्थान पर प्रातः 10 बजे उपस्थित होना है:

Further, the above shortlisted candidates are required to appear for Document Verification on 11.07.2023 at the following venue: at 10 AM.

स्थान/Venue: 16वां तल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली-110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001

नोट: आवश्यक दस्तावेजों की सूची अनुलंक "क" के रूप में संलग्न है।

Note: The list of required documents is enclosed in Annexure "A" for ready reference.

इसलिए, सभी अनंतिम रूप से चयनित किए गए उम्मीदवार उपरोक्त निर्धारित तिथि, समय और तदनुसार स्थान पर उपस्थित होना आवश्यक है।

Hence all the provisionally shortlisted candidates shall make it convenient to be present on the above scheduled date time and place accordingly.

(सिद्धार्थ श्रीवास्तव/Siddharth Srivastava)

प्रबंधक (मा.सं.)/Manager (HR)

हस्ता./Sd/-

1. Identity

The candidate will bring one photograph, valid photo Identity proof, permanent residential address proof certificate issued by concerned Govt. Authority in original.

2. Caste Certificate

Caste certificate in case of candidates seeking reservation as SC/ST/OBC from the competent authority indicating clearly the candidate's Castes, the Act/ Order under which the Caste is recognized as SC/ST/OBC and the village / town the candidate is ordinarily a resident of.

3. Education

i. Matriculation/ 10th Standard of equivalent certificate or mark-sheet issued by Central/State Board indicating Date of Birth in support of their claim of age.

ii. Relevant Degree/Diploma/ITI certificate along with mark sheets as per eligibility pertaining to all the academic years as proof of educational qualification claimed.

4. Experience (if any)

No Objection Certificate (NOC) for PSU/State Govt./ Central Govt., Experience Certificate(s) (if applicable) from the Head(s) of Organisation(s)/ Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, nature of duties performed/experience obtained in the post(s) with duration(s). Documents in support of relevant experience (if any) may be submitted.

5. You are advised to bring all relevant testimonials/certificates in respect of your Age, Qualification, Caste, Experience, etc., **in original along with one set of photocopy (Self-attested)** at the time of Document Verification.