



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.05/2024

Security Printing & Minting Corporation of India Limited (SPMCIL), a Schedule 'A' Mini-ratna Category-I Central Public Sector Enterprise wholly owned by Government of India, started functioning as a Corporatized entity with effect from 13<sup>th</sup> January, 2006. 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.

SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance having its registered and Corporate Office at 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001.

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 and Currency Paper manufacturing Unit at Narmadapuram.

With the above background, the Company is looking forward to recruit high caliber and talented professional having potential to strengthen Finance wing of SPMCIL and accordingly invites applications for the following post on **Direct Recruitment basis**, to be based at **Corporate Office, New Delhi**:

Name of the Post	Level	Scale of Pay (IDA)	Total No. of Post(s)	Maximum Age (As on 06.10.2024)
General Manager (Finance & Accounts)	E-7	Rs. 100000-260000/-	1-UR	50

**General Manager (Finance & Accounts): (E-7 Level)**

**Essential Qualification:** Bachelor of Commerce (B.Com) degree along-with CA/ICWA.

**Experience:** 18 years post qualification experience as an Executive in handling finance and accounts, internal audit, budget preparation, etc., out of which at least 2 years regular service should be in one grade below i.e. in IDA pay-scale (3<sup>rd</sup> PRC) of Rs. 90000-240000/- or in CDA Pay matrix Level-13 or equivalent in a reputed private sector company having turnover of at least Rs. 100 crores per annum.

**HOW TO APPLY:**

1. The application should be submitted in the Proforma given in the advertisement, **preferably type written.**
2. The outer cover should be subscribed as "**APPLICATION FOR THE POST OF GENERAL MANAGER (Finance & Accounts)**".
3. A non-refundable Bank Demand Draft for Rs. 100/- drawn in favour of "**Security Printing and Minting Corporation of India Ltd**" payable at New Delhi 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. Applications without self-attested photo copies of supporting documents in respect of age, caste, qualification, experience, last salary drawn and annual turnover of the Company where individual is presently employed in case of candidate from private sector and requisite application fee will be rejected without any information to the applicants.
5. Duly completed application should be sent to the Joint General Manager(HR), Security Printing & Minting Corporation of India Ltd., 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001 through **registered/speed post by 06.10.2024.** Applications received late/incomplete will not be entertained. SPMCIL Management will not be responsible for any postal delay/loss of documents during transit.

**PROCESS OF SELECTION:**

The shortlisted candidates will have to undergo interview and any other selection criteria as deemed fit by the Management.

**GENERAL CONDITIONS:**

1. Only Indian Nationals are eligible to apply.

2. Mere conformity to the job requirement will not entitle a candidate to be called for interview. Management reserves the right to reject any application without assigning any reason and to raise the eligibility standard and criteria to restrict/regulate the number of candidates to be called for interview. The recruitment process can be cancelled / suspended / terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.
3. Candidates called for interview will be entitled for reimbursement of train fare (to and fro) from nearest station to the place of Interview by 2 tier AC class.
4. Applications not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date **i.e. after 06.10.2024 will not be entertained.**
5. Wherever applicable, candidates should send their application through proper channel. The employees of PSU/ Govt. should apply through proper channel or shall produce NOC at the time of interview otherwise he/she shall not be allowed for interview.
6. Computation of age, minimum post-qualification experience shall be as on **06.10.2024.**
7. There shall be no age bar for the in-service SPMCIL employees who fulfil the essential qualification and experience provided they have at least three years of service left as on the date of advertisement.
8. Allowances such as HRA, perquisites, medical reimbursement, performance related pay, Gratuity, Leave encashment, etc. are admissible as per the rules of the Corporation.
9. Management reserves the right to call or not to call any/all candidates who have responded against this advertisement.
10. No correspondence will be entertained about the outcome of the applications.
11. The selected candidate is liable to be posted in any of the Units or Corporate Office of SPMCIL as per requirement.
12. All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Delhi only.

13. Wrong declaration/submission of false information or any other action contrary to the law shall lead to cancellation of the candidature at any stage.
14. Canvassing in any form will be a disqualification.

**Joint General Manager (HR)**

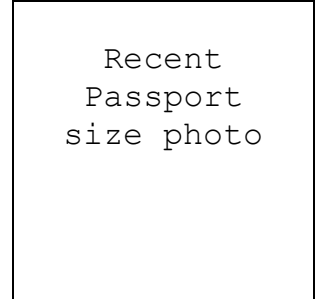
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**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.**  
**(Wholly Owned by Government of India)**  
**16<sup>TH</sup> Floor, Jawahar Vyapar Bhawan, New Delhi-110 001.**  
**www.spmcil.com**

**EMPLOYMENT APPLICATION FORM**

Advt.No.05/2024

1. Name of the Post
2. Name of the candidate
3. Father's Name
4. Date of Birth  
(Age as on **06.10.2024** - DD MM YY)
5. Permanent Address
6. Address for correspondence
7. Phone numbers (office)  
(Residence)  
Mobile  
E-mail
8. Religion
9. Nationality
10. Whether belonging to SC/ST/OBC/Minority/  
Ex-serviceman/physically handicapped
11. Details of Educational Qualifications starting from requisite  
professional qualification to Graduation:



S.No.	Details of Exams Passed	Year & Month of Passing	Subject	Div. / Class and % of marks Obtained	Name of the University/ Institution

12. Details of Experience starting from latest employment:

Name of Organization	Designation	Period (With date, month & year)		Present Basic Pay & Total Emoluments Last Drawn/CTC in case of Pvt. Sector	Brief description of present duties
		From	To		

13. Total Emoluments per month presently drawn (for Govt./PSU)

Pay level in 7 <sup>th</sup> CPC/ Pay scale in IDA	Basic Pay in the pay-scale (CDA/IDA)	Total Emoluments

14. Whether any relative already working with SPMCIL.  
If yes, specify the relationship.

15. Details of Computer knowledge & Experience

16. Details of Training to your profession attended, if any.

Name of Course	Institute	Contents

17. Whether any criminal case is pending:  
(If yes, please provide details)

18. Whether you have been convicted in any criminal case:  
(If Yes, please provide details)

19. Details of Bank draft for Rs.100/- :  
Name of Bank \_\_\_\_\_ DD No. \_\_\_\_\_ Date \_\_\_\_\_

20. Copies of Certificates/testimonials enclosed.

1. 3.

2. 4.

**DECLARATION:**

I hereby affirm and declare that the statements made in the application are true. 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)