

# India Security Press, Nasik Road

Maharashtra - 422101

(A Unit of Security Printing and Minting Corporation of India Ltd.)

Wholly Owned by Government of India

## Employment Notification

No. 1/11

1. India Security Press, Nasik Road is a Unit of Security Printing & Minting Corporation of India Ltd, New Delhi, which is a Miniratna Category I, Central Public Enterprise and wholly owned by Government of India. The Corporation started functioning as a Corporate entity with effect from 13<sup>th</sup> January, 2006 with the objective of designing, manufacturing/printing security papers, currency and bank notes, passports, non-judicial stamp papers, minting of coins, postage stamps etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at Jawahar Vyapar Bhawan, Janpath, New Delhi-110001. It has four Minting units at Mumbai, Kolkata, Hyderabad and Noida and four Currency/Security Printing Presses at Nasik, Dewas and Hyderabad besides a high quality paper manufacturing Mill at Hoshangabad.

2. India Security Press, Nasik Road, which is engaged in manufacture and supply of Passports, Non-Judicial Papers, Postage Stamps, etc., invites applications for filling up the following posts at Supervisory (S-1) Level.

Sr. No.	Name of the post	Scale of pay (CDA)	Total No. of posts	Age as on 30/06/2011
1	Assistant Works Engineer (Mechanical)	Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4200 plus other allowances as admissible.	OBC-1 UR-1	32 years
2	Assistant Works Engineer (Electrical)	Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4200 plus other allowances as admissible.	UR-2	32 years
3	Assistant Works Engineer (Electronics)	Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4200 plus other allowances as admissible.	SC-1 UR-3	32 years
4	Assistant Works Engineer (Civil)	Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4200 plus other allowances as admissible.	UR-1	32 years
5	Assistant Supervisor	Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4200 plus other allowances as admissible.	SC-1 ST-1 OBC-5 UR-7	27 years

**Note :** Pay scales mentioned above are in CDA pattern and the Company shall change over to IDA pattern of pay scales which is imminent.

3. The last date for receipt of applications is 21 days after publication (excluding the date of publication) of this notification in Employment News.

**Eligibility criteria :**

**Assistant Works Engineer (Mechanical/Electrical/Electronics/Civil) :**

**Essential :**

Degree in Engineering in the respective discipline from a recognized University failing which Diploma in Engineering in respective discipline from a recognized Institute with 3 years experience in an organisation of repute.

**Assistant Supervisor**

**Essential :**

Diploma in Printing Technology of a recognized Institution or a Degree in Science of a recognized University, with a minimum of one year of practical experience in the respective field in a Printing Press of repute.

**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. 200/- drawn in favour of the General Manager, India Security Press, Nasik Road, payable at Nasik is to be enclosed. Candidates are advised to write their name and other details on the reverse side of the DD. No application fee need to be paid by the candidates belonging to SC/ST.
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 General Manager, India Security Press, Nasik Road-422101, Maharashtra, through registered/speed post only so as to reach India Security Press, Nasik Road, within 21 days after publication (excluding the date of publication of this notification in Employment News). Applications received late/incomplete applications will be rejected in toto. India Security Press will not be responsible for any postal delay/loss of documents during transit.

**General**

1. The selection of candidates will be done through Written Test and/or Interview. Mere conformity to the job requirement will not entitle a candidate to be called for a written test and/or interview. India Security Press reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for a written test and interview. The recruitment process can be cancelled/suspended/terminated without assigning any reasons. 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 II class return train fare by the shortest route from their starting station or mailing address, whichever is nearer to the place of written test/interview as per the rules applicable. 3. Applications 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 Reservation/Upper age limit to SC/ST/OBC/PH/Ex-Serviceman shall be as per extant Government Rules.
6. Reservation shall be provided to SC/ST/OBC/PH/Ex-Serviceman as per extant Government Rules.
7. In order to regulate the number of candidates to be called for interview, if so required, Management reserves the right to raise the minimum eligibility standards/criteria OR to relax the minimum eligibility criteria/standards.
8. Canvassing in any form will be a disqualification.
9. India Security Press reserves the right to fill up the posts or to increase/decrease the number of posts or even to cancel the whole process of recruitment without assigning any reasons thereof.

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## Employment Application Form

1. Name of the Post : .....
2. Name of the candidate : .....
3. Father's name : .....
4. Date of birth : .....

Passport  
size  
Photo

Age as on 30/06/2011 (DD MM YY) : .....

5. Permanent Address : .....

6. Address for correspondence : .....

7. Phone numbers (Office) : .....

(Residence) : .....

Mobile : .....

Fax : .....

E-mail : .....

8. Religion : .....

9. Nationality : .....

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

11. Details of Educational/Professional Qualifications from Matriculation onwards :

S. No.	Details of Exams	Year of passing	Subject	Marks	Board/ University
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12. Details of Experience (in Chronological order)

Name of organisation	Position held	Period		Total Emoluments with Pay & Pay Scale	Brief description of duties
		from	to		

13. Whether any relative already working with India Security Press/SPMCIL.

If yes, specify the relationship.

14. Details of Computer knowledge & Experience.

15. Details of Training

Name of Course	Institute	Contents
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16. Details of Bank Draft for Rs. 200/-

Name of Bank..... DD No. ....

17. Copies of Certificates/testimonials enclosed:

1. 3.
2. 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. The integrity of the candidate is beyond doubt.
4. No major/minor penalties have been imposed on candidate during the last ten years.
5. There is no objection from cadre clearance.

Signature : .....

Name & Designation : .....

Office Address : .....

Telephone No. ....

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FORM 1