



SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
WHOLLY OWNED BY GOVT. OF INDIA

Advt.No.06/2012-OP

Security Printing & Minting Corporation of India Limited (SPMCIL) is a Mini-ratna Category-I Central Public Enterprise wholly owned by Government of India which 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 Jwahr 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 high caliber and talented professionals having potential to strengthen the Technical/Finance/HR/Research & Development /Official Language Division in the Organization and 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(s)	Maximum Age (As on 30.11.2012)
Sr. Dy. General Manager (Finance & Accounts)	E-7	Rs. 43200-66000/- (IDA Pattern)	1-UR	50
Dy. General Manager (R&D) -BNP	E-6	Rs. 36600-62000/- (IDA Pattern)	1-OBC	45
Manager (R&D) -SPM	E-4	Rs. 29100-54500/- (IDA Pattern)	1-UR	40
Manager-R&D (For Innovations of Mint Products)	E-4	Rs. 29100-54500/- (IDA Pattern)	1-SC	40

Deputy Manager (Tech) - Electrical	E-3	Rs. 24900-50500/- (IDA Pattern)	1- OBC	40
Dy. Manager (HR)	E-3	Rs. 24900-50500/- (IDA Pattern)	4 (3- OBC & 1- SC)	40
Dy. Manager (Finance & Accounts)	E-3	Rs. 24900-50500/- (IDA Pattern)	9 (4- UR, 1- OBC, 2- SC & 2- ST)	40
Deputy Manager-R&D (For Machine Software as well as Hardware)	E-3	Rs. 24900-50500/- (IDA Pattern)	1-UR	40
Officer (IT)	E-1	Rs.16400-40500 (IDA Pattern)	1-ST	30
Officer (HR)	E-1	Rs.16400-40500 (IDA Pattern)	5 (2- UR, 2- OBC & 1-SC)	30
Supervisor (Mkt.)	S-1	Rs.12300-25400 (IDA Pattern)	6 (4- UR, 1- OBC & 1-SC)	30
Secretarial Assistant	W-4	Rs.5200-20200 with grade pay of Rs.2400 (CDA Pattern)	5 (2-UR, 2-OBC & 1-SC)	28
Secretarial Assistant (Official Language)				

Sr. Dy. General Manager (Finance & Accounts): (E-7 Level)

Essential Qualification: Qualified CA/ICWA/1st Class full-time MBA with Finance elective from recognized University/Management Institute.

Experience: 18 years post qualification experience as an Executive in handling finance, accounts, internal audit, budget preparation, etc., out of which minimum 2 years regular service should be in one grade below, i.e. in IDA pay-scale of Rs. 36600-62000 or in CDA pay-scale of Rs. 37400-67000 with grade pay of Rs. 8700/- or at equivalent level of scale in a reputed private sector company having turnover of at least Rs.100/- crores per annum.

Dy. General Manager (R&D)-Bank Note Press: (E-6 Level)

Essential Qualification: 1st Class B.Tech. / B.E. in the area of Mechanical/ Electrical/Electronics/Chemical/Printing Technology or 1st Class M.Sc. in chemistry or equivalent degree in related field.

Experience: 15 years post qualification experience as an Executive in the field of research & development relating to printing technology, out of which minimum 2 years regular service should be in one grade below i.e. in IDA pay-scale of Rs.32900-58000/- or in equivalent CDA pay scale or at equivalent level of scale in a reputed private sector company having turnover of at least Rs.100/- crores per annum.

Manager (R&D)-Security Paper Mill : (E-4 Level)

Essential Qualification: 1st Class B.Tech. / B.E. in the area of Mechanical/ Electrical/Electronics/Chemical/Pulp & Paper or 1st Class M.Sc. in chemistry or equivalent degree in related field from a recognized University/Institution.

Experience: 10 years post qualification experience as an Executive in the field of research & development relating to paper, out of which minimum 2 years regular service should be in one grade below, i.e. in IDA pay-scale of Rs.24900-50500/- or in CDA pay-scale of Rs. 15600-39100/- with grade pay of Rs. 6600/- or at equivalent level of scale in a reputed private sector company having turnover of at least Rs.75/- crores per annum.

Manager-R&D (For Innovations of Mint Products) : (E-4 Level)

Essential Qualification: 1st Class B.Tech. / B.E. in the area of Mechanical/ Electrical/Electronics/Metallurgy/Chemical or equivalent degree in related field from a recognized University/Institution.

Experience: 10 years post qualification experience as an Executive in the field of research & development related to metal working (including precious metals) & testing, out of which minimum 2 years regular service should be in one grade below, i.e. in IDA pay-scale of Rs.24900-50500/- or in CDA pay-scale of Rs. 15600-39100/- with grade pay of Rs. 6600/- or at equivalent level of scale in a reputed private sector company having turnover of at least Rs.75/- crores per annum.

Dy. Manager (Technical)- Electrical: (E-3 Level)

Essential Qualification: 1st Class B.Tech./B.E. in Electrical Engineering from a recognized University/Institution or equivalent degree in related field from a recognized University/Institution.

Experience: 7 years post qualification experience as an Executive in Production / Operation or maintenance of Paper Mill or process industry, out of which minimum 2 years in one grade below, i.e. in IDA pay-scale of Rs.20600-46500/- or in CDA pay-scale of Rs.15600-39100/- with grade pay of Rs. 5400/- or in equivalent E-2 level at equivalent level of scale in a reputed private sector company having turnover of at least Rs.50/- crores.

Dy. Manager (HR): (E-3 Level)

Essential Qualification: 1st Class full-time Master's Degree in PM & IR/MSW/MBA with HR elective from recognized University/Management Institute.

