

Personal Section.

SPMCIL RECRUITMENT POLICY - 2012



**Security Printing and Minting
Corporation of India Ltd.**
(wholly Owned by Govt. of India)

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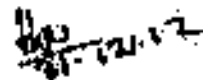
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SPMCTL RECRUITMENT POLICY - 2013

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SPMCL RECRUITMENT POLICY - 2012

1.0 PREAMBLE

1.1 Consequent upon the Corporatisation of Mints, Presses and Paper Mill by an executive order of the Government, the newly formed Company incorporated under the Companies Act started functioning in the name and style as Security Printing and Minting Corporation of India Ltd. (SPMCL) w.e.f 13.01.2006.

1.2 All the Government employees of Mints, Presses and Paper Mill were kept on deemed deputation in the Company vide an Order of the Government dated 10.02.2006.

1.3 A formal notification was issued by the Administrative Ministry on 29.05.2009 for en-masse transfer of the Govt. Employees of Mints, Presses and Paper Mill to the rolls of the Company effective from 01.11.2008.

1.4 Prior to Corporatisation, the Units were functioning as independent department of Govt of India and therefore each Unit had its own Recruitment Rules in respect of each category of post(s) in Mints / Presses and Paper Mill.

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- 1.5 The erstwhile Recruitment Rules also included the option to have Officers and other category of employees on deputation basis which is not permissible in a Public Sector Undertaking without specific dispensation from the Department of Public Enterprises.
- 1.6 After en masse transfer of Govt. employees to the rolls of the Company, it is considered expedient to formulate a comprehensive Recruitment Policy de-linking from promotion policy and hence the document is titled as "SPMCIL Recruitment Policy - 2012".
- 1.7 It was also considered appropriate to highlight the IDA Pay-Scales because the SPMCIL employees are liable to changeover to IDA pattern of Pay-Scales.
- 1.8 Efforts have been made in the instant document to standardize and make it applicable to all nine Units and the Corporate office and in the process rationalize the norms and specifications in the matter of recruitment of Executives, Supervisor and Workmen in SPMCIL.


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2.0

DEFINITIONS

In this Policy, unless the context otherwise requires, -

- a) "Board" means the Board of Directors of Security Printing and Minting Corporation of India Ltd.
- b) "Competent Authority":
 - i. The Board shall be the Competent Authority to create posts for all levels in the Company.

N.B.

For E-7 and above Executive levels, once the creation of the post is approved by the Board, the same shall be submitted to the Administrative Ministry for sanction.

- ii. The CMD shall be the Competent Authority for approving selection and appointment of Executive Cadre starting from E-1 & above.
- iii. GM/Unit Head shall be the Competent Authority for approving selection and appointment of Unit Cadre employees starting from W-1 to S-2 level.
- iv. Senior most DGM in the respective functional area shall be the Competent Authority to approve selection and appointment of employees starting from W-1 to S-2 level for the Corporate Office.


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- c) "Corporate Cadre" includes the posts of Executive in various functional areas for which the recruitment is made by the Corporate Office.
- d) "Unit Cadre" includes the posts of Supervisor, Staff members and Industrial Workers for which recruitment is made by the Unit.
- e) "Standard Manpower" means manpower as approved by the Board and notified by the Company.

3.0 OBJECTIVE:

3.1 SPMCIL subscribes to the belief that efficiency, effectiveness and success of the Company largely rest on the skills, abilities and commitment of the employees who constitute the most important asset of the Organisation.

3.2 It is thus imperative to provide a framework which will enable the organisation to attract the right talent for the jobs and make it available at the right time and in right number with the ultimate objective of ensuring optimum and effective utilisation of the human resources in a climate of satisfaction, development and growth.

3.3 In pursuance of the above objectives and consistent with the Company's Business goals and national

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obligations, SPMCIL hereby makes the following policy statement to be known as "SPMCIL RECRUITMENT POLICY" to standardize, regulate and generally facilitate the acquisition of manpower.

3.4 (i) The policy statement, rules and procedures made hereunder shall be applicable to recruitment and selection of employees of all classes and categories coming under the CORPORATE CADRE and UNIT CADRE irrespective of whether they are against regular, temporary or fixed tenure appointments, unless specifically stated otherwise.

(ii) Where presently the combined seniority exists in different Units like IGMs and ISP/CNP, appropriate orders to this effect shall be issued by the Corporate Office only.

3.5 Categorisation of employees (Please see Annexure-I) which includes Executives, Supervisors and Workmen category for the purpose of this policy will also be the same as defined in the Company's "Conduct, Discipline and Appeal Rules - 2010".

3.6 Executives and Supervisors working in the Units and the Corporate Office shall be liable for transfer to any of the Units / Corporate Office and vice-versa.



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4.0 CREATION OF POSTS :

- 4.1 For any additional requirement of posts for regular employment, over and above the Standard Manpower, a self explained proposal with justification for the creation of the post(s) alongwith their roles and responsibilities, and the cost implication thereof will be submitted for consideration and approval of the Board by the Corporate HR.
- 4.2 After Board's sanction for creation of the post(s), CMD shall be competent to accord approval for filling-up the post(s) depending on the operational requirement.
- 4.3 There will be flexibility in the system to rotate the posts amongst various functional areas within the notified standard manpower depending on the operational priorities and functional requirement in respect of both Unit Cadre and Corporate Cadre employees.

5.0 ELIGIBILITY CRITERIA

- 5.1 No appointment shall be made to any post in the Company unless the person fulfills the minimum eligibility requirements and conforms to the specifications prescribed for the post.

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5.2 The selection criteria which include educational and/or professional qualifications, essential as well as desirable, and upper age limit etc. prescribed in respect of each induction level post is attached as Annexure-II.

5.3 To ensure uniformity and consistency in such job titles, job descriptions and role outlines together with the pay scale / Grade pay applicable in respect of all categories of posts will be issued by the GMs / HODs and Corporate Office from the concerned Department and may be revised from time to time.

6.0 INDUCTION LEVELS

6.1 Infusion of new blood to various functional areas during post corporatisation phase is inevitable so as to change the work ethos and work culture befitting to a Corporate entity. For this purpose the thrust shall be to recruit freshers from the open market at the Induction level within the prescribed standard manpower requirement as notified by the Company.

6.2 The Company shall recruit the Executives at E-1 Level, Supervisors at S-1 Level, Secretarial Staff at W-4 Level, Office Assistants at W-3 Level and Industrial Workers at W-1 Level as specified at Annexure-II.

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- 6.3 The recruitment to the higher posts other than the induction level shall be with due approval of the Competent Authority provided clear cut sanctioned post(s) are existing and all such recruitment shall be as per the prescribed criteria given at Annexure-III.
- 6.4 In case of Direct Recruitment, the in-service SPMCIL employees who fulfill the essential qualification and experience will be given age relaxation up to 5 years in conformity with guidelines of Govt. of India.
- 6.5 Where the recruitment process involves the manpower requirement of more than one Unit, the CMD may decide to entrust the responsibility to one of the Units to undertake the recruitment and selection process and send the list of selected candidates to Corporate Office for placement instructions.

