



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. 09/2023

Engagement of retired Govt. personnel for security needs of the organization

Security Printing & Minting Corporation of India Limited (SPMCIL), a Schedule 'A' Miniratna Category - I Central Public Sector Enterprise wholly owned by Government of India, started functioning as a Corporatized entity with effect from 13th January, 2006.

SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance having its registered and Corporate Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001. 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.

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 Narmadapuram.

With the above background, SPMCIL is looking forward to engage one government officer as **Senior Security Officer (Coordination)** at SPMCIL Corporate Office.

2. Eligibility and Emoluments

Designation/ number of posts	Location	Eligibility	Age	Consolidated emoluments
Sr. Security Officer (Coordination) 01 post*	Corporate Office, New Delhi	Holding analogous post on regular basis at level 11 of the 7 th CPC pay scale from Defence/Para Military/State Police at the time of retirement.	62 years or below as on 14/01/2024	Rs. 69,000/- per month

* Vacancies may increase or decrease as per the requirement.

3. **Age criteria:** Candidate should be less than 62 years as on the last date of receipt of application as per vacancy advertisement.

4. **Period of engagement:** Initially for a period of two years which may be extended on the basis of organizational requirement and performance of the individual.



5. Key responsibilities

- i. The candidate needs to liaison with the CISF, IB and local Police administration for all security related issues of Corporate Office and Units
- ii. Regular co-ordination with the Security Incharge of all the Units of SPMCIL
- iii. Keeping the Management informed about the security needs & threat perception, if any
- iv. Any other work assigned from time to time by Management

6. HOW TO APPLY:

- i. The application should be submitted in the Performa given in the advertisement, preferably type written.
- ii. The outer cover/envelope shall be addressed to Manager (HR) with the subject line as "APPLICATION FOR THE POST OF SR. SECURITY OFFICER (COORDINATION)".
- iii. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age, last pay certificate/PPO and experience.
- iv. Duly completed application should be sent to the **Manager (HR) Security Printing & Minting Corporation of India Ltd., (SPMCIL) 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001** through registered/speed post on or before **14.01.2024**. Applications received late/incomplete will be rejected. SPMCIL Management will not be responsible for any postal delay/loss of documents during transit.
- v. Interested Candidates are advised to mention correct and functioning email address and contact number for correspondence (if any).

7. Other important criteria

- a) The selected candidate will not have any claim over other emoluments/benefits/ compensations available to other SPMCIL employees. However, for any out station travel as per the requirement, with the prior approval of the competent authority, only the expenses towards travelling, lodging and boarding (as per SPMCIL Travel rules/policies) will be borne by SPMCIL.
- b) The selected candidate will also have no right whatsoever to claim for regular employment in SPMCIL by virtue of being engaged through fixed term contract.
- c) The selection will be as per the terms and conditions in this advertisement and the candidates will be shortlisted keeping in view their experience, profile, etc., and called for the interview.



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- d) No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of SPMCIL would be final and binding.
- e) There shall be no criminal case pending against the candidate. The candidate should not have been compulsory retired by the Govt. A self- declaration in this regard to be submitted by the candidate along with the application. (Attached self-declaration format).
- f) SPMCIL Corporate Office and its Units are covered under sub clause (c) of Clause 8 of Section 2 of Official Secrets Act, 1923. After engagement, a non-disclosure agreement has to be signed by the candidate as by virtue of his roles and responsibility, he will have access to some confidential information of the organization. (Attached non-disclosure agreement).
- g) Management reserves the right to reject the application without assigning any reason. 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.
- h) Application that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date will not be entertained.
- i) 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.
- j) All eligibility conditions/ Age etc. will be reckoned as on last date of receipt of applications.
- k) Canvassing in any form will result in disqualification.

