



**भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड**  
**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.**  
 (भारत सरकार के पूर्ण स्वामित्वाधिन/WHOLLY OWNED BY GOVT. OF INDIA)

**Advt. No. 03/2022**

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 13<sup>th</sup> 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 and Currency Paper manufacturing Unit at Narmadapuram.

With the above background, the Company is looking forward to recruit high caliber and talented professionals having potential to work in the domain of **Marketing, Finance & Accounts, Legal, Human Resource, Environment, Materials Management, Civil and Information Technology** in the Organization and accordingly invites applications for the following posts:

S.No.	Name of the Post	Level	Pay scale (IDA)	Total Numbers of Post(s)*	Maximum Age (As on 03.10.2022)
1.	Dy. Manager (Environment)	E-2	Rs. 50000/- 160000/-	1 (UR-1)	35 year
2.	Assistant Manager (Marketing)	E-1	Rs.40000-140000/-	16 (UR-8, OBC-4, SC-2,ST-1 & EWS-1)	30 year
3.	Assistant Manager (Finance & Accounts)	E-1		10 (UR-5, OBC-3, ST-1 & EWS-1)	30 year
4.	Assistant Manager (Legal)	E-1		3 (UR-2 & EWS-1)	30 year
5.	Assistant Manager (HR)	E-1		3 (UR-2 & SC-1)	30 year
6.	Assistant Manager (Environment)	E-1		1 (OBC-1)	30 year
7.	Assistant Manager (Materials Management)	E-1		1 (OBC-1)	30 year
8.	Assistant Manager (Civil)	E-1		1 (UR-1)	30 year
9.	Assistant Manager (Information Technology)	E-1		1 (UR-1)	30 year

**Note:** \*Out of the above mentioned 37 vacancies, 1 post is earmarked for PwBD Category under horizontal reservation.

**I - ELIGIBILITY CRITERIA (As on 03.10.2022):-**

<b>S.No.</b>	<b>Name of the Post</b>	<b>Level</b>	<b>Qualification required</b>
1.	Dy. Manager (Environment)	E-2	<b>Essential Qualification:</b> 1 <sup>st</sup> class Full time master's degree in Chemistry/Degree in Chemical Engineering/Environmental Engineering from a recognized university. <b>Post Qualification Experience:</b> 3 years experience as an Executive in the relevant functional area as an Officer/Executive in PSU/Govt./Reputed Private Company having turnover of more than Rs. 50/- Crores.
2.	Assistant Manager (Marketing)	E-1	1 <sup>st</sup> class full time Master's degree in Marketing Management/MBA with Marketing elective from a recognized University/Management Institute.
3.	Assistant Manager (Finance & Accounts)	E-1	Bachelor of Commerce (B.Com) degree along with CA/ICWA
4.	Assistant Manager (Legal)	E-1	<b>Essential Qualification:</b> 1st class degree in Law (Regular course) from Govt. recognized University/Institute. <b>Desirable:</b> Law degree from a National Law School/ Law Faculty of Delhi University
5.	Assistant Manager (HR)	E-1	1st class full time Master's Degree in PM & IR/MSW/MBA with HR elective from recognized University / Management Institute or 1 <sup>st</sup> class two years full time Post Graduate Diploma in Management with HR elective claiming to be equivalent to MBA from recognized University/ Management Institute.
6.	Assistant Manager (Environment)	E-1	1 <sup>st</sup> class Full time master's degree in Chemistry/Degree in Chemical Engineering/Environmental Engineering from a recognized university.

7.	Assistant Manager (Materials Management)	E-1	1 <sup>st</sup> class degree in Engineering in the discipline of Mechanical/Electrical/Pulp & Paper Technology/Electronics/Printing Technology.  <b>And</b> Two years Post Graduate degree/Post Graduate diploma/MBA in the area of Material Management/Stores Management/Purchase/Operations Management/Supply Chain Management/Logistics Management.
8.	Assistant Manager (Civil)	E-1	1 <sup>st</sup> class B. Tech/BE in the area of Civil Engineering
9.	Assistant Manager (Information Technology)	E-1	1 <sup>st</sup> class fulltime MCA/ 1 <sup>st</sup> class B. Tech (Computer Engineering/IT).