7.0 MODE OF RECRUITMENT

- 7.1 The recruitment for the posts of Executives and Supervisors will be made in the Company on all India basis.
- 7.2 Wide publicity shall be given for all the vacancy positions in the Company by the Unit or the Corporate


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भारत प्रतिलिपि मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनीस्ट्रल श्रेणी-1, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वधीन)
Ministries Category-1, CPSE
(Wholly owned by Government of India)

No. CHO(HR)/Prom./2/30/2014/3933

Date: 01.10.2015

CORPORATE HR CIRCULAR

Sub: Amendments in SPMCIL Promotion Policy - 2013 for Executives.

SPMCIL Promotion Policy - 2013 for Executives was notified vide Corporate Office Order No.14 dated 23.12.2013 making it uniformly applicable to Mints, Presses and Paper Mill and Company appointed Executives under the umbrella of SPMCIL.

2. It has now been decided to hold DPC twice in a year so that the eligible candidates have not to wait for a number of months to be considered for promotion. Accordingly, Competent Authority has approved amendment to Clauses 7.2 and 9.1 of the Promotion Policy - 2013 for Executives. The amended Clauses will read as under:-

7. ELIGIBILITY CRITERIA

7.2 The Executive shall be eligible for promotion on completion of minimum qualifying service as specified at Para 6 taking 30th June and 31st December of every year as the date of reckoning.

9. EFFECTIVE DATE OF PROMOTION

9.1 DPC will be held twice in a year, once after the end of 30th June and next after 31st December. The effective date of promotion shall be the date of issue of promotion order. However, the financial benefits shall be applicable from the date of assumption of charge to the promoted post. The seniority in the level will be counted from the date of issue of the order of promotion.

011-23701225-26
011-43582200

पंजीकृत कार्यालय: 16th फ्लोर, जवाहर व्यापार भवन, प्रमथ, नई दिल्ली - 110001
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CIN: U22213DL2006GOI144763

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E-mail: info@spmcil.com

3. The above amendments in the Promotion Policy for Executives will be effective prospectively and the cases of promotion already made prior to the date hereof shall not be reopened.

(B. J. Gupta)

Additional General Manager (HR)

To
The General Managers
Mints, Presses & Paper Mill

Copy for information to:-

- (1) OSD to CMD
- (2) EA to Director (HR)/Sr. EA to Director (Tech.)/EA to CVO
- (3) GM (IT)
- (4) Addl. GM (F&A)/HR/O.
- (5) DGM (Print)
- (6) Dy. C.S.
- (7) Notice Board

11 OCT 2015

| भारत सरकार टंकाल, हैदराबाद/INDIA GOVERNMENT MINT, HYDERABAD | | | |
|---|--------------------------------|--------------------------|--|
| उ.प्र./O.P. | स.प्र.(वि. एवं ले.)/AM(F&A) | अति.वि. एवं ले.)/O.F&A | |
| व.प्र./S.W. | स.प्र.(सू.प्र.)/AM(I.T.) | अति.वि. एवं ले.)/O.F&A | |
| क.प्र./W.M. | स.प्र.(सू.प्र.)/AM(Q.A.) | अति.वि. एवं ले.)/O.F&A | |
| उ.प्र./कै.प्र.सू.प्र./O.C./CISF | सू.प्र./H.O. | अति.वि. एवं ले.)/O.Tech. | |
| स.प्र./A.W.M.-I | स.प्र./S.C. P.O. | अति.वि. एवं ले.)/O.Tech. | |
| स.प्र./A.W.M.-II | अति.वि. एवं ले.)/O.(Materials) | सू.प्र./H.O. | |
| स.प्र.(स.प्र.)/AM(Q.A.) | प.प्र./A.S. | सि.प्र./H.O. | |
| स.प्र.(स.प्र.)/AM(HR) | अति.वि. एवं ले.)/O(HR) | अति.वि. एवं ले.)/O(HR) | |
| अति.वि. एवं ले.)/O(Tech) | अति.वि. एवं ले.)/O(HR) | | |

Office so as to ensure transparency in the recruitment process and attract potential talent to compete for the posts.

- 7.3 In respect of recruitment to all Workmen category which includes Office staff and Industrial workers up to W-3 level, all such vacancies should also be notified to local Employment Exchange in conformity with provisions of Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.
- 7.4 Notification for filling up the vacancies should also be displayed on the Notice Board of all the Units of SPMCIL giving an opportunity to the Company employees to compete for the post subject to fulfillment of Eligibility Criteria.
- 7.5 Deputation from Central / State Governments and Public Sector Organizations After due approval from the Department of Public Enterprises the process of calling persons on deputation from Central / State Government and public sector undertakings can be resorted to:-
- (i) When suitable personnel from open market on terms offered by the Company are not available at the right time

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- (ii) When the time and cost involved in processing recruitments through open advertisements may not be justified in view of the number or nature of posts to be filled.

7.6 Recruitment of Executives at Induction level (E-1 level mentioning therewith the notified IDA pay scales because of Company's obligation to changeover) can be made by visiting the campus of reputed Engineering and Management Institutes in the Country.

8.0 INTERNAL PROCESS OF RECRUITMENT:

8.1 SPMCIL Management is concerned about optimum utilisation of available Human Resource and give an opportunity to talented employees from within the Company having potential to be considered for multifarious job responsibility and capable of shouldering immediate senior position in Corporate Office or one of the Units of the Company.

8.2 All such recruitment through the internal process shall be notified by the Corporate HR for Corporate Cadre Executives and by the concerned Unit for Unit Cadre recruitment of Supervisors, Staff Members and Industrial Workers.

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8.3 The vacancies for all recruitment through the internal process shall be circulated by "job posting" on the Notice Boards of all the Units and Corporate Office giving an opportunity to eligible employees to compete for the post.

8.4 The Competent Authority shall take a decision for internal process of recruitment under the following circumstances:-

(i) When a new set up is being put in place due to diversification of business;

OR


(ii) When one particular operation and technique has become redundant;

OR

(iii) When no eligible employee in the feeder cadre is available and is not likely to be available in near future.

8.5 Having been selected and appointed to a higher position through the internal process of recruitment, the employees shall be a part of the new functional area for which they have been appointed, and accordingly they will be included in the gradation/seniority list of the Company.

8.6 The criteria as prescribed for Internal Process of Recruitment shall also be applicable to employees to

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be recruited for Vigilance Department for a fixed tenure of 3 years and maximum upto 5 years. The employees holding the analogous posts shall also be considered for fixed tenure appointment in Vigilance Department.

8.7 The employees competing for higher positions through internal process of recruitment should have minimum service of three years left on the date of the advertisement.

8.8 Eligibility criteria for Internal Process of Recruitment

- (i) Opportunities shall be given to internal candidates to be appointed in an immediate higher grade through the process of internal recruitment, provided they have completed 10 years of combined service in two immediate lower grades, out of which the candidate should have rendered minimum qualifying service of 2 years in the immediate lower grade.
- (ii) The employees who have not rendered service in two immediate lower grades shall also be eligible for recruitment through internal process for higher positions provided they have completed at least four years qualifying service in the immediate lower grade.


