



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-1, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)

Miniratna Category-I, CPSE
(Wholly owned by Government of India)



Date: 20.05.2023

Advt.No.05/2023

"Requirement of Young Professional in the area of Human Resources on fixed term contract"

Security Printing & Minting Corporation of India Limited (SPMCIL) is a Schedule 'A' Miniratna Category-I Central Public Sector Enterprise wholly owned by Government of India, under the administrative control of Department of Economic Affairs, Ministry of Finance.

SPMCIL is engaged in the sovereign function of manufacturing of security paper, minting of coins, printing of currency and bank notes, non-judicial stamp papers, postage stamps, travel documents, etc. Other products are commemorative coins, MICR and Non-MICR cheques etc. The Company has four Presses, four Mints and one Paper Mill to meet the requirements of RBI for Currency Notes and Coins and State Governments for Non-Judicial Stamp Papers and Postal Departments for postal stationery, stamps etc. and Ministry of External Affairs for passports, visa stickers and other travel documents.

The Company is looking forward for high caliber and talented young professionals in the following discipline for their engagement at its Corporate Office located at New Delhi.

Post	Requirement (in Number)	Qualification (Preferably regular courses)	Experience	Remuneration	Maximum Age (as on 16.06.2023)
Young Professional (Human Resources)	02	1 st Class 2 (two) years MBA in Human Resources OR 1 st Class 2 (two) years Post Graduate Diploma in Human Resources.	One year relevant work experience	Rs. 50,000/- all inclusive per month	35 years

Note: *First class in Educational qualification means 1st class awarded by the University/Institute irrespective of percentage of marks.

General Conditions: Young Professionals would be engaged for a fixed period for providing high quality services and for attending to specific and time-bound jobs. The appointment would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with SPMCIL. The engagement is of a temporary (non-official) nature and can be cancelled at any time without assigning any reason. The engagement does not confer any right whatsoever for any future regular employment in SPMCIL and should be treated as fixed term contract engagement only.

Rajesh 20/5

Tenure of Engagement: The tenure of Young Professional (Human Resources) will be 3 years, however based on the performance it can be terminated or further extended.

Various Entitlements / Service Conditions:

- (i) **Leave:** He/She shall be eligible for one day paid leave for every 20 days of work. The leave may be availed with the prior approval of the controlling officer only after it actually becomes due and not in advance/anticipation.
- (ii) **Increment:** He/She shall be entitled to 8% annual increase in his/her remuneration.
- (iii) **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. However in the course of performing professional duties, if he/she is deputed to out station Units, the admissible TA/DA will be at par with E-1 level Officer of SPMCIL.
- (iv) **Medical:** He/She shall be entitled for reimbursement of premium for Medi-claim Policy upto Rs. 2 Lacs from a PSU Insurance Company for self, spouse and dependent children for the period of engagement exceeding 6 months. No other medical benefits shall be available.
- (v) **Other allowances:** No other facilities like DA, accommodation, telephone, conveyance/transport, personal staff, medical reimbursement, etc, would be admissible.

How to apply:

All willing and interested candidates can apply online on SPMCIL website "www.spmcil.com". The **link will remain open from 22.05.2023 (10.00 AM onwards) to 16.06.2023 (upto 5.00 PM)** and no other mode of application will be accepted. Candidates to go to the SPMCIL website www.spmcil.com, click on the "Career" link and click on the "ONLINE APPLICATION" button provided on the page.

After submitting the details in the online application form, please wait for the intimation from the server, do not press back or refresh button. Candidates are required to keep a printout of the online Application Form facilitated in the Application Form page.

A "Quick Guide" to familiarize the user for portal usage has been provided at the top right corner of the above mentioned portal.

The applicants are requested to keep checking the Company's website www.spmcil.com for any information regarding issue of interview call letters / schedule of interview / selection process etc. which shall appear at www.spmcil.com.

For any queries and doubts candidates may email on recruitmentcell@spmcil.com for clarifications.

Basund 20/5

Selection process:

After receipt of applications and scrutiny, the candidates will be provisionally shortlisted for the screening process based on the merit i.e. qualification and experience profile. This screening will be subject to their fulfilling the eligibility criteria based on the documents (educational / experience etc.) produced at the time of screening. The screening process may consist of interview. However, the management reserves the right to conduct written test also.

Razind
2015