**NOTE:**

- Before applying applicants should ensure that they fulfill all the Eligibility criteria as mentioned in the advertisement for the posts. Company will take up verification of eligibility with reference to the original documents only after they have qualified in the online examination result. If the candidates are not found eligible during the document verification process, they will not be allowed for the next stage of the selection process and their candidature will be rejected. Their admission to all the stages of recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Applicants who do not fulfill age as on closing date of receipt of applications and the minimum educational qualification as on closing date of receipt of applications are not eligible and need not apply for the post.

## 1. IMPORTANT DATES:

Opening of website link for applying online application	<b>03.09.2022</b>
Closing date for applying online	<b>03.10.2022</b>
Payment of fees in online mode	<b>03.09.2022 to 03.10.2022</b>
Online Examination	The date shall be informed on the website.
Link for download of admit cards from the website	Around 10-15 days before the examination.

## 2. AGE LIMIT:

- The upper age limit specified in the advertisement is for General candidates from the open market.
- Upper age relaxation by 5 years for SC/ST and 3 years for OBC candidates (for reserved posts).
- Upper age relaxation by 10 years for PwBD Unreserved candidates, 15 years for PwBD SC/ST candidates and 13 years for PwBD OBC candidates (of central list) for posts where reservation for PWD is admissible.
- Relaxation of age would be permissible to persons with disabilities as per the extant rules only to such persons who have minimum 40% disability.
- Relaxation in upper age limit to Ex-servicemen will be as per extant Government rules.
- **Computation of age, minimum post-qualification experience and Qualification shall be as on 03.10.2022.**
- There shall be no age bar for the in-service SPMCIL employees who fulfill the required qualification and experience provided they have at least three years of service left as on the date of advertisement.
- **No relaxation in upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.**

## 3. EXAMINATION FEES AND INTIMATION CHARGES:

**Rs. 600/- (Non-Refundable) for candidates belonging to General, EWS and OBC Categories (including Ex-Servicemen)**

**Intimation charges of Rs. 200/- (Non Refundable) for candidates belonging to SC/ST/PwBD Categories)**

*The fee is inclusive of GST.*

The applicants have to pay the application fees online as per the method explained in para-5B. Transaction charge if any levied by the Bank for the payment of above application fees is to be borne by the applicants. Payment in any other manner will not be accepted and the applicant will also not be eligible. Applicants paying lesser fees will also not be eligible. Fees once paid shall not be refunded.

## 4. SELECTION PROCEDURE:

Selection process for the posts will comprise of an online test (75% weightage) and Interview (25% weightage). The candidates will be shortlisted in the order of merit in the respective category in the ratio of 1:4 for Interview.

- i. The objective type online examination will consist of following components

	<b>Name of the Test</b>	<b>No. of Qs.</b>	<b>Max. Marks</b>	<b>Version</b>	<b>Time</b>
1	Professional Knowledge	60	90	Hindi & English language except English language section	Composite time of 120 Minutes
2	General Awareness	15	15		
3	English Language	15	15		
4	Logical Reasoning	15	15		
5	Quantitative Aptitude	15	15		
	<b>Total</b>	<b>120</b>	150		

ii. The exact date, session reporting time of the examination will be mentioned in the call letter. The examination will be conducted online at a test centre given in the respective call letters. The applicants are requested to keep checking the Company's website [www.spmcil.com](http://www.spmcil.com) for any change/update in the examination date/other information.

iii. The online examination may be conducted at various centers in **Delhi/Noida/Gurugram/Faridabad/Hyderabad/Kolkata/Mumbai.**

1. No request for change of centre/venue/date/session for Examination shall be entertained.
2. SPMCIL however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
3. SPMCIL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
4. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and SPMCIL will not be responsible for any injury or losses etc. of any nature.

## **5. HOW TO APPLY:**

### **DETAILED GUIDELINES/PROCEDURES FOR**

#### **A. APPLICATION REGISTRATION**

#### **B. PAYMENT OF FEES**

#### **C. DOCUMENT SCAN AND UPLOAD**

**Candidates can apply online only from 03.09.2022 to 03.10.2022 and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

(i) **scan their :**

- **photograph (4.5cm × 3.5cm)**
- **signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.**

(ii) **Signature in CAPITAL LETTERS will NOT be accepted.**

(iii) **The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**

(iv) **The text for the hand written declaration is as follows –**

***"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."***

- (v) **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.** (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**
- (vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

**APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: - 03.09.2022 TO 03.10.2022.**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

**A. Application Registration**

1. Candidates are required to visit the SPMCIL website [www.spmcil.com](http://www.spmcil.com), click on the "Career" link and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

**B. PAYMENT OF FEES**

**ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.
10. No other mode of payment of fees shall be accepted.

### **C. Guidelines for Scanning and Upload of Documents:**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

#### **Photograph Image: (4.5cm × 3.5cm):**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### **Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

### Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

### Procedure for Uploading the documents:

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

### Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

## 6. DOWNLOAD OF CALL LETTER:

Applicants who have registered online will be allowed to download online call letters for the online examination on the basis of the information furnished in the online application. **No separate call letters will be sent by post.** No detail scrutiny will be carried out at the time of issuing call letters Online. The call letters can be downloaded from the Company's website [www.spmcil.com](http://www.spmcil.com). Once the applicant clicks the relevant link he/she can access the window for call letter download. The applicant is required to use (I) Registrations Number/



Roll Number, (II) Password/ Date of Birth for downloading the call letter. Applicants are required to affix recent recognizable photograph on the call letter preferably the same as provided during registration. Applicants have to appear at the examination centre with (i) Original call letter and (ii) Original photo Identity Proof as specified and mentioned in call letter. Applicants are also required to bring one photocopy of the original photo identity proof. Intimation for downloading call letter will also be sent through email/SMS to the email id and mobile number as given by them in the online application form. However, applicants should keep checking the website for latest updates.

#### **7. CANDIDATES REPORTING LATE:**

After the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 120 minutes, candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

#### **8. IDENTITY VERIFICATION:**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Ration Card and Learner's Driving License is not valid id proof for this project.**

#### **NOTE:**

(i) The candidates should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for examination etc., through the registered e-mail ID. In case an applicant does not have a valid personal e-mail id, he/she should create his/her new e-mail id and mobile no. before applying on-line and must maintain that email account and mobile number. Under no circumstances, he/she should share/mention email id to/or of any other person.

(ii) Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/ their original marriage certificate/ affidavit in original.

## **9. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:**

- Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.
- Bringing Mobile phone/Communication device/any other electronic device in the examination Hall will be deemed GUILTY OF MISCONDUCT & suitable actions will be taken including immediate expulsion of candidate from the examination hall.

## **10. THE APPLICANTS MAY NOTE THE FOLLOWING:**

i. Applicants are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the Company's website on account of heavy load on internet website jam. SPMCIL takes no responsibility for applicants not being able to submit their application online within the last date on account of aforesaid reasons or any other reasons beyond the control of SPMCIL.

ii. Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution/ civil consequences in case the information/tails furnished by him/her are found to be false at a later stage.

iii. The SC/ST/PwBD applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe/Disability Certificate issued by the Competent Authority, the Government of India format for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India at the time of verification or at any date after being advised about the same.

iv. Persons with Benchmark Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificate at the time of verification or on any date after being advised about the same.

v. The applicants belonging to OBC should submit a photocopy of the certificate issued by the Competent Authority in the format prescribed for claiming services under the Government of India at the time of certificates verification or on any date after being advised about the same. The certificate, inter alia, must specifically state that the applicant does not belong to the socially advanced sections/Creamy Layer. The certificate should have been obtained from the Competent Authority. The OBC applicants coming under 'Creamy Layer' will be treated as 'General' category applicant and hence they should select their category in online application as 'General' It may be noted that only the castes/subcastes figuring in the Central List (Govt. of India) will be considered accordingly OBC caste/Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category. At the time of Interview, candidates belonging to OBC Category will have to produce latest OBC Certificate (Non Creamy Layer) not older than 6 months, in the format prescribed by Govt. of India issued by Competent Authority for appointment to the post under Govt. of India and for Central Govt. PSU.

vi. For availing EWS reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/I/2019-ESTT (Res) dated 31.01.2019. EWSs vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channels. Benefit of reservation under EWSs category can be availed upon production of an 'Income and Asset Certificate' valid for Financial Year 2022-23 issued by a Competent Authority on the basis of gross annual income of FY 2021-22 in the format prescribed by Government of India. Candidates may please note that they should be in possession of "Income and Asset Certificate" as mentioned above issued on or after 01.04.2022 at the time of interview. 'Income and Asset Certificate' shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained. In case candidates

fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.