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- (iii) For this purpose the service in the grade pay by virtue of ACP/MACP shall also be reckoned only in respect of induction level post(s) at E-1 & S-1 levels.
- (iv) For engineering streams the minimum qualification shall be Diploma and for other streams it will be Graduation.
- (v) (a) Employees possessing Diploma in Engineering will be eligible for internal recruitment up to E-4 level.
- (b) Employees possessing ITI Certificate / less than Diploma in Engineering will be eligible for internal process of recruitment up to S-2 level.
- (c) Similarly, in Non-technical categories, employees possessing a Graduation degree shall be eligible for internal process of recruitment up to E-4 level.
- (d) Employees not possessing Graduation Degree will be eligible for internal process of recruitment up to S-2 level.

Illustrations:

- The Company employee at E-4 level shall be eligible for E-5 level provided he/she has completed 10 years combined service at E-3 and E-4 level with a minimum of two years service at E-4 level.
- An employee at S-2 level shall be eligible for lowest level Executive position i.e. E-1 level provided he/she has completed 10 years combined service at S-1 and


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S-2 level with a minimum of 2 years service at S-2 level.

- An employee at W-5 level shall be eligible for S-1 level provided he/she has completed 10 years combined service at W-4 and W-5 level with a minimum of 2 years service at W-5 level.

B.9 Depending on the number of applications received, the Competent Authority shall take a considered decision whether to hold a written test or to conduct an interview.

B.10 The following weightage shall be given for the selection of eligible candidates through the internal process of recruitment when no written test is conducted.

1. Interview Performance - 50 marks
2. ACR (for 3 years) - 30 marks
(10 marks for every year)
3. Qualifications - 10 marks
4. Experience - 10 marks
(Duration of service in the Company)

Where it is decided to conduct a written test, it would be only for the purpose of qualifying for the interview and no weightage shall be given to the percentage of marks obtained in the written test.

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8.10 (a) Marks for each ACR for shall be awarded in the following manner:

| | | |
|------------------|---|--------------------|
| • Outstanding | : | 10 Marks (Maximum) |
| • Very Good | : | 08 Marks |
| • Good | : | 06 Marks |
| • Average / Fair | : | 04 Marks |
| • Poor | : | 00 Marks |

Total marks for ACRs of three years will be arrived at on the above basis.

8.10 (b) Qualification : 10 Marks

The marks for the qualification shall be awarded on the following basis:

| Qualification | Marks |
|--|--------------|
| CA/ ICWA / MBA / B.Tech / B.E., or Equivalent. | 10 (Maximum) |
| Graduation | 07 |
| Diploma in Engineering | 05 |

8.10 (c) Experience (Duration of Service) : 10 Marks (Maximum)

The Marks for Duration of service shall be awarded on the following basis:

| Duration of Service (in years) | Marks |
|-----------------------------------|--------------|
| 20 and above. | 10 (Maximum) |
| 10 - 20 | 8 |
| 1 - 10 | 6 |

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- 8.11 Keeping in view the minimum qualifying marks for different category of candidates, merit list of the selected candidates shall be decided by the Selection Committee as per the above rationale for which the Screening Committee scrutinizing the applications shall provide necessary details based on the record of HR Department.
- 8.12 Strictly as per the merit list prepared by the Selection Committee in order of preference, Offer of Appointment shall be issued to the candidates after the approval by the Competent Authority and the merit list shall be the basis for determination of seniority in the Company.
- 8.13 Employees attending the interview conducted through internal process of recruitment, will be treated as on official duty. Accordingly, he/she will be eligible for TA/DA as per SPMCIL Travelling and Daily Allowance Rules provisions.

9.0 FIXED TENURE CONTRACT APPOINTMENT

- 9.1 Depending on the operational needs and business requirements, the Company may engage professionals / retired Govt. servants / employees of PSUs for a fixed tenure contract on consolidated monthly compensation (all inclusive).
- 9.2 Should there be any requirement of such personnel, over and above the standard manpower requirement, the concerned Unit or the Department in the

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Corporate Office will submit a detailed proposal with justifications indicating Employee specifications, Roles and responsibilities, duration of employment and likely annual cost towards compensation and other benefits, if any, payable to them.

9.3 Short-term contract appointments shall be normally for a period of three years which may be extended or reduced depending on the requirement of the Company. An appropriate clause shall be incorporated in the Contract Agreement as attached at Annexure-IV.

9.4 CMD of SPMCIL shall be the Competent Authority to approve the engagement of professionals as well as retired Govt. servants / PSU employees on fixed term contract basis and decide the monthly compensation depending on the background and level of the Individual and importance of the assignment.

10.0 APPLICATION FORMALITIES

10.1 No appointment will be made in the Company except on the basis of an application by the candidate giving all relevant particulars in a structured format as prescribed by the Company. The standardised Application format is enclosed as Annexure-V.


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11.0 APPLICATIONS OF CANDIDATES FROM GOVERNMENT, PUBLIC SECTOR AND STATUTORY BODIES:

- 11.1 Consistent with the guidelines issued by the Department of Public Enterprises, SPMCIL will accept applications only if they are forwarded through proper channels in respect of persons employed in the Central/State Governments, Public Sector and Statutory Bodies in respect of whom the rules provide for transfer of Gratuity, Leave and Provident Fund accumulation on movement to another Public Enterprise or Govt. Body.

OR

The Candidate is able to produce a No Objection Certificate at the time of interview and secure due release from his organisation within the stipulated notice period.


- 11.2 In respect of candidates from public undertakings which despite the aforementioned guidelines from DPE, do not provide for carry forward of leave, Gratuity and other benefits even in respect of persons whose applications are forwarded through proper channel, such applications may be entertained directly as in the case of candidates from private sector organizations and the

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requirement of proper channel will not apply in such cases.

- 11.3 If the candidates presently serving in PSUs / Semi Government organizations apply directly, their applications will be entertained but transfer of Gratuity and Leave from the previous organization will not be permitted by SPMCIL.
- 11.4 However, this will be subject to the clearance of the previous Organisation that no disciplinary or vigilance case is pending or contemplated against the employee.
- 11.5 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.
- 11.6 In respect of candidates from Government and public sector organisations who apply through proper channel, HR department will obtain copies of the annual appraisal reports or their abstracts in SPMCIL's reference check forms which will be placed before the Selection Committee during or after interview


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but before the finalisation of the panel of selected candidates.

12.0 PROCESSING OF APPLICATIONS

12.1 All applications received against a specific notification/ advertisement will be initially received by the HR

Department of Corporate Office / the concerned Unit (as the case may be) and after making necessary entries, the same shall be forwarded to the Screening Committee.

12.2 The Committee shall scrutinize the applications based on the following criteria:

- (i) Applications are complete and accompanied by the prescribed fee and were received within the permitted time.
- (ii) Age of the applicant is within the prescribed limit.
- (iii) Qualifications and experience of the candidates conform to the prescribed criteria.
- (iv) Applications have been submitted Through Proper Channel wherever required.
- (v) In the case of candidates from Scheduled Castes and

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Scheduled Tribes, OBC, Persons with Disabilities (PWD) and Ex-Servicemen etc. application is accompanied by a certificate to that effect from the appropriate authority.

