**Annexure –I**

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

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

**16TH Floor, Jawahar Vyapar Bhawan, New Delhi-110001.**

**www.spmcil.com**

**EMPLOYMENT APPLICATION FORM**

Advt.No.\_\_\_\_\_\_\_\_\_\_

1. Name of the Post

2. Name of the candidate

|  |
| --- |
| Passport  size photo |

3. Father’s Name

4. Date of Birth

**(Age as on 31.01.2024- DD MM YY)**

5. Permanent Address

6. Address for correspondence

7. Phone numbers (office)

(Residence)

Mobile

Fax

E-mail id

8. Religion

9. Nationality

10. Whether belonging to SC/ST/OBC/Minority/

Ex-serviceman/Divyangjan

11. Details of Educational Qualifications starting from Graduation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sno. | Details of  Exams Passed | Year of Passing | Subject | Div. /  Class  and% of  marks Obtained | Institute/ Board/  University |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

12. Whether Educational Qualifications: Yes/ No

required for the post are satisfied

13. Details of Experience starting from latest employment:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of  Organization | Position held on regular basis & Level | Period | | Pay Matrix/ Pay-scale in CDA/ IDA on regular basis | Brief description  of duties |
| From | To |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 14. | Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent |  |

|  |  |  |
| --- | --- | --- |
| 15. | The present employment is held on deputation/ Regular/ Contract basis |  |

|  |  |  |
| --- | --- | --- |
| 16. | Additional details about present employment please state whether working under the following:   1. Central Govt. 2. State Govt. 3. Autonomous Organization 4. Govt. undertaking 5. Universities 6. Others |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 17. | Total Emoluments per month now drawn | | |
|  | Pay level in 7th CPC/ Pay scale in IDA | Basic Pay in the pay-scale (CDA/IDA) | Total Emoluments |
|  |  |  |  |

18. Whether any relative already working with SPMCIL.

If yes, specify the relationship.

19. Details of Computer knowledge & Experience, if any.

20. Training attended during the last 5 years.

|  |  |  |
| --- | --- | --- |
| Name of Course | Institute | Contents |
|  |  |  |

21. Whether any criminal case is pending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(If yes, please provide details)**

22. Whether you have been convicted in

any criminal case : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(If yes, please provide details)**

23.Copies of Certificates/testimonials enclosed.

1. 3.

2. 4.

**DECLARATION:**

I have carefully gone through the advertisement and I hereby affirm and declare that the information furnished in the application form 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)

**Annexure-II**

**CERTIFICATE**

**(To be filled by the Cadre Controlling 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 pending 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 2022-23) 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………………………….