

Date: 09/05/2015

C O R R I G E N D U M

This is with reference to the Employment Notification Advt. No. 01/2015 dated 20/04/2015 which was issued for inviting applications for the post of Supervisor (S-1 level) & Jr. Office Assistant (W-3) level. The following details of the changes have made in the Advertisement.

1. "Upper Age Limit as on 01/03/2015" has been inadvertently mentioned in the column No.5 of Clause 2 at Page No. 2 which will now be read as "Upper Age Limit as on 31/05/2015".
2. The eligible criteria for Supervisor (S-1 level) posts will be read as mentioned in the table given below:-

FOR	TO BE READ AS
<u>I) Eligibility criteria for Supervisor Technical Operations-Printing (S-1 Level)</u>	<u>I) Eligibility criteria for Supervisor Technical Operations-Printing (S-1 Level)</u>
<u>Desirable:</u> 1st class B.E./B.Tech. in branch of Technology of printing/ Paper/ Mechanical/Metallurgy/Electrical /Electronics/Computer/I.T. Preference will be given to those who have exposure to ERP/SAP.	<u>Desirable:</u> B.E./B.Tech. in branch of printing Technology/ Paper/ Mechanical /Metallurgy/Electrical /Electronics/ Computer/I.T. Preference will be given to those who have exposure to ERP/SAP
<u>II) Eligibility criteria for Supervisor Technical Operations-Mechanical (S-1 Level)</u>	<u>II) Eligibility criteria for Supervisor Technical Operations-Mechanical (S-1 Level)</u>
<u>Desirable:</u> 1st class B.E./B.Tech. in Mechanical Engineering from AICTE approved University. Preference will be given for those who have exposure to ERP/SAP.	<u>Desirable:</u> B.E./B.Tech. in Mechanical Engineering from AICTE approved University. Preference will be given for those who have exposure to ERP/SAP.

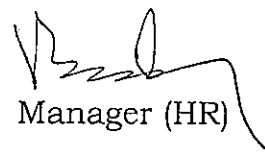
III) Eligibility criteria for Supervisor Technical Support-Civil (S-1 Level)	III) Eligibility criteria for Supervisor Technical Support -Civil (S-1 Level)
<u>Desirable:</u> 1st class B.E./B.Tech. in Civil Engineering from AICTE approved University. Preference will be given for those who have exposure to ERP/SAP	<u>Desirable:</u> B.E./B.Tech. in Civil Engineering from AICTE approved University. Preference will be given for those who have exposure to ERP/SAP

3. The application in the prescribed format enclosed should be forwarded to the Manager (HR), India Security Press Nasik Road. Duly completed application should be sent within 30 days from the date of publication of the Corrigendum in Employment News. The applications received late are liable to be rejected.

4. Those who have already applied for the said post need not apply again.

5. Accordingly, the revised Employment Notification Advt. No. 01/2015 dated 20/04/2015 is uploaded. The necessary corrigendum in this regard is being made in the Employment News.

6. All other contents of the Employment Notification Advt. No. 01/2015 dated 20/04/2015 remain unchanged.


Manager (HR)



INDIA SECURITY PRESS, NASIK ROAD - 422101
MAHARASHTRA STATE (INDIA)

(A UNIT OF SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.)
(WHOLLY OWNED BY GOVERNMENT OF INDIA.)

CERTIFIED COMPANY (ISO.9001: 2008 & 14001: 2004)

Miniratna Category-I, CPSE

Telephone : +91-253-2402217/2402317

FAX : +91-253-2462718,2466389

Website : <http://ispnashik.spmcil.com>

CIN : U22213DL2006GO1144763

No.01 / 15

Date:20/04/2015

EMPLOYMENT NOTIFICATION

Advt. No.01/2015

1. India Security Press, Nasik Road is a Unit of Security Printing & Minting Corporation of India Ltd, New Delhi, which is a Miniratna Category I, Central Public Enterprise and wholly owned by Government of India. The Corporation started functioning as a Corporate entity with effect from 13th January, 2006 with the objective of designing, manufacturing/printing security papers, currency and bank notes, passports, non-judicial stamp papers, minting of coins, postage stamps etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at Jawahar Vyapar Bhawan, Janpath, New Delhi-110001. It has four Minting units situated at Mumbai, Kolkata, Hyderabad and Noida and four Presses, at Nashik, Dewas and Hyderabad for Currency/Security documents and one high quality paper manufacturing Mill at Hoshangabad (M.P.).

