

**INDIA SECURITY PRESS:: NASHIK ROAD****(A Unit of SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD)**Mini-Ratna Category -I CPSE  
(Wholly owned by Govt.of India)**Advt.No. 01 Dated 2018**

The India Security Press, Nashik Road (Maharashtra State) is one of the nine units under the "Security Printing and Minting Corporation of India Ltd." (SPMCIL), a Mini Ratna Category-I, Central Public Sector Enterprise Company, a wholly owned company of Government of India, incorporated on 13.01.2006 under the companies Act, 1956 with the objective of designing, manufacturing of India Passports, non-judicial stamp papers etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi.

The India Security Press, Nashik Road invites applications from the eligible candidates for the post of **Junior Office Assistant.**

Detailed information is given below:

Sl No	Name of The Post & Level	Scale of Pay	No. of Posts**	Qualifications (As on 02.05.2018)	Age Limit (As on 02.05.2018)
01	Junior Office Assistant  <b>Level - B3</b>	Rs. 8350-20470/- in IDA Pattern of Pay Scales. (Other allowances as admissible)	UR -17 OBC-08 SC -07 ST -03  <b>Total-35</b>  #One post for PHP (OH/HH)	<b><u>Essential:</u></b> Graduate with at least 55% marks and computer knowledge with typing speed in English @ 40 wpm/ Hindi @ 30 wpm. <b><u>Desirable:</u></b> Proficiency in office assistance.	18 years to 28 years. Details of Age relaxation are mentioned below.

**\*\*The above indicated vacancies are tentative and may be changed as per requirement of company.**

**NOTE:**

1. The eligibility criteria for determination of age and qualification etc. will be calculated as on 02.05.2018. i.e. a candidate must have been born not earlier than 03.05.1990 and not later than 02.05.2000
2. The selected candidates will be placed on probation for the period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the company.
3. Initially Place of posting will be at India Security Press, Nashik and liable for transfer to any of the Units under SPMCIL (Hoshangabad/Dewas/Delhi/Noida/Mumbai/Hyderabad) as per requirement of the company.

4. The selected candidates will have to work for 8 hours/day with 6 days a week working, and for 48 hours/week. They will not have any claim for O.T. hours, Incentives etc.
5. The post notified may be increased or decreased as per the need/requirement. The recruitment process for the posts or any particular post(s) can be cancelled/suspended/terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
6. Those already working in Central Government/State Government PSU/Corporation should produce "**No Objection Certificate**" from their present employer at the time of acceptance of offer of Appointment. A proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the candidate at the time of joining.
7. Management reserves the right to call for any additional documentary evidence in support of educational qualification & experience of the applicant.
8. Canvassing in any form will be a disqualification.
9. For any disputes the jurisdiction shall be Nashik city only.
10. Person who has been dismissed/ terminated from the service of any Govt./PSU/CPSE organization need not apply.
11. Candidates whose results are awaited as on 02.05.2018 need not apply. Applicant must have passed the full time Graduation Degree from recognized university/college/institute.

**UPPER AGE LIMIT IS RELAXABLE AS UNDER:**

Upper age limit will be relaxed as under:

Sr.No	Category	Relaxation in Age
(i)	Scheduled Caste/Scheduled Tribe(SC/ST)	By 5 years, i.e. up to 33 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 31 years
(iii)	Persons with Disabilities(PWD)	By 10 years (GEN)13 years (OBC) & 15 years (SC/ST)
(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 50 years.
(V)	Departmental candidates	Up to 40 years, (in case of SC/ST 45 years).
		No age bar for the in service SPMCIL employees who fulfill the essential qualification and experience provided at least three years service is left on the date of the advertisement.

- For orthopedically handicapped candidate disability should not be in either hand. Visually impaired candidates are not eligible to apply for the above mentioned posts.

**EXAMINATION FEE:**

1. Applicants/ Candidates are required to pay non-refundable Application Fee of **200/-**(Rupees Two hundred only) to be disbursed through online payment only between **03.04.2018 to 02.05.2018**. (Candidate will be levied GST and Service Charge from their transaction Bank as applicable).
2. No other mode of payment will be accepted, application fee once paid will not be refunded under any circumstances. Candidates are therefore, requested to verify their eligibility before payment of the application fee.
3. No application fee need be paid by the candidates belonging to SC/ST/Physically Challenged category-PWD/Ex-Serviceman.