12.3 Having diligently screened and scrutinized the applications, the Committee shall recommend the names of the candidates fulfilling the employee specifications as advertised and the candidates not fulfilling the requirements and then submit the comprehensive list to the HR department.

12.4 The recommendations of the Screening Committee shall be put up to the Competent Authority by HR Department based on which the candidates shall be called for interview.

12.5 Candidates called for interview will be entitled for reimbursement of to and fro train / Air fare from nearest station / Airport to the place of interview on production of proof of tickets. The candidates for the post of Executive from E-8 level and above will be entitled for Economy class Air fare. Candidates for the post of Executive from E-5 to E-7 level will be entitled for 2 Tier AC Train fare. The candidates for the post of Executive from E-1 to E-4 level will be entitled to 3 Tier AC Train fare. The candidates for non-Executive post shall be reimbursed Sleeper Class Train fare by shortest route for both ways.

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13.0 CONSTITUTION OF SELECTION COMMITTEE :

- 13.1 All appointments in the Company, whether regular, temporary, fixed term contract appointments or deputation from Government organisations and public sector undertakings and recruitment through internal process shall be made on recommendation of a duly constituted Selection Committee. This will apply to both Corporate Cadre and the Unit Cadre appointments.
- 13.2 The composition of the selection committee is specified in Annexure-VI. In case suitable committee members in a specific domain area are not available in the Company, the experts and professionals from the Industry or Academic Institutes may be associated for constitution of the selection committee.
- 13.3 It has to be ensured while constituting and approving the Selection Committee that no member is related (close or distant) to any candidate appearing in the interview.
- 13.4 For the reasons to be recorded by the Appointing Authority, the composition of the Selection Committee can be changed by the Competent Authority under compelling circumstances.

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14.0 INTERVIEW AND SELECTION :

14.1(a) The candidates short-listed after due process of scrutiny will be called upon to undergo a prescribed selection process which may consist of:

(i) An elimination test and/or group discussion followed by an interview before the Selection Committee of only those who qualify in the test and/or group discussion;

OR

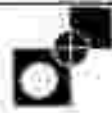
(ii) A test and/or group discussion followed by an interview of all candidates before the Selection Committee;

OR

(iii) An interview before the Selection Committee.

14.1(b) In case elimination test (written test) is conducted as part of the selection process, 50% weightage will be given to the written test and another 50% weightage will be allocated for the interview. Both the marks secured in the written test and in interview will be taken into consideration for preparing the merit list of candidates. Based on the merit of the candidates, a select list and waiting list, if any, of the candidates will be finalized by the Selection committee which shall be the basis of reckoning the seniority.

14.2 The call letters to the candidates for appearing in the interview before the Selection Committee shall be issued



by registered post or speed post not later than ten clear days before the date of interview which should, inter-alia also indicate the post, level and the grade for which the candidate will be considered and other formalities that are required to be complied with prior to the interview.

14.3

In the case of recruitment for vacancies reserved exclusively for the Scheduled Castes/Scheduled Tribes and OBC separate interviews exclusively for candidates belonging to these categories will be held by the Selection Committee which should invariably include a member of Scheduled Castes and Scheduled Tribes or a Manager of the Corporation belonging to any of these communities as required under the Presidential directives issued in this regard.

14.4

HR Department will make available to the members of the Selection Committee the following documents and particulars of candidates called for the interview:

- (i) A copy of the advertisement/notification together with the duties and responsibilities of the posts.
- (ii) Profile of all candidates in a spread sheet duly authenticated by an Officer of HR wing.
- (iii) Applications in Original to be made available to the Chairman of the Selection Committee.
- (iv) Appraisal reports and comments of forwarding authority in case of internal candidates.

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- (v) Annual appraisal reports wherever available in the case of candidates from Government and public sector organizations whose applications have been forwarded through proper channel.
- (vi) Results of Tests / Group Discussions held prior to interview, if any.
- (vii) Special information, if any, relevant to Selection of candidates.

14.5 Apart from participating in the selection process, the representative of the HR Department in the Selection Committee will have the following specific responsibilities:

- (i) At the commencement of the proceedings of the Selection Committee he will brief the members generally on the specific requirements, responsibilities and remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and further requirements and any other matter relating to the Selection.
- (ii) The specialist/technical members of the Selection Committee will be primarily concerned with the suitability of the candidates in terms of knowledge, skill, expertise and technical and professional competence, it will be the responsibility of the Sectional Head dealing with recruitment matters, to call the

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attention of the Committee to attitudinal, motivational and personality aspects relevant to the job requirements.

(iii) He will assist to ensure consistency in the selection standards, starting salaries, status and seniority keeping in view the existing position in the organization and comparative position prevailing generally in the open market and particularly in similar organizations in the government and public sector.

(iv) He will assist the Committee, if so required, to negotiate the terms including starting salary, grade, seniority, status, time allowed for joining etc. and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters if and when asked for by any candidate.

14.6 Keeping in view the qualifications, experience, results of tests/group discussion, if any and other relevant facts vis-à-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed from the candidate's performance in the interview, the Selection Committee will assign a final percentage marks to each candidate considered


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suitable and recommend a panel of names of all such suitable candidates in order of merit on the basis of the marks so assigned.


Provided that when two or more candidates secure equal marks they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.

Provided also that in respect of the reserved vacancies, the Board will draw up and recommend a separate panel of names of suitable candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes.

14.7(a) While making its recommendations of the names of suitable candidates, the Selection Committee may also make special mention for consideration by the Appointing Authority about:-

(i) The amount of starting basic salary in cases where initial pay is to be fixed above the minimum of the grade.

(ii) For protection of the Emoluments (Basic + DA) drawn by him/her in the previous organisation being a PSU or Govt. Department, if the application has been received through proper channel.

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- (iii) Next annual increment in the previous organisation, if due within next six months can also be recommended by the Selection Committee.
 - (iv) Additional Increments (up to maximum of three increments) at the minimum scale of pay depending on merit of each case can be recommended by the Selection Committee in deserving cases.
- (b) Area/areas of specialization and strength where the candidate would be best suited.
- (c) Any other recommendation/remark as considered relevant and necessary in respect of any candidate.

15.0 PANEL FOR SELECTED CANDIDATES :

- The Selection Committee based on the assessment of performance of the candidate during the interview, shall award marks to the candidates individually and / or by consensus.
- As per the assessment and marks awarded by the Selection Committee, the candidates shall be placed on the selected panel in order of preference.

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- Separate panels are drawn for General, SC/ST and OBC categories.
- The minimum qualifying marks required for placement in panel for different categories of candidates are :

| | |
|-------------------|-----|
| General Category | 55% |
| OBC Category | 50% |
| SC/ ST Categories | 45% |

15.1 The panel of candidates in order of merit as recommended by the Selection Committee, on approval by the Competent Authority, will form the basis for issue of offers of appointment.

15.2 A waiting list shall be prepared and the same will remain valid for one year. In case any selected candidate fails to join, the waiting list will be operated and offer letter will be issued to the candidates placed as per merit in the waiting list.