ISP print and supplies judicial/non-judicial stamp papers, all types of postal & non postal stamps and stationery, Passports, Visa & other travel documents, MICR and Non-MICR Cheques in continuous stationery form, Identity cards, Railway warrants, Income Tax Return Order Forms, Saving Instruments, Commemorative stamps etc. These security document are printed and supplied to various State Governments, Union Territories and Central Government departments including Department of Posts, Ministry of Finance, Ministry of External Affairs as well as RBI.

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20-4-2015

2. With the above background, India Security Press (A unit of SPMCIL) is looking forward to recruit high caliber and talented professionals and accordingly invites applications for filling up the following posts at Supervisory (S-1 level) & W-3 level.

Sr. No.	Name of Post & level	Total No. of posts	Pay Scale	Upper age limit as on 31.05.2015
1	Supervisor Technical Operations-Printing (S-1 Level)	20 Posts UR-10, SC-2, ST-1, OBC-7	(IDA Pay Scale) Rs.12300-25400 Plus other allowances as admissible.	30 Years
2	Supervisor Technical Operations-Mechanical (S-1 Level)	4 Post UR-2, SC-1 OBC-1		
3.	Supervisor Technical Support- Civil Engineering (S-1 Level)	2 Posts UR-1, OBC-1		
4.	Junior Office Assistant (W-3 Level)	20 Posts UR-11, SC- 3, ST-1, OBC-5	(CDA Pay Scale) Rs.5200-20200 Grade Pay Rs.2000 Plus other allowances as admissible	28 Years

Note : Company is under obligation to changeover to IDA pattern of pay-scale as mentioned at Sr. No. 4.

I) Eligibility criteria for Supervisor Technical Operations-Printing (S-1 Level)

Essential Qualification: First Class Diploma in Printing Technology from AICTE approved Institute.

Desirable: B.E./B.Tech. in branch of printing Technology/ Paper/Mechanical/Metallurgy/Electrical/Electronics/Computer/I.T. Preference will be given to those who have exposure to ERP/SAP.

II) Eligibility criteria for Supervisor Technical Operations-Mechanical (S-1 Level)

Essential Qualification: First class Diploma in Mechanical Engineering from AICTE approved Institute.

Desirable: B.E./B.Tech. in Mechanical Engineering from AICTE approved University. Preference will be given for those who have exposure to ERP/SAP.



III) **Eligibility criteria for Supervisor Technical Support-Civil (S-1 Level)**

Essential Qualification: First class Diploma in Civil Engineering from AICTE approved Institute.

Desirable: B.E./B.Tech. in Civil Engineering from AICTE approved University. Preference will be given for those who have exposure to ERP/SAP

IV) **Eligibility criteria for Junior Office Assistant (W-3 Level)**

Essential Qualification: Graduate with at least 55% marks and computer knowledge with typing speed in English @ 40 wpm / Hindi @ 30 wpm.

Desirable: Proficiency in office assistance.

HOW TO APPLY:

1. The application should be submitted in the Proforma given in the advertisement, in typewritten only (handwritten applications are not accepted).
2. The outer cover should be subscribed as "**APPLICATION FOR THE POST OF** _____".
3. A non-refundable Bank Demand Draft for Rs. 200/- drawn in favour of the India Security Press, Nasik Road, A Unit of SPMCIL payable at Nasik is to be enclosed. Candidates are advised to write their name and post applied on the reverse side of the Demand Draft. **No application fee need to be paid by the candidates belonging to SC/ST/Physically challenged category.**
4. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India, issued by Competent Authority for appointment to the post under Govt. of India and for Central Government PSU.
5. Duly completed application should be sent to the Manager (HR), India Security Press, Nashik Road -422 101 Maharashtra through **registered/speed post** within **30 days from the date of publication of this advertisements in Employment News**. Applications received late/incomplete will be rejected. India Security Press Management will not be responsible for any postal delay/loss of documents during transit.
6. **Applications without Self attested photo copies of supporting documents in respect of age, caste, qualification, etc., and application fee will be rejected without any information to the applicants.**



GENERAL CONDITIONS:

1. The selection of candidates will be done through written test and /or interview. Mere conformity to the job requirement will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for written test/interview. The recruitment process can be cancelled / suspended / terminated without assigning any reason. The decision of the management will be final and no communication shall be entertained in this regard.

2. Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date and also applications not accompanied with requisite demand draft will not be entertained and rejected without assigning any reason.

3. Wherever applicable, candidates should send their application through proper channel. The employees of Central/State Govt./PSUs/Autonomous Bodies, etc. should apply through proper channel or shall produce NOC at the time of Interview. However, in the event of selection and appointment of candidate who could not produce the No Objection Certificate or where application has not been forwarded through proper channel shall be liable to submit a formal relieving letter from his / her employer at the time of joining.