**SELECTION PROCESS: Junior office Assistant:**

- I. The process of selection for the post shall comprise of Typing Skill Test on Computer environment, followed by Online Test. Only those candidates who qualify in Typing Skill Test will be called for Online Test. Typing Skill Test will be of qualifying nature only. **There is no Interview for the selection of the post.** The selection will be on merit basis.
- II. The typing skill test will be of 10 min only.
- III. The calculation for the Speed is as under:  
1 word = 5 keystrokes & 1 error = 5 key strokes)  
Net Speed (WPM) = [(Gross Strokes-Error hits)/5]/Total Test Time (Min)  
Example:  
Let Duration is: 5 min  
Gross Strokes= 866  
Error hits = 50 (10 errors\*5)  
Gross Speed = [(Gross Strokes)/5] / Total time i.e. 5 min  
(Note: 1 word= 5 Key strokes)  
  
Net Speed = [(Gross Strokes-Error hits)/5] / Total Time i.e. 5 min  
= [(866-50)/5]/5  
= [(816)/5]/5  
= [163.2]/5  
= 32.64 W.P.M  
i.e. Net Speed = 33 W.P.M (round off incase decimal value is more than 0.5)  
Note: Delete, backspace, shift and other keys are not calculated in key strokes
- IV. This speed calculation is same for English and Hindi medium.
- V. The Objective type of online examination will consist of tests for:-

01.Junior Office Assistant				
Sr. No	Test Type	No. of Questions	Max. Marks	Duration
1	Logical Reasoning	40	40	120 Minutes
2	General Awareness	40	40	
3	English Language	40	40	
4	Computer Knowledge	40	40	
5	Numerical Ability	40	40	

The test will be in bilingual form i.e. Hindi & English language except the English language section which will be available only in English.

VI. In the Selection process, an applicant has to secure minimum marks i.e, cut-off will be applied on the total score and not on test wise rank sufficiently higher to get selected. The minimum qualifying i.e., cut-off marks require to consider on order of merits for different categories of candidates are as under:-

General Category	55%
OBC Category	50%
SC/ST category	45%

VII. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.

VIII. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

IX. Test-wise scores and scores on total is reported with decimal point up to two digits.

X. **There is No Negative Marking.**

XI. In the Selection process, an applicant has to obtain high marks in the online Examination and rank sufficiently higher. The final merit list will be drawn by the marks obtained in the Online Examination only.

XII. The Typing Skill Test/Online examination will be held tentatively in the month of **May-18/June-18**. The exact date, session, reporting time of examination will be mentioned in the call letter. The examination will be conducted online in venues given in the respective call letters. The applicants will have to take the examination on and date and time as indicated in the call letter at their own cost. Candidates have to make their own arrangement for lodging and boarding for appearing in Skill Test/Online examination. The applicants are requested to keep checking the Company's website <https://ispnasik.spmcil.com> for any change in the examination dates.

XIII. The Typing Skill Test & online Examination will be conducted at the following centres: 1) Nashik (Maharashtra) 2) Mumbai/Navi Mumbai/Greater Mumbai/Thane.

XIV. Applicants should select only one centre. Choice of centre once exercised by the applicant will be final. No request for change of centre/venue/date/session for Typing Skill Test/online examination shall be entertained. If sufficient number of applicants does not opt for a particular centre for Typing Skill Test/online examination, the Company reserves the right to allot any other adjacent centre to those applicants OR if the number of applicants is more than the capacity available for Online examination for a centre. The Company reserves the right to allot any other centre to the candidate. The Company reserves the right to cancel any of the centres and/or add some other centres at its discretion, depending upon the response, administrative feasibility etc. The Company also reserves the right to allot the applicants to any of the centres other than the one he/she has opted.

XV. Applicants will have to appear for the Typing Skill Test/Online examination as the case may be at their own risks and expenses. Company will not be responsible for any injury or losses etc., of any nature.

