



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
भारत सरकार के पूर्ण स्वामित्वाधीन
WHOLLY OWNED BY GOVT. OF INDIA

Advt.No.02/2020-OP

Sub.: Engagement of Retired Govt./PSU/Autonomous bodies employee as Consultant (Protocol) on contract basis.

Security Printing & Minting Corporation of India Limited (SPMCIL) is a Miniratna Category - I Central Public Enterprise wholly owned by Government of India started functioning as a Corporatized entity with effect from 13th January, 2006 under the administrative control of Department of Economic Affairs, Ministry of Finance having its registered and Corporate Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001. The objective and the business of the Company is designing, manufacturing security papers, Printing Currency & Bank notes, Passports, non-judicial stamp papers, postage stamps and Minting of the Coins.

The Operational Units of the Company are strategically located across the Country having its four Mints at Mumbai, Kolkata, Hyderabad and Noida, four Currency / Security presses at Nashik, Dewas and Hyderabad, besides a high quality Paper manufacturing mill at Hoshangabad.

With the above background, the Company is looking forward for engaging retired Govt./PSU/Autonomous bodies employee as Consultant(Protocol) on contract basis to be based at Corporate Office in New Delhi, with the following eligibility:

1. Name of the Post: Consultant (Protocol)

Requirement: 01(No.)

Essential Qualification: Graduate in any stream from a recognised University.

Essential Experience: Retired employees of Govt./PSU/Autonomous bodies from Level-8 to Level-12 of the CDA Pay Matrix or Executives from E-1 to E-4 of IDA Pay Scales, having at least 25 years of post-qualification experience out of which at least 5 years experience should be in the area of Protocol Duty.

Age: Upto 62 years as on 31.07.2020.

Key responsibilities:

- Escorting/accompanying the senior Officers to various official meetings, official tours (including protocol duty at Airport) and appointments with various Ministries.
- Looking after various requirements of the Senior Management pertaining to various ministerial meetings
- Liaise and coordinate with the Ministry / Government Authorities
- Making arrangements for stay and travel of Senior Officers

HOW TO APPLY:

1. The application has to be submitted online. Please visit the career section under "Discover SPMCIL" on the website www.spmcil.com and apply on the link provided.
2. Before applying online, candidate should have a valid e-mail for registration verification process, latest Photograph (size not more than 40KB in jpeg format) and signature (Size not more than 40 KB in jpeg format) for uploading the same in the online application portal.
3. All the required documents related to Date of Birth, Education and Experience are to be uploaded as jpg/jpeg/pdf (size not more than 5MB for each document).
4. The application will be accepted through the online recruitment portal only and hard copies will not be accepted.
5. The link for online applications will be available from **07.07.2020 to 31.07.2020.**

GENERAL CONDITIONS:

- The appointment will be purely on contractual basis initially for a period of **one year** and depending on the performance, it may be extended as per the requirement of SPMCIL.
- The compensation (all inclusive) shall be regulated as per the following norms:

Sr. No.	Category (From/to)	Monthly Compensation (All inclusive) in Rs.
1.	E-3 to E-4	60000
2.	E-1 to E-2	50000

* Reimbursement of Telephone bill/ Mobile bill upto a maximum of Rs. 500 on production of bills will be allowed.

- The selected candidate will not have any claim over other emoluments/ benefits/ compensations available to other SPMCIL employees. However, for any out station travel as per the requirement, with the prior approval of the competent authority , only the expenses towards travelling, lodging and boarding (as per SPMCIL Travel rules/policies) will be borne by SPMCIL
- The selection will be as per the terms and conditions in this advertisement and the candidates will be shortlisted keeping in view their experience, profile, etc., and called for the interview.
- No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of SPMCIL would be final and binding.
- Management reserves the right to reject the application without assigning any reason. The recruitment process can be cancelled/ suspended/ terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
- SPMCIL Management reserves the right to increase/decrease the number of posts or to even cancel the whole process without assigning any reasons thereof.
- In order to regulate the number of candidates to be called for interview, if so required, SPMCIL Management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility criteria/standards.
- All eligibility conditions/Age etc. will be reckoned as on last date of receipt of applications.
- Canvassing in any form will result in disqualification.

(V. Balaji)

Addl. General Manager (HR)
