



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.02/2011-OP

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 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 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 Hoshangabad.

With the above background, the Company is looking forward to recruit one high caliber and talented professional having potential to strengthen Official Language set-up accordingly invites applications for the following posts having all India transfer/posting liability :

Name of the Post	Level	Scale of Pay	Total No. of Post	Place of posting	Age (As on 30.04.2011)
Officer (Official Language)	E-1	Rs. 9300-34800 with grade pay of Rs. 4800/-	1-UR	Bank Note Press, Dewas	30

Pay scales mentioned above are in CDA and the Company shall change over to IDA pattern of pay scales.

Officer (Official Language) (E-1 Level) :

Essential Qualification : 1st Class Master's Degree from a recognized University in Hindi or English with English/Hindi subject at Graduation level (i.e. Hindi in case the candidate is Post-graduate in English and vice-versa) .

Experience : 2 years' experience in translation from Hindi to English and Vice versa.

Desirable :

(i) Knowledge of Sanskrit and/or any other modern Indian language.

(ii) Proficiency in working on computers in Hindi language.

How to Apply :

1. The application should be submitted in the Proforma given in the advertisement, preferably typewritten.

2. The outer cover should be superscribed as "APPLICATION FOR THE POST OF _____".

3. A non-refundable Bank Demand Draft for Rs. 100/- drawn in favour of "Security Printing and Minting Corporation of India Ltd" payable at New Delhi is to be enclosed. Candidates are advised to write their name and position on the reverse side of the DD. No application fee need to be paid by the candidates belonging to SC/ST/physically challenged category.

4. The application should be accompanied with attested copies of certificates in support of educational qualification, age and experience. Candidates belonging to SC/ST/OBC should furnish the attested copy of the certificate issued by the Competent Authority to that effect. OBC (Non-creamy layer) candidates are also required to submit a self-undertaking to that effect.

5. Duly completed application should be sent to the Dy. Manager (HR), Security Printing & Minting Corporation of India Ltd., 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 through registered/speed post within **21 days** from the publication of this advertisement. Applications received late/incomplete will be rejected. SPMCIL Management will not be responsible for any postal delay/loss of documents during transit.

General :

1. Mere conformity to the job requirement will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number 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.

2. Only SC/ST candidates called for interview will be reimbursed I I Class return train fare by the shortest route from their starting station or mailing address whichever is nearer to the place of interview.

3. Application that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date and also, applications not accompanied with requisite Demand Draft will not be entertained.

4. Wherever applicable, candidates should send their application through proper channel. The employees of Central/State Govt. /PSUs/Corporations etc must apply through proper channel in the prescribed form.

5. **Age Relaxation :** The upper age limit specified in the advertisement is for General candidates from the open market. Relaxation in upper age limit to SC/ST/OBC/PH/Ex-Servicemen shall be as per extant Govt. Rules.

6. Reservation shall be provided to SC/ST/OBC/PH/Ex-Servicemen as per extant Government Rules.

7. In order to regulate the number of candidates to be called for interview, if so required, SPMCIL Management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility criteria/standards.

8. In case of large number of applications, SPMCIL Management may conduct a written test/pre-interview round for shortlisting of candidates.

9. SPMCIL Management reserves the right to fill up the post or increase/decrease the number of posts or even to cancel the whole process of recruitment without assigning any reasons thereof.

10. Canvassing in any form will be a disqualification.

Security Printing and Minting Corporation of India Ltd

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

www.spmcil.com

Employment Application Form

Advt.No.02/2011-OP

Passport
size
photo

- Name of the Post
- Name of the candidate
- Father's Name
- Date of Birth Date as on 30.04.2011 (DD MM YY)
- Permanent Address
- Address for correspondence
- Phone numbers (Office)

(Residence)

Mobile

Fax

E-mail

8. Religion

9. Nationality

10. Whether belonging to SC/ST/OBC/Ex-serviceman/Physically handicapped

11. Details of Educational Qualifications starting from professional to matriculation :

S. No.	Details of Exam	Year of Passing	Subject	Marks	Board/University

12. Details of Experience starting from latest employment :

Name of Organisation	Position held & Level	Period From	To	Pay scale with Grade Pay	Total Emoluments	Brief description of duties

13. Whether any relative already working with SPMCIL. If yes, specify the relationship.

14. Details of Computer knowledge & Experience.

15. Details of Training :

Name of Course Institute Contents

16. Details of Bank Draft for Rs. 100/- :

Name of Bank _____ DD No. _____

17. Copies of Certificates/testimonials enclosed.

1. _____
2. _____
3. _____
4. _____

Declaration:

I hereby affirm and declare that the statements made in the application are true and unexaggerated. 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)

(To be filled by Authority forwarding the application)

1. Certified that the particulars furnished by the candidate has been checked from available records and found correct.

2. No vigilance case is pending or being contemplated against the candidate. There is nothing in the CR dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.

3. His integrity is beyond doubt.

4. No major/minor penalties have been imposed during the last ten years.

5. There is no objection from cadre clearance.

Signature _____

Name & Designation _____

Office Address _____

Telephone No. _____

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