- XVI. Admission to the Typing Skill Test/Online examination will be purely provisional without verification of Age /qualification/ experience/ category (SC/ST/OBC/PWD/Ex-S) etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfils the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case it is decided at any stage that an applicant does not fulfil the eligibility criteria and/ or has furnished incorrect/ false information or has suppressed any material information, his/her candidature will be cancelled. If any of these shortcomings are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- XVII. **Download of Call letter** - Applicants who have registered Online will be allowed to download online call letters for the Typing Skill Test/Online examination on the basis of the information furnished in the Online application. No detail scrutiny of application will be carried out at the time of issuing call letters Online. The call letters can be downloaded from the Company's website <https://ispnasik.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) Registration Number/Roll Number, (II) Password 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 above website for latest updates.
- XVIII. **Applicants reporting late for Typing Skill Test/ Online examination:** Applicants reporting late for Typing Skill Test/Online examination i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the Test/examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Applicants may be required to present at the venue for about 1-2 hours before as the time is required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions for Typing Skill Test/online examination.
- XIX. The possibility of occurrence of some problem in 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.
- XX. If the on-line examination is held (after skill test) 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 centre or for any applicant.
- XXI. In order to overcome the possibility of applicants seeking help of other applicants during the Online examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the Online examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is

inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Company reserves the right to cancel the candidature of the concerned applicant. Hence, the applicants are advised in their own interests not to indulge in any unfair practice / malpractice in the examination.

XXII. Instances for providing incorrect Information and/or process violation by an applicant detected at any stage of the selection process will lead of disqualification of the applicant 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 effect.

**HOW TO APPLY:**

Applicants are requested to follow the detailed procedures/guidelines as Indicated below:

- A. Application Registration Procedure
- B. Payment of fees Procedure
- C. Guidelines for Photograph & Signature Scan and Upload
- D. Other Guidelines

**Applicants can apply online only from 03.04.2018 to 02.05.2018 and no other mode of application will be accepted.**

**IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, applicants should-

- Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send call letters for the 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.
- PAYMENT OF FEE ON LINE: 03.04.2018 to 02.05.2018
- Bank Transaction charges for Online Payment of application fees will have to be borne by the applicant.

**A) Application Registration Procedure**

- I. Applicants to visit the website <https://ispnasik.spmcil.com> and open the link for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.
- II. 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. Applicant should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- III. In case the applicant 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 applicants are advised to use

the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

- IV. Applicants 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 FINAL SUBMIT BUTTON.
- V. The Name of the applicant 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.
- VI. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- VII. Applicants 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.
- VIII. Applicants can proceed to fill other details of the Application Form.
- IX. Click on the *Preview* Tab to preview and verify the entire application form before FINAL SUBMIT.
- X. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- XI. Click on 'Payment' Tab and proceed for payment.
- XII. Click on 'Submit' button.

**B) Payment of Fees procedure (Online Mode)**

- I. The application form is integrated with the payment gateway and the payment process can be completed by following the Instructions.
- II. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
- III. 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
- IV. On successful completion of the transaction, an e-Receipt will be generated.
- V. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- VI. Applicants 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.**
- VII. 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.

VIII. To ensure the security of your data, please close the browser window once your transaction is completed.

IX. There is facility to print application form containing fee details after payment of fees.

X. No other mode of payment of fees will be accepted.

**C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR AND THE APPLICATION MAY BE REJECTED.**

**APPLICANT MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/SIGNATURE IN SUCH CASE.**

**I. PHOTOGRAPH IMAGE:** Photograph must be a recent passport size colour picture. The picture should be in colour, 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 "redeye". 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-50kb, Ensure that the size of the scanned Image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

- 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. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**II. SIGNATURE IMAGE:**

The applicant has to sign on white paper with Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded Signature. In case of mismatch, the applicant may be disqualified.

Candidate should ensure that the signature uploaded is clearly visible

**Dimensions**

140 x 60 pixels (preferred).

Size of file should be between 10kb -20kb. Ensure that the size of the scanned Image is not more than 20KB.

**III. SCANNING THE PHOTOGRAPH & SIGNATURE:**

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, 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: image 01 .jpg or image 01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager, Scanned photograph and signature in any format Can be saved in .jpg format by using 'Save As' option In the File menu and size can be reduced below 50KB (photograph) & 20KB (signature)



by using crop and then resize option [Please see point (i) & (ii) above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling In the Online Application Form the applicant will be provided with a link to upload his photograph and signature.

#### **IV. Procedure for Uploading the 1 (one) Photograph and Signature**

There will be two separate links for uploading Photograph and Signature.