16.0 OFFER OF APPOINTMENT:

16.1 Based on the recommendation by the Selection Committee and after due approval of the panel by the Competent Authority, HR Department will issue offer of appointment to candidates in the order of merit.

16.2 The contract of appointment will be complete on receipt of the letter of acceptance of terms and

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conditions mentioned in the offer of appointment issued by the Company along with the Attestation Form duly filled-in by the selected candidate.

16.3 After acceptance of the terms and conditions by the selected candidates a formal appointment letter shall be sent by Registered Post/Speed Post giving 30 days time for joining.

16.4 Any extension in joining time shall be considered depending on the merits of each case with the approval of Director (HR).

17.0 MEDICAL FITNESS

No person will be appointed on Direct Recruitment to any post in the Company whether, regular or temporary unless he is declared medically fit after due examination by a medical officer in the rank of Civil Surgeon of a Govt. Hospital.

18.0 JOINING FORMALITIES

18.1 Employees on the first appointment to the Company's service will furnish to the HR Department necessary details, particulars and documents as specified in Annexure-VII.

18.2 In case of recruitment to Executive and supervisory posts, prescribed application blanks will include a column for the candidates to give names of two

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references to whom, in the event of selection of the candidate, reference will be made in the prescribed form enquiring character and antecedents of the candidate for employment in the Company.

- 18.3 On appointment of a person in the Company, concerned District Authorities where the candidate resided for more than 1 year during the preceding five years will be requested to verify and report on the antecedents of the person in the prescribed attestation form, in terms of directives issued by the Government from time to time in this regard.

Provided, however, that such verification of antecedents may not be insisted upon in the case of persons employed in the Government/Semi-Govt. Organizations and Public Sector Undertakings, immediately prior to the appointment in SPMCIL, subject to the condition that in the case of persons coming from Semi-Government Organizations and Public Sector Undertakings, satisfactory evidence is made available in support of the fact that due verification of antecedents was made at the time of their appointment to the Semi-Government Organization or Public Sector Undertaking, as the case may be.

- 18.4 The employees joining the Company from other PSUs/Govt./Autonomous Bodies will be entitled to



reimbursement of TA for self and their dependent family members from the current working place of employees to the joining place and expenses for transportation of personal effects at the rate applicable to the level at which they are appointed as per the provisions of SPMCIL TA & DA Rules-2010.

19.0 PROBATION

- 19.1 The new appointees to the Company shall be on probation initially for a period of one year which can be extended upto a further period of one year for valid and coherent reasons with the approval of the Competent Authority.
- 19.2 The confirmation in the Company's service shall be based on the review and assessment by a duly constituted Confirmation Review Committee and based on its recommendations confirmation shall be decided.
- 19.3 In the event of probation period being extended, after a period of two years the employee will either be confirmed on the rolls of the Company based on the recommendation of a Confirmation Review Committee or his / her services shall be dispensed with.


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19.4 During the probation period, the Company shall not forward any application of the new appointees for any post outside the Company.

20.0 EXECUTION OF BOND

20.1 Since the Company shall incur considerable expenditure on induction training and also on the job training of Executives / Supervisors directly recruited from the open market, they shall be liable to execute a Bond of Rupees Three Lacs in the case of Executives at E-1 level and Rupees Two lacs in the case of Supervisors at S-1 level to serve in the Company for a minimum period of 3 years. Such Executives / Supervisors shall have to provide two sureties. In the event of their leaving the Company before completion of minimum period of 3 years, such Executives / Supervisors failing which the sureties will have to indemnify the Company by making the payment of Bond amount.

21.0 INTERPRETATION AND AMENDMENTS

21.1 In case of any concern arising out of the implementation of the provisions of the Recruitment Policy and Procedures, and also cases not covered herein, Authority to interpret and decide will vest with the Chairman and Managing Director whose decision shall be final.

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The Company reserves the right to amend or modify the "SPMCIL Recruitment Policy - 2012" or any part thereof.

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LEVEL, PAY-SCALES & DESIGNATION OF EMPLOYEES

| LEVEL | DESIGNATION | PAY SCALES (CDA) | | | NOTIFIED IDA PAY SCALE |
|----------------------------|--|-------------------------|-----------------|--------------|------------------------------|
| | | PRE- REVISED | REVISED | GRADE PAY | |
| EXECUTIVE CADRE | | | | | |
| E8 | General Manager | 18400- 500- 22400 | 37400- 67000 | 10000 | 51300-73000 |
| E7 | Senior Deputy General Manager | 15600- 450- 20100 | 37400- 67000 | 8900 | 43200-66000 |
| E6 | Deputy General Manager | 14300- 400- 18300 | 37400- 67000 | 8700 | 36600-62,000 |
| E5 | Chief Manager | 13200- 400- 18000 | 15600- 39100 | 8100 | 32900-58000 |
| E4 | Manager | 12000- 375- 16500 | 15600- 39100 | 7600 | 29100-54500 |
| E3 | Deputy Manager | 10000- 325- 15200 | 15600- 39100 | 6600 | 24900-50500 |
| E2 | Assistant Manager | 8000- 275- 13500 | 15600- 39100 | 5400 | 20600-46500 |
| E1 (Induction level) | Officer (Technical / Operation / Production / Safety / Purchase / Marketing / Finance / HR / IT etc.) | 7500- 250- 12000 | 9300- 34800 | 4800 | 16400-40500 |

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SUPERVISORS

| | | | | | |
|--------------------------------|---|---------------------------------|------------|------|-------------|
| S2 | Senior Supervisor / Executive Secretary | 7450-225-11500 & 6500-200-10500 | 9300-34800 | 4600 | 14500-32600 |
| S1 (Induction level) | Supervisor / Chief Assistant / Executive Assistant / Secretary (Technical / Operation / Production / Maintenance / Safety / Purchase / Marketing / Finance / HR / IT etc.) | 5500-175-9000 & 5000-150-8000 | 9300-34800 | 4200 | 12300-25400 |

WORKMAN CATEGORY

| | | | | | |
|--|--|----------------------|------------|------|--|
| W6 | Foreman | 5000-150-8000 | 9300-34800 | 4200 | Changeover to IDA pattern of Pay Scales shall be in consultation with the Unions |
| W5 | Senior Operator / Senior Office Assistant / Junior Secretary | 4500-125-7000 | 5200-20200 | 2800 | |
| W4 (Induction level for Secretarial Assistant) | Operator / Office Assistant / Secretarial Assistant | 4000-100-6000 | 5200-20200 | 2400 | |
| W3 (Induction level for office staff) | Senior Technician / Junior Office Assistant | 3200-85-4900 | 5200-20200 | 2000 | |
| W2 | Technician | 3050-75-3950-80-4590 | 5200-20200 | 1900 | |

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| | | | | | |
|----------------------------|-------------------|------------------------------|----------------|------|--|
| W1 (Induction level) | Junior Technician | 2750-70- 3800-75- 4400 | 5200- 20200 | 1500 | |
|----------------------------|-------------------|------------------------------|----------------|------|--|

- Company is under obligation to changeover to IDA pattern of pay scales as mentioned in last column of the table.
- Designations are illustrative depending on the Functional area where the employee is working.