S/d
Jt. General Manager (HR)

नियोजन आवेदन पत्र/APPLICATION FORM

1. पद का नाम/ Name of the Post: **Sr. Security Officer**
2. अभ्यर्थी का नाम/ Name of the candidate :
3. पिता का नाम/ Father's Name:
4. जन्म तिथि/ Date of Birth:
Age as on _____ (DD MM YY)
5. सेवानिवृत्ति की तिथि/ Date of Superannuation:
6. जिस सेवा से संबन्धित रहे हों/Service to which belong:
7. सेवानिवृत्त पद/पूर्व तैनाती का स्थान :
Last Designation/Last Place of Posting :
8. स्थायी पता/ Permanent Address:
9. पत्राचार के लिए पता/ Address for correspondence:
10. फोन नंबर / Phone numbers :
(आवास)/ (Residence) :
मोबाइल/ Mobile :
Alternate Contact Number:
फैक्स/ Fax :
ई-मेल/ E-mail :
11. धर्म/ Religion:
12. राष्ट्रियता/ Nationality:

Passport
size photo

13. व्यावसायिक से शुरू करके मैट्रिक तक शैक्षिक योग्यताओं का ब्योरा/ Details of Educational Qualifications starting from professional to matriculation:

क्र. सं S.No.	परीक्षाओं का विवरण नियमित/ पत्राचार पाठ्यक्रम द्वारा / Examination Passed	पास होने का वर्ष/ Year of Passing	विषय/ Subject	श्रेणी / वर्ग और प्राप्तांक %/ Marks Obtained	बोर्ड/विश्वविद्यालय / Name of the Institution

14. पुराने नियोजन से शुरू करके अनुभव का ब्योरा/ Details of Experience starting from oldest employment:

संगठन का नाम/ Name of Organization	धारित पद एवं स्तर /Position held & Level	अवधि (दिन, महिना वर्ष के साथ)/ Period (DD/MM/YYYY Y)		वेतनमान (ग्रेड वेतन के साथ)/ Pay- scale with Pay	मूल वेतन अंतिम /Last Total Emolument Drawn	कार्य का संक्षिप्त विवरण/ Brief description of duties
		से/From	तक / To			

15. **संलग्न प्रमाण पत्रों /प्रशंसा पत्रों की प्रतियाँ/** Self-attested copies of Certificates/testimonials to be enclosed with application like PPO, Last Pay Certificate, educational qualifications, experience, self-declaration etc.in the attached format.

1. 3.
2. 4.

घोषणा/ DECLARATION

मैं _____एतद्वारा स्वीकार और घोषणा करता/ करती हूँ कि इस आवेदन में दिए विवरण सत्य हैं और अतिशयोक्तिपूर्ण नहीं हैं। मैं वचन देता/देती हूँ कि इस आवेदन पत्र में की गई कोई मिथ्या प्रस्तुति या वास्तविक चूक अधोहस्ताक्षरी को तुरंत बर्खास्तगी के लिए उत्तरदायी बना देगी। / 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.

तिथि:/ Date:

स्थान/Place:

(अभ्यर्थी के हस्ताक्षर / Signature of the Candidate)

SELF DECLARATION BY THE CANDIDATE
(To be submitted with application)

I _____ may be engaged as _____ by SPMCIL, I hereby undertake that:

- i. There is no criminal case pending against the undersigned.
- ii. I have not been compulsory retired by the Govt.

Signature : _____

Name: _____

Date: _____

Address: _____

NON-DISCLOSURE AGREEMENT
(To be filled after engagement)

I _____ engaged as _____ by SPMCIL and by virtue of my roles and responsibility, I will have access to some confidential information and accordingly, I undertake that:

- i. I will maintain absolute secrecy and confidentiality in the matter relating to the official documents and/or information acquired during the tenure.
- ii. Never to pass any information obtained as part of the organization to anyone outside the organization, unless I have been directed to do so by the reporting authority, and the reasons for doing so are clearly understood.
- iii. To keep all names, contact details and personal information secure and confidential.
- iv. I shall not utilize or publish or disclose or part with any part of the data or statistics or proceedings or information collected for the purpose of my assignment or during the tenure of engagement in SPMCIL, to a third party without the express written consent of the Competent Authority.
- v. I shall be bound to hand over the entire set of records of assignment to authorized officer/authority before the expiry of my contract.

I understand that any breach of the above conditions will tantamount to breach of contract and will expose me to suit for damages in a court of law.

Signature: _____

Name: _____

Date: _____

Address: _____

Witnessed by: _____

Signature of witness: _____

Name: _____

Date: _____

Address: _____