



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. 03/2020-OP

Annexure – I

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 13th 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 Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001.

The Operational units of the Company are 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 Hoshangabad.

SPMCIL operation is target oriented and the Units are accountable to ensure work-place efficiency, optimum utilization of available resources and achieve the production and the sales target as per the MOU commitment with the Government. Chief General Managers are heading the Units and reporting to Directors and CMD.

With the above background, the Company is inviting the applications in the prescribed format (Annexure-I&II) so as to fill up 3(three) posts of Chief General Managers on deputation basis for a period of 3 years. The panel will be operated only as per requirement. The Chief General Managers are liable for transfer depending on the operational priority and functional requirement.

Name of the Post	Level	Scale of Pay (CDA)/(IDA)	Total No. of Post(s)	Maximum Age (As on 29.09.2020)
Chief General Manager *(on deputation basis)	E-8	Pay level 14 of the Matrix as per the 7th CPC OR Rs.1,20,000-2,80,000/- (IDA) for PSU Executives	3 (Three)	56 years

* Subject to approval for exemption from the rule of immediate absorption from DPE.

ELIGIBILITY CRITERIA :

a) **QUALIFICATION** : First class B.Tech/B.E. in Electrical/Mechanical/Metallurgical/Electronic Engineering/Printing Technology/Chemical Engineering/Pulp and Paper Technology from a recognized university.

b) EXPERIENCE :

Govt. Officers holding analogous post in PB-4 with GP of Rs. 10000/- (pre-revised) or Pay level 14 in pay matrix revised as per 7th Pay Commission and PSU Executives in IDA pay scale of Rs.1,20,000-2,80,000/-(revised as per 3rd PRC) or equivalent.

HOW TO APPLY :

- The application has to be submitted in the Proforma given in Annexure – I of the advertisement, preferably type written.
- The outer cover should be subscribed as “APPLICATION FOR THE POST OF CHIEF GENERAL MANAGER”.
- The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience.
- Application of Officers/ Executives working in the Govt./PSUs/Autonomous/Statutory Bodies for the post of Chief General Manager in SPMCIL on deputation has to be duly forwarded by the Competent Authority alongwith the certificate in Annexure-II.
- Attested photocopies of the complete and up-to-date Annual Performance Appraisal Report and dossiers for the last 5 years including for the year 2018-19 should be made available by the Authority forwarding the Application.
- Application should reach to the General Manager(HR), Security Printing & Minting Corporation of India Ltd., 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001 by **registered/speed post by 29.09.2020**.
- 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.

GENERAL :

- Mere conformity to the job requirement will not entail a candidate to be called for interview. Management reserves the right to reject the application or raise the standard of specifications so as to restrict the number of candidates to be called for the interview to adjudge suitability for the job.
- Management reserves the right to cancel/suspend/terminate the recruitment process for which no appeal will be maintainable.
- 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.
- Applications not in conformity with the requirements indicated in this advertisement, incomplete applications and those **received after the last date i.e. after 29.09.2020** will not be entertained.
- Computation of age, minimum post-qualification experience and qualification shall be reckoned as on closing date of receipt of applications.
- SPMCIL Management reserves the right to fill up the post or increase/decrease the number of posts.
- Canvassing in any form will be a disqualification.

Manager (HR)

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.03/2020-OP

- Name of the Post: _____
- Name of the candidate: _____
- Father's Name: _____
- Date of Birth: _____
(Age as on 29.09.2020 ____ DD ____ MM ____ YY)
- Permanent Address: _____
- Address for correspondence: _____
- Phone numbers (office): _____
(Residence) : _____
Mobile : _____
Fax : _____
E-mail : _____
- Religion: _____
- Nationality: _____
- Whether belonging to SC/ST/OBC/Minority/Ex-serviceman/physically handicapped: _____
- Details of Educational Qualifications starting from Graduation:

Passport size photo

S. No.	Details of Exams Passed	Year of Passing	Subject	Div./Class and % of marks Obtained	Institute/ Board/ University

12. Details of Experience starting from latest employment:

Name of Organisation	Position held & Level	Period		Pay scale (Grade Pay in case of CDA scale)	Present Basic Pay & Total Emoluments last Drawn	Brief description of duties
		From	To			

- Whether any relative already working with SPMCIL _____
If yes, specify the relationship.
- Details of Computer knowledge & Experience, if any : _____
- Trainings during last 5 years. : _____

Name of Course	Institute	Contents

- Whether any criminal case is pending: _____
(If yes, please provide details)
- Whether you have been convicted in any criminal case : _____
(If yes, please provide details)
- Copies of Certificates/testimonials enclosed.
1. 2. 3. 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 :

(Signature of the Candidate)

Place :

Annexure-II

CERTIFICATE

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

- Certified that the particulars furnished by the Candidate have been checked from available records and found correct.
- Certified that candidate is eligible as per conditions mentioned in Advertisement.
- 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.
- Complete and up-to-date Annual Performance Appraisal Report/CR dossiers for last 5 years (upto 2018-19) in respect of the candidate are attached/being sent separately.
- The integrity of the Officer is beyond doubt.
- No Major/Minor penalties have been imposed on the officer during the last ten years.
- 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.....