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INDUCTION LEVEL ELIGIBILITY

| Induction Level / Designation | ESSENTIAL | DESIRABLE | Upper Age Limit |
|-------------------------------|--|--|-----------------|
| EXECUTIVE | | | |
| E-1 (Officer) | Operation, Maintenance, Production Process & Technical Services 1 st Class B.Tech. /B.E. in the area of Mechanical / Electrical / Electronics / Chemical /Metallurgy/ Pulp & Paper / Civil etc. | Industry Knowledge | 30 years |
| | Quality Assurance, Ink Factory & Laboratory First Class B.Tech. in Printing Technology / Chemical Eng./ Pulp & Paper Or First Class M.Sc in Chemistry | Industry Knowledge | 30 years |
| | Finance & Accounts Qualified CA / ICWA / 1 st Class full time MBA with Finance elective from recognized University / Management Institute. | Industry Knowledge | 30 years |
| | Human Resources 1 st class full time Master's Degree in PM & IR / MSW / MBA with HR elective from recognized University / Management Institute. | <ul style="list-style-type: none"> • LL.B • Industry Knowledge | 30 years |
| | | | |

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Marketing

1st class full time Master's degree in Marketing Management / MBA with Marketing elective from a recognized University/ Management Institute.

- B.Tech / B.E.
- Industry Knowledge

30
years

Material Management

1st class degree in Engineering with degree / Diploma in Material Management / Stores Management / Purchase / MBA with Material Management.

- B.Tech / B.E.
- Industry Knowledge in Stores/Material Management

30
years

IT/ Systems

1st class MCA / 1st class B.Tech (Computer Engineering / IT)

- Industry Knowledge

30
years

Research & Development

1st Class B.Tech. /B.E in the area of Mechanical / Electrical / Electronics/ Chemical/ Metallurgy / Pulp & Paper Or 1st Class M.Sc in Chemistry.

- Industry Knowledge

30
years

Rajbhasha Adhikari

1st class Master's Degree from a recognized University in Hindi or English with English

- Knowledge of Sanskrit and / or any other

30
years

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/ Hindi subject at Graduation level (i.e. Hindi in case the candidate is Post-graduate in English and vice-versa).

And

Two years' experience in translation from Hindi to English and vice versa.

modern Indian language.

- Proficiency in working on Computers in Hindi language.

SUPERVISOR

**Supervisor
(S-1)**

1st class Diploma in Engineering / B.Com / Diploma in Taxation Law / Bachelor in Business Administration / 1st class graduate with diploma in HR related area.

B. Tech / MBA

30
years

**S-1
(Junior Hindi
Translator)**

Master's Degree from a recognized University in Hindi or English with English / Hindi subject at Graduation level (i.e. Hindi in case the Candidate is Post-graduate in English and vice versa).

And

One year experience in translation from Hindi to English and vice versa.

- Knowledge of Sanskrit and / or any other modern Indian language.

- Proficiency in working on Computers in Hindi language.

30
years

WORKMEN

**W-4
(Secretarial
Assistant)**

Graduate with at least 55% marks, computer knowledge, Stenography @ 80 wpm and

Proficiency in secretarial job

28
years

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| | typing @ 40 wpm. | | |
| W-3 (Junior Office Assistant) | Graduate with at least 55% marks and computer knowledge with typing speed in English @ 40 wpm / Hindi @ 30 wpm. | Proficiency in office assistance. | 28 years |
| W-1 | Full Time I.T.I. certificate in the respective Trade. | Diploma Holders | 25 years |

NOTE:

- (i) 1st class means 1st class awarded by the University / Institute irrespective of the percentage of marks.
- (ii) The candidates selected for Supervisory positions at S-1 level shall be placed in any of the functional area of Technical Operation which includes Production, Maintenance, Quality and Control, etc. and shall be subject to rotation and they shall be liable for transfer to other Units, Corporate Office or any establishment of the Company likely to come up in future.
- (iii) The recruitment and selection to any functional area arising out of modernisation plan and business expansion shall be in conformity with the eligibility as prescribed for induction level position of Executives, Supervisors and Workmen.


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CRITERIA FOR RECRUITMENT FROM OPEN MARKET

| LEVEL | DESIG- NATION | CDA PAY SCALES | GRADE PAY | NOTIFIED IDA PAY SCALES | POST QUALIFICATION EXPERIENCE | AGE |
|-------|------------------|-------------------|--------------|-------------------------------|--|----------|
| E-8 | GM | 37400- 67000 | 10000 | 51300- 73000 | 20 yrs. experience as an Executive in the relevant functional area out of which at least 2 years regular service should be in one grade below as Additional GM / Joint GM / Sr. DGM in a PSU / Govt. / Reputed Private Company having turnover of more than Rs.100/- Crores. | 50 years |
| E-7 | Sr. DGM | 37400- 67000 | 8900 | 43200- 66000 | 18 yrs. experience as an Executive in the relevant functional area out of which at least 2 years regular service should be in one grade below as DGM or equivalent in PSU / Govt. / Reputed Private Company having turnover of more than Rs.100/- Crores. | 50 years |
| E-6 | DGM | 37400- 67000 | 8700 | 36600- 62000 | 15 yrs. experience as an Executive in the relevant functional area out of which at least 2 years regular service should be in one grade below | 45 years |

SPMCIL RECRUITMENT POLICY - 2012



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|-----|------------------|-----------------|------|-----------------|--|-------------|
| | | | | | as Manager/AGM or equivalent in a PSU/ Govt./Reputed Private Company having turnover of more than Rs.100/- Crores. | |
| E-5 | Chief Manager | 15600- 39100 | 8100 | 32900- 58000 | 12 years experience as an Executive in the relevant functional area out of which at least 2 years regular service should be in one grade below as Manager or equivalent in a PSU/Govt./ Reputed Private Company having turnover of more than Rs.75/- Crores. | 45 years |
| E-4 | Manager | 15600- 39100 | 7600 | 29100- 54500 | 10 years experience as an Executive in the relevant functional area out of which at least 2 years regular service should be in one grade below as Dy. Manager or equivalent in a PSU/Govt./ Reputed Private Company having turnover of Rs.75/- Crores. | 40 years |

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|----------------------------------|-----------------------|--------------------|-------------|--------------------|---|-----------------|
| E-3 | Dy. Manager | 15500-39100 | 6600 | 24900-50500 | 7 years experience as an Executive in the relevant functional area out of which at least 2 years regular service should be in one grade below as Assistant Manager or equivalent in a PSU/ Govt./Reputed Private Company having turnover of more than Rs.50/- Crores. | 40 years |
| E-2 | Asstt. Manager | 15500-39100 | 5400 | 20500-45500 | 3 years experience as an Executive in the relevant functional area as an Officer/ Executive in a PSU/ Govt./Reputed Private Company having turnover of more than Rs.50/- Crores. | 35 years |
| E-1 (Induction level) | Officer | 9300-34800 | 4800 | 16400-40500 | Exposure to the Industry | 30 years |

NOTE : The prescribed essential qualifications and relevant desirable criteria mentioned in Annexure-I for Induction Level positions shall also be applicable to Lateral recruitment for higher posts.

