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भारत सरकार टकसाल / **INDIA GOVERNMENT MINT**

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई

भारत सरकार के पूर्ण स्वामित्वाधीन / WHOLLY OWNED BY GOVERNMENT OF INDIA
IDA PHASE.II, HCL POST, CHERLAPALLY, HYDERABAD- 500 051

No.I-240A/Engaging of Consultants/HR/2019-20/

Dated: 10.02.2020

NOTICE

Sub: Engagement Of Security Officer & Consultant (Material Management)

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.

India Government Mint, Hyderabad (IGMH) is one of the nine units under the Security Printing and Minting Corporation of India Limited (SPMCIL) and is inviting the applications for the following positions on contract basis.

Vacancies / posts:

Sl.No.	Name ofthe Post /Designation	Last date for receipt of applications
I	Security Officer	28.02.2020
II	Consultant (Material Management)	

1. Eligibility for the Post of Security Officer:

- Holding analogous post on regular basis at level 10 of the 7th CPC pay matrix (pre-revised GP of 5400 in 6th CPC) at the time of retirement from Defence / Para Military / State Police Forces.
- Candidates belonging to State Police forces have to hold equivalent post to the pay level indicated above.
- Candidates holding the above pay level on MACP/Financial up-gradation are not eligible.

Equivalence of posts as per SPMCIL guidelines: LEVEL E-1 to E-2

Important criteria:

- I. Candidates applying should be less than 62 years of age as on the last date of receipt of application.
- II. Period of engagement: Initially for a period of one year which may be extended as per the exigency and performance of the individual.
- III. The compensation to be paid is Rs.50,000/- per month (Applicable to E-1 to E-2 level Executives) (inclusive of all other benefits).
- IV. There shall be no criminal case pending against the candidate / whether the candidate has been convicted in any criminal case, the details shall be provided. The candidate should not have been compulsorily retired by the government. A self-declaration in this regard to be submitted by the candidate. (Attached self-declaration format).
- V. A non-disclosure agreement has to be signed by the candidate before engagement as by virtue of his roles and responsibility, he will have access to some confidential information of the organization.

Key responsibilities of the Security Officer:

- a. Liaison with CISF, IB and local Police administration
- b. Verification / cross verification of attendance of outsourced /contractual employees.
- c. Keeping the Management informed about the security needs & threat perception, if any.
- d. Any other work assigned from time to time by Management.

2. Eligibility for the Post of Consultant (Materials Management):

Bachelor degree with experience in global and indigenous procurement procedures and vigilance guidelines.

Equivalence of posts as per SPMCIL guidelines: LEVEL S-1 to S-2

Important criteria:

- I. Period of engagement: For a period of one year initially which may be extended as per the exigency and performance of the individual.
- II. Candidates applying should be less than 62 years of age as on the last date of receipt of application.
- III. The compensation is paid as Rs.40,000/- per month (S-1 to S-2 level) (inclusive of all other benefits).
- IV. There shall be no criminal case pending against the candidate / whether the candidate has been convicted in any criminal case, the details shall be provided.. The candidate should not have been compulsory retired by the government. A self-declaration in this regard to be submitted by the candidate. (Attached self-declaration format).
- V. A non-disclosure agreement has to be signed by the candidate before engagement as by virtue of his roles and responsibility, he will have access to some confidential information of the organization.

Key Responsibilities:

- Proper Planning and execution on the requirements of tendering processes pertaining to Global and Indigenous tendering following the procedures laid in the Procurement Manual of SPMCIL.
- To look after the procurement related works of global tendering and indigenous (IMPORTS / EXPORTS) /maintenance/estate matters of the Unit and having hand-on experience in the e-tendering process.
- Convening the tender openings and co-coordinating with the supplier participants and preparation of Minutes accordingly and finalization of tenders.
- Working on the proposal of the Unit on