Click on the respective link "Upload Photograph / Signature".

Browse & Select the location where the Scanned Photo/ Signature file has been saved.

Select the file by clicking on it. Click the 'Upload' button

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

Candidate should 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.

#### **D) Other Guidelines**

- I. Applicants are advised in their own interest to apply on-line 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. ISP takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the ISP,
- 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 /details furnished by him /her are found to be false at a later stage.
- III. ISP shall not be responsible for any application made/wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.
- IV. Identity Verification -In the examination hall as well as at the time of verification of certificates & Medical Examination, the call letter along with original and a photocopy of the candidate's currently valid photo identity 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 letter head/ Photo identity proof issued by a People's Representative on official letter head/ valid recent Identity Card issued by a recognized College/University/Aadhar card/e-adhaar card with a photograph/ Employee ID card.  
Identity Card with photograph should be submitted to the invigilator for verification. The applicant'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 applicant is in doubt the applicant may not be allowed to appear for the Examination.

***Please note that Ration Card and Learner's Driving License are not valid id proofs for this recruitment exercise.***

Note: Applicants have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be

allowed to take up the examination. Applicants 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 applicants who have changed first/last middle name post marriage must take special note of this.

If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the applicant 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.

**V. Action against Applicants Found Guilty of Misconduct Use of Unfair means**

Applicants 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. At the time of examination, verification of certificates or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or resorting to any irregular or improper means in connection with his/her candidature or obtaining support for his/her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) to be disqualified from the examination
- b) to be debarred either permanently or for a specified period from any examination conducted by ISP
- c) for termination of service, if he/ she has already joined ISP

VI. Applicants are advised to take a printout of the system generated application form, paste a photograph below the scanned photograph and sign across. Applicant should also sign at appropriate places.

- a) They should attach the following documents and keep them ready with them.
  - Self-attested copies of the certificates pertaining to age, educational qualification i.e. Copies of all the marks sheets of all semesters/years and experience i.e. Experience certificate on the letter head of employer.
  - Self-attested copies of Caste/Tribe certificates for SC/ST/OBC applicants. The Certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India
  - A copy of the Disability certificate Issued by the Competent Authority as prescribed by Government of India from PWD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PWD candidates.
  - Ex-Servicemen applicants should keep a copy of discharge certificate.
- b) Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of verification or if advised to submit at any date after being shortlisted for further selection process on the basis of Online examination results. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for

rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. in online application, call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.

c) An 'Information Handout' booklet will be made available to the applicants on the Company's website <https://ispnasik.spmcil.com> which may be downloaded along with the call letter for online examination.

E) **The applicants may note the following:**

- I. The SC/ST/PWD 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.
- II. Persons with Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of verification or on any date after being advised about the same.
- III. The applicants belonging to OBC should submit a photocopy of the certificate Issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes in Civil Posts and 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 applicant should not belong to the socially advanced sections/Creamy Layer as on the last date of application. 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.
- IV. Applicants already in service of Govt./Quasi Govt. Organisations. Public Sector Banks/Undertakings and Autonomous Bodies will have to keep a photocopy of the **"No Objection Certificate"** from their employer along with the print out of the application and submit the original for verification at the time of online Test. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in absence of which he/she will not be allowed to join the Company.
- V. Persons who have been dismissed from the service of any organisation need not apply.
- VI. The decision of ISP, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by ISP in this behalf.
- VII. Selected candidates are liable to be posted to any of the Mint/Presses.
- VIII. The seniority of the candidates on appointment will be as decided by the Company.
- IX. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and available on Company's website

<https://ispnasik.spmcil.com> shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Mumbai.

- X. Appointments of selected candidates will be subject to his/her being declared medically fit by Company Medical Officer, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer and referees, verification of caste/tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the Company. Further, such appointment shall also be subject to Service rules and Standing orders of the Company.
- XI. Canvassing in any form will be treated as a disqualification.
- XII. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- XIII. No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- XIV. 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.
- XV. Any corrigendum/ Addendum to this advertisement will be displayed only on the Company's website <https://ispnasik.spmcil.com>. Therefore, applicants are advised to keep checking the Company's website for any update.
- XVI. The Company 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 <https://ispnasik.spmcil.com>. It will not be intimated to the applicants individually.

Manager -HR  
For General Manager