vii. **Guidelines for EWS (Economically Weaker Sections)-**

- 10% of Vacancies are reserved for the EWS as per the instructions of Government of India issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 31<sup>st</sup> January, 2019.
- Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
  - 5 acres of Agricultural Land and above;
  - Residential flat of 1000 sq. ft. and above;
  - Residential plot of 100 sq. yards and above in notified municipalities;
  - Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- The income and assets of the families as mentioned in Para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.
- The reservation of EWS shall be governed as per the instructions issued by the Govt. of India in this regard from time to time.

viii. Applicants already in service of Govt./Quasi Govt. Organizations, Public Sector Banks/Undertakings and Autonomous Bodies will have to submit No Objection Certificate from their Employer at the time of Interview.

ix. Persons who have been dismissed from the service of any organization need not apply.

x. The decision of SPMCIL, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by SPMCIL in this behalf. Further, management reserves the right to conduct written examination/interview or both depending on number of applications.

xi. Selected candidates are liable to be posted to any of the Units/Corporate Office of SPMCIL.

xii. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version shall prevail. Any resultant disputes arising out of this advertisement shall be subject to sole jurisdiction of the courts situated in Delhi

xiii. Canvassing in any form will be treated as a disqualification.

xiv. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.

xv. Please also refer to ,How to apply' and ,Frequently asked question' section under the link ,Click here for applying online' in case of any difficulty in applying online.

xvi. **Any corrigendum/addendum to this advertisement will be displayed only on the**

**Company's website [www.spmcil.com](http://www.spmcil.com)** . Therefore applicants are advised to keep checking the Company's website for any update.

xvii. The Company's reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be displayed only on the Company's website [www.spmcil.com](http://www.spmcil.com) . It will not be intimated to the applicants individually.

xviii. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any SPMCIL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

xix. **Execution of Bond:** The new recruits at E-1 level shall be liable to execute a bond of Rupees Three Lakhs to serve the Company for a minimum period of three years.

### **11. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE:**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination, if violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

#### (i) Guidelines for Candidates with loco motor disability and cerebral palsy-

A compensatory time of **twenty minutes per hour** or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

#### (ii) Guidelines for Visually Impaired candidates-

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for

compensatory time of 20 minutes for every hour or otherwise advised of examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

## 12. GENERAL CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. Candidates **may apply for only one post** from among the different posts advertised as the online exam for all the posts may be conducted on the same day.
3. Mere conformity to the job requirement will not entitle a candidate to be called for online examination/interview. Management reserves the right to reject any application without assigning any reason and to raise the eligibility standard advertisement criteria to restrict/regulate the number of 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.
4. The vacancies advertised are tentative and may increase/decrease as per organizational requirement.
5. According to Notification No: 16-15/2010 DD.111 DT.29/07/2013 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below:

Position	PwBD Eligibility
Assistant Manager (Marketing)	OA,OL, OAL, BL, B, LV
Assistant Manager (Finance & Accounts)	OA, OL, OAL, BL,OA, HH
Assistant Manager (Legal)	OL, BL, OAL, B, LV
Assistant Manager (HR)	OA, OL, OAL, BL, B, LV, HH
Deputy Manager (Environment) Assistant Manager (Environment)	OL, HH
Assistant Manager (Materials Management)	OA, OL, OAL
Assistant Manager (Civil)	OL, OA, HH
Assistant Manager (Information Technology)	OA, OL, OAL, LV, HH

**Abbreviations:** B=Blind, LV= Low Vision, HH= Hard of Hearing, OA= One Arm, OL= One Leg, BL= Both Leg, OAL= One Arm and One Leg

6. For appearing in the online test, reimbursement of travel fare shall not be admissible. Those candidates who are shortlisted in online test and appear for the Interview after due verification of their documents, will be entitled for reimbursement of train fare (to and fro) from nearest station to the place of Interview by **3-tier AC Class**.
7. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
8. Decision of SPMCIL in all matters relating to recruitment shall be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the SPMCIL in

this regard.

9. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
10. SPMCIL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by SPMCIL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, SPMCIL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
11. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any SPMCIL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
12. Allowances such as HRA, medical reimbursement, performance related pay, Gratuity, Leave encashment, etc. are admissible as per the rules of the Corporation.

**Joint General Manager (HR)**

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