4. Age relaxation: The upper age limit specified in the advertisement is for general candidates from the open market. Reservation shall be provided to SC/ST/PH/OBC/Ex-servicemen as per extant Government rules.

5. Computation of age, minimum post-qualification and qualification shall be as on 31/05/2015.

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

6. In order to regulate the number of candidates to be called for written test/interview, if so required, India Security Press reserves the right to raise the minimum eligibility standards/criteria.

7. Management reserves the right to call or not to call any/all candidates who have responded against this advertisement.


8. In case of large number of applications, India Security Press Management may conduct a written test/pre-interview round for shortlisting of candidates. No reimbursement of fare will be given in case of written test/pre-interview round/skill test.

9. For the post of Junior Office Assistant, all the shortlisted candidates will be required to appear for a skill test to check their typing speed. Only those who qualify the skill test will be called for interview.

10. The selection for all the posts shall be based on performance in the written test and interview.

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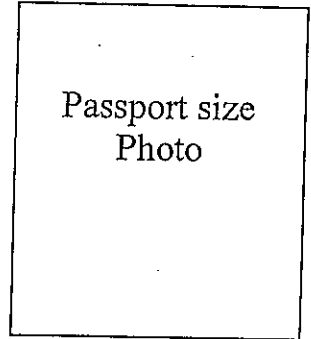
11. SC/ST candidate called for interview will be reimbursed II class to & pro train fare by the shortest route from their starting station of their mailing address, whichever is near to the place of written test/interview as per the rules applicable.
12. Management reserves the right to fill up the post or increase/decrease the number of posts or even to cancel the whole process of recruitment without assigning any reasons thereof.
13. No correspondence will be entertained about the outcome of the applications.
14. The selected candidates will be initially posted at India Security Press, Nashik Road. However, they are liable to be posted in any of the Units or Corporate Office of SPMCIL as per requirement.
15. Canvassing in any form will be a disqualification.


20.4.2015
Manager (HR)

INDIA SECURITY PRESS, NASIK ROAD
MAHARASHTRA - 422 101
(A UNIT OF SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD) WHOLLY
OWNED BY GOVERNMENT OF INDIA

APPLICATION FORMAT

1. Advertisement No. :
2. Name of the Post :
3. Name of the Candidate :
4. Father's name :
5. Date of birth :
Age as on _____/2015 (DD MM YY) :
6. Permanent Address :
7. Address for correspondence :
8. Phone numbers & Contact Details
(Office) :
(Residence) :
Mobile :
Fax :
E-mail :
9. Languages known :
(a) Read
(b) Speak
(c) Write
10. Religion :
11. Nationality :
12. Whether belonging to SC/ST/OBC/
Ex-serviceman/physically handicapped :
13. Whether any relative already working in SPMCIL.
If yes, specify the relationship :



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2014/2015

14. Details of Educational / Professional Qualifications from Matriculation onwards:

S.No.	Details of Exams	Year of passing	Subject	% of Marks	Board/ University

15. Details of Experience (in Chronological order)

S.No.	Name of Organisation	Position held	Period From To	Total Emoluments with Pay & Pay Scale	Brief description of duties.

16. Details of Computer knowledge & Experience.

17. Details of Training .

Name of Course	Institute	Contents

18. Details of Fee :

Amount _____ DD No. _____ Dt. _____ Drawn on _____

19. Details of Certificates/testimonials :

DECLARATION:

I hereby affirm and declare that the statements made in the application are true and unexaggerated. I undertake that any misrepresentation or material omission made in this application form will render the undersigned liable to immediate dismissal.

Date:

Place:

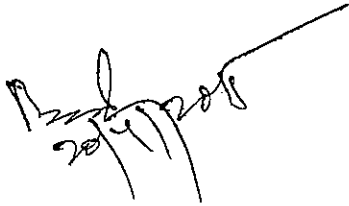
(Signature of the Candidate)



(To be filled by Authority forwarding the application)

1. Certified that the particulars furnished by the candidate has been checked from available records and found correct.
2. No vigilance case is pending or being contemplated against the candidate. There is nothing in the CR dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.
3. His integrity of the candidate is beyond doubt.
4. No major/minor penalties have been imposed on candidate during the last ten years.
5. There is no objection from cadre clearance.

Signature:
Name & Designation:
Office Address:
Telephone No:

A handwritten signature in black ink, appearing to be 'A. S. S. S.', written over a horizontal line. The signature is stylized and somewhat cursive.