Experience: 7 years post-qualification experience as an Executive conversant with human resource management, Personnel functions, industrial relations and general administration, out of which minimum 2 years in one grade below, i.e. in IDA pay-scale of Rs.20600-46500/- or in CDA pay-scale of Rs.15600-39100/- with grade pay of Rs. 5400/- or at equivalent level of scale in a reputed private sector company having turnover of at least Rs.50/- crores.

Desirable Qualification : LLB

Dy. Manager (Finance & Accounts): (E-3 Level)

Essential Qualification: Qualified CA/ICWA/1st Class full-time MBA with Finance elective from recognized University/Management Institute.

Experience: 7 years post qualification experience as an Executive in handling finance, accounts, treasury, credit, internal audit, budget preparation, etc., out of which minimum 2 years in one grade below, i.e. in IDA pay-scale of Rs.20600-46500/- or in CDA pay-scale of Rs.15600-39100/- with grade pay of Rs. 5400/- or at equivalent level of scale in a reputed private sector company having turnover of at least Rs.50/- crores.

Dy. Manager-R&D (For Machine Software as well as Hardware)-Bank Note Press: (E-3 Level)

Essential Qualification: 1st Class B.Tech. / B.E. in the area of Mechanical/ Electrical/Electronics/Printing Technology/Computer or equivalent degree in related field from a recognized University/Institution.

Experience: 7 year post qualification experience as an Executive in the field of research & development relating to hardware/software part of printing, out of which minimum 2 years in one grade below, i.e. E-2 level in the pay-scale of Rs.15600-39100/- with grade pay of Rs. 5400/- in Central DA pattern or in

equivalent E-2 level IDA pay-scale of Rs.20600-46500/- in PSU or at equivalent level of scale in a reputed private sector company having turnover of at least Rs.50/- crores.

Officer (IT): (E-1 Level)

Essential Qualification: 1st Class MCA/1st Class B.Tech. (Computer Engineering/IT)

Desirable: Exposure to Industry.

Officer (HR): (E-1 Level)

Essential Qualification: 1st Class full-time Master's Degree in PM & IR/MSW/MBA with HR elective from recognized University/Management Institute.

Desirable: Exposure to Industry.

Supervisor (Mkt.): (S-1 Level)

Essential Qualification: 1st Class Graduate with diploma in Marketing from a recognized University/Institution.

Desirable: MBA in Marketing.

Secretarial Assistant: (W-4 Level):

Essential Qualification: Graduate with 55% marks from a recognised university with a shorthand speed of 80 wpm and typing speed of 40 wpm (in computer environment).

Experience: Proficiency in shorthand, typing and secretarial practice.

Desirable:

(i) Proficiency in office applications like word, excel, power-point, etc.

(ii) Knowledge of Hindi Stenography and Hindi Typing.

Secretarial Assistant (Official Language): (W-4 Level)

Essential Qualification: Graduate with 55% marks from a recognised university with Hindi shorthand speed of 80 wpm and Hindi typing speed of 40 wpm (in computer environment).

Desirable:

(i) Proficiency in office applications like word, excel, power-point, etc.

(ii) Knowledge of English Stenography and English Typing.

HOW TO APPLY:

1. The application should be submitted in the Proforma given in the advertisement, preferably type written.
2. The outer cover should be subscribed 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 post applied on the reverse side of the DD.
4. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India, issued by Competent Authority for appointment to the post under Govt. of India and for Central Government PSU.
5. Duly completed application should be sent to the DGM (Pers.), Security Printing & Minting Corporation of India Ltd., 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001 through **registered/speed post** only within 30 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.
6. Applications without supporting documents in respect of age, caste, qualification and experience will be rejected.

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. Candidates called for interview will be entitled for reimbursement of train fare (to and fro) from the place of

their mailing address to the place of Interview by 2 tier AC in case of E-5 to E-7 posts, 3 tier AC in case of E-1 to E-4 posts and Sleeper class in case of S-1 and W-4 level posts.

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/Autonomous Bodies, etc. should apply through proper channel or shall produce NOC at the time of interview.
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 will be as per extant Government rules.
6. Reservation shall be provided to SC/ST/OBC/PH/Ex-servicemen as per extant Government rules.
7. Computation of age, minimum post-qualification experience and qualification shall be as on 30.11.2012.

In case of internal candidates, the age relaxation upto 5 years will be considered in conformity with DOPT guidelines on the same lines as applicable to Govt. employees.

8. 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.
9. In case of large number of applications, SPMCIL Management may conduct a written test/pre-interview round for shortlisting of candidates.
10. 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.
11. Canvassing in any form will be a disqualification.

DGM (Personnel)

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
(Wholly Owned by Government of India)
16TH Floor, Jawahar Vyapar Bhawan, New Delhi-110 001.
www.spmcil.com
EMPLOYMENT APPLICATION FORM

Advt.No.06/2012-OP

1. Name of the Post
2. Name of the candidate
3. Father's Name
4. Date of Birth
(Age as on 30.11.2012 - 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/Minority/
Ex-serviceman/physically handicapped
11. Details of Educational Qualifications starting from
professional to matriculation:

Passport size photo

S.No.	Details of Exams	Year & Month of Passing	Subject	Div. / Class and % of marks Obtained	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			

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

14. Details of Computer knowledge & Experience

15. Details of Training to your profession attended.

Name of Course	Institute	Contents

16. Details of Bank draft for Rs.100/- :
Name of Bank_____DD No._____Date_____

17. Copies of Certificates/testimonials enclosed.

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|----|----|
| 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)