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MODEL CONTRACT AGREEMENT / OFFER


With reference to your application dated _____ and subsequent interview on _____, you are hereby offered Fixed Tenure engagement as _____ on the following terms and conditions:

1. The tenure of your engagement will be for a period of _____ with effect from the date of joining which may be reduced or extended at the discretion of the Company.
2. You will be posted to work at SPMCIL _____.
3. You will have to work under the direct Control/ guidance/ orders/ supervision of the undersigned/ designated officials. Communication regarding your duties and responsibilities will be issued separately.
4. You will not sign or certify documents or pass bills etc. pertaining to the department and will not supervise or control the work of SPMCIL employees. However, you can interact with the concerned officials/ departments regarding the progress/ execution of work assigned to you.
5. You will be required to work in accordance with the timings observed by the Unit of posting. Holidays applicable to you will be the same as applicable to the employees of SPMCIL at the place of posting.
6. You will be paid a Consolidated Compensation of Rs.____/- per month (all inclusive).
7. Absence during the month, other than the authorized leave, will not be reckoned for the purpose of payment of Compensation. Deduction will be made on pro-rata basis for the number of days of absence in that month.
8. The Income tax as applicable will be deducted at source from the payments made to you.
9. You will be entitled for paid leave of one day for every 20 days of work including weekly holidays and other applicable holidays. The leave may be availed with the prior approval of the controlling officer only after it actually becomes due and not in advance/ anticipation.

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10. You will be reimbursed premium for Mediclaim 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.
11. You will also be reimbursed premium for accidental insurance coverage of Rs.3 Lacs for yourself only from a PSU Insurance Company for the period of engagement only exceeding 6 months.
12. During the tenure of this engagement, you will wholly devote yourself to work assigned to you and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail immediate termination of your services notwithstanding clause 16 below.
13. You will have to give a declaration that there is nothing adverse against you either presently or in the past which would disqualify you for being engaged in service. Following shall constitute disqualification for appointment:
 - Insolvency
 - Pendency of investigation/ trial in relation to a criminal offence.
 - Conviction by Court of Law for criminal offence.
 - Dismissal/ termination from the services in your previous employment(s) pursuant to disciplinary action.
14. You will maintain absolute secrecy and confidentiality in matters relating to the official documents and/ or information which you acquire during the tenure. You shall at all times during your tenure maintain absolute integrity, discipline, devotion to duty and do nothing against the interest of SPMCIL. Any contravention of this condition will entail immediate termination of your engagement notwithstanding clause 16 below.
15. Your performance will be reviewed periodically to ensure completion of assignment(s) entrusted to you. In the event of performance being unsatisfactory, your services are liable to be terminated without any notice and/or without assigning any reason thereof notwithstanding clause 16 below.
16. Management has the right to terminate your services by giving one month's notice or by giving one month's consolidated compensation in lieu of such notice during your tenure. Similarly, if you wish to foreclose your tenure, you can do so by giving one month's notice in

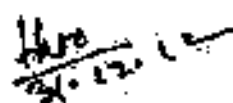

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writing or by depositing one month's Consolidated Compensation in lieu of such notice.

17. Any other matter regarding your engagement not dealt with herein shall be governed at the sole discretion/ decision of the management which will be binding on you.
18. If the above terms and conditions are acceptable in toto, you may communicate your acceptance by signing the duplicate copy of this offer and report for duty on or before _____ to _____.


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APPLICATION FORMAT

1. Advertisement No.
2. Name of the Post
3. Name of the Candidate
4. Father's Name
5. Date of Birth
6. Permanent Address
7. Address for correspondence
8. Phone numbers & Contact Details.

Passport size
Photograph

Office
Residence
Mobile
Fax
E-mail

9. Languages known

(a) Read
(b) Speak
(c) Write


10. Religion

11. Nationality

12. Whether belong to SC/ST/OBC/Ex-serviceman/physically handicapped

13. Whether any relative already working with SPMCIL.
If yes, specify the name and relationship.

Contd./....

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

| S.No. | Details of Exams | Year of Passing | Subject | Marks | Board/University |
|-------|------------------|-----------------|---------|-------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |

15. Details of Experience (in Chronological order)

| S.No. | Name of the 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 the 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)

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20. Whether any Criminal Case is pending? If yes, please provide details.

21. Whether the Candidate has been convicted in any Criminal Case? If yes, please provide details.

Signature must be in blue ink. SPMCIL/HR/4/11/2017/952
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(To be filled by Authority forwarding the application)

1. Certified that the particulars furnished by the Candidate have 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 to post applied for.
3. His integrity is beyond doubt.
4. No major / minor penalties have been imposed during last ten years.
5. There is no objection from cadre clearance.

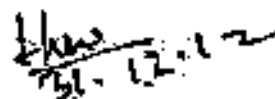
Signature

Name & Designation

Office Address (with seal)


Telephone No.


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CONSTITUTION OF SELECTION COMMITTEE

| S.No | Level | Committee | Competent Authority to approve Selection / Appointment |
|------|------------|--|--|
| 1 | E6 & above | CMD & Functional Directors of the Company. | CMD |
| 2. | E-1 & E-5 | Functional Directors of the Company. The Committee shall be chaired by the concerned Director. | CMD |
| 3. | S1 to S2 | <ul style="list-style-type: none"> GM/ HOD of the unit for which recruitment is taking place. <u>Members</u> <ul style="list-style-type: none"> Head of the concerned functional area of the unit. HR Head of the concerned unit. | GM |
| 4. | W3 to W6 | <ul style="list-style-type: none"> GM/ HOD of the unit for which the recruitment is taking place will chair. <u>Members</u> <ul style="list-style-type: none"> Head of the concerned functional area of the unit HR Head of the concerned unit. | GM |



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|----|---------------------------------|---|--|
| 5. | W1 to W2 | <ul style="list-style-type: none"> DGM of the unit will chair. <p><u>Members</u></p> <ul style="list-style-type: none"> Head of the concerned functional area of the unit. HR Head of the concerned unit. | GM |
| 6. | W1 to S-2 (Corporate Office) | <ul style="list-style-type: none"> DGM of the Corporate Office will chair. <p><u>Members</u></p> <ul style="list-style-type: none"> Executive from Tech. Division at level of E-3 to E-5. Executive from HR Division at level of E-3 to E-5. Executive from Fin. Division at level of E-3 to E-5. | Senior most DGM in the respective functional area. |

Note :

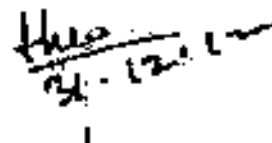
- (i) The Selection Committee depending on the number and profile of candidates shall have a SC/ ST member at appropriate level.
- (ii) One specialist in the concerned domain area from outside the organisation if considered necessary by the Competent Authority, shall also be associated.

[Signature]
21/10/12

[Signature]
21.12.12

Notwithstanding anything contained above, the Competent Authority by recording the reasons thereof, may modify or amend the Constitution of the Selection Committee.


31/12/12


31.12.12

JOINING CHECK LIST

In case of appointments to regular scale of pay, the employees joining the Organization will report to the HR Department of the Unit or the Corporate Office where he/she is joining and will furnish the following:

- (i) Formal Joining Report.
- (ii) Home Town Declaration.
- (iii) Family Particulars.
- (iv) Movable / Immovable Property declaration.
- (v) Particulars of Spouse employed in PSU/Govt./Autonomous Body.
- (vi) Employment of Spouse in any Embassy or Foreign Mission.
- (vii) Medical Fitness Certificate from Company's Chief Medical Officer / Govt. Hospital.
- (viii) Attested copies of Certificates and Testimonials.
- (ix) Character Certificate from Gazetted Officer.
- (x) Attestation Forms for verification of the antecedents (Please see Schedule-A).
- (xi) Release and Last Pay Certificates in case of employees from Government / Public Sector Undertakings / Autonomous Body.

ATTESTATION FORM

(Affix signed passport size i.e. 5cms x 7 cms approx copy of recent photograph)

WARNING

1. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is liable to render the candidate unfit for employment under SPMCIL (wholly owned by Govt. of India).
2. If detained, convicted, debarred etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the Personnel Department of SPMCIL, or the authority to whom the Attestation Form has been sent earlier, as the case may be, failing which it will be deemed to be suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his services would be liable to be terminated.


31/12/12

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4. Personal Particulars

| | | | |
|-----|--|---------|------|
| 1. | Name in full (IN BLOCK LETTERS) with alias, if any, and if you have added or dropped at any stage any part of your name or surname. | Surname | Name |
| 2. | Present Address in full (i.e. Village, Thana & District or House Number, Lane / street / Road & Town.) | | |
| 3. | | | |
| (a) | Home Town Address in full (Permanent Address) i.e. Village, Thana and District, House Number, Lane / Street / Road and Town and name of District Headquarters. | | |
| (b) | If originally a resident of Pakistan, Bangladesh erstwhile East Pakistan, the address in that Country and date of migration to Indian Union. | | |

4. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding 5 years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

| From | To | Residential Address in full (i.e. Village, Thana and District or House No. / Lane / Street / Road and Town) | Name of the District Headquarters of the place mentioned in the preceding column. |
|------|----|---|---|
| | | | |

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5. (a) Family Particulars

| Relationship | Name | Nationality (by birth and / or by Domicile) | Place of birth | Occupation if employed give Designation and official address | Present Postal Address (if dead last address) | Permanent Address |
|------------------|------|---|----------------------|---|--|----------------------|
| Father | | | | | | |
| Mother | | | | | | |
| Wife/ Husband | | | | | | |
| Brothers | | | | | | |
| Sister(s) | | | | | | |
| Son(s) | | | | | | |
| Daughter(s) | | | | | | |

5. (b) Information to be furnished with regard to Son(s) or Daughter(s). In case they are studying /living in a foreign country:-

| Name | Nationality (by birth and / or by Domicile) | Place of birth | Country in which studying / living with full address | Date from which studying / living mentioned in previous column |
|------|---|----------------------|--|---|
| | | | | |
| | | | | |

6. Nationality

7. Date of Birth

(a) Present Age

(b) Age at Matriculation

8.

(a) Place of Birth, District & State in which situated.

(b) District & State to which you belong

[Signature]
31/12/12

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(c) District & State to which your father Originally belongs

9.

(a) Your religion

(b) Are you a member of a Schedule Caste / Schedule Tribe / OBC? If the answer is "Yes", state the name thereof.
(Copy to be enclosed)

10. Educational Qualifications showing places of education with year in School and College since 15th year of age.

| Name of School, College with full address | Date of entering | Date of leaving | Examination Passed |
|---|------------------|-----------------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

11. (a)

Are you holding or have at any time held any appointment under Central / State Govt. or a Semi Govt. / Quasi-Govt. Body, or an Autonomous Body or a PSU, or a Private Firm or Institution? If so, give full particulars with dates of employment up to date.

| Period | | Designation Emoluments and nature of employment | Full name and address of employer | Reasons for leaving previous service. |
|--------|----|---|-----------------------------------|---------------------------------------|
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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11. (b)

If the previous employment was under the Govt. of India or State Govt. and Undertaking owned or controlled by the Govt. of India or a State Govt. / an Autonomous Body / University / Local Body and you had left the service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Services) Rules, 1965 or any similar corresponding rules. Were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at any time or you were given notice of termination of service and at a subsequent date your services were actually terminated?

| | | | | |
|-----|-----|------|--|--------|
| 12. | (i) | (a). | Have you ever been arrested? | Yes/No |
| | | (b). | Have you ever been prosecuted? | Yes/No |
| | | (c). | Have you ever been kept under detention? | Yes/No |
| | | (d). | Have you ever been fined by a Court of law? | Yes/No |
| | | (e). | Have you ever been bound down? | Yes/No |
| | | (f). | Have you ever been convicted by a Court of law for any offence? | Yes/No |
| | | (g). | Have you ever been debarred from any examination or rusticated by any University / or other educational authority / institution? | Yes/No |
| | | (h). | Have you ever been debarred / disqualified by any Public Service Commission from appearing at its examination / selection? | Yes/No |

SPMCIL RECRUITMENT POLICY - 2012



| | | | |
|--|-------|---|--------|
| | (i). | Is any case pending against you in any Court of Law at the time of filling up this Attestation Form? | Yes/No |
| | (ii). | Is any case pending against you in any University or any other educational authority / institution at the time of filling up this Attestation Form? | Yes/No |

| | | | |
|-----|------|--|--|
| 12. | (ii) | If the answer to any of the above mentioned questions is YES, give full particulars of the case / arrest / detention / fine / conviction / sentence / punishment etc., and / or the nature of the case pending in the Court / University / Educational Authority, etc., at the time of filling up this Form. | |
|-----|------|--|--|

| | | |
|--------------|------|---|
| NOTE: | (i) | Please also see the "WARNING" at the top of this Attestation Form. |
| | (ii) | Specific answers to each of the questions should be given by striking out 'YES' or 'NO' as the case may be. |

| | | | |
|-----|--|--|------|
| 13. | Names of the two responsible persons of your locality or two references to whom you are known. | | |
| | (i) | | (ii) |

I certify that the foregoing information is correct and complete to the best of my knowledge and belief, and nothing has been concealed which might impair my fitness for employment under the Company.

Date
Place

Signature of the Candidate

31/12/12



IDENTITY CERTIFICATE

Certificate to be signed by any one of the following:

- (a). Members of Parliament or State Legislature belonging to the Constituency where the candidate or his parent / guardian is ordinarily residing.
- (b). Gazetted Officers of Central or State Government.
- (c). Sub-Division Magistrates / Officers.
- (d). Tehsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.
- (e). Principal / Head-Master of the recognized School / College / Institution where the candidate studied last.
- (f). Public Sector Officer in the rank of Deputy General Manager and above.

Certified that I have known Shri / Smt. / Kum.
..... Son / Daughter of Shri.
..... for the last years months
and that to the best of my knowledge and belief the particulars
furnished by him / her are correct .

Signature

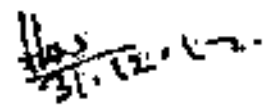
Designation or Status

Address

Place :

Date :


21/12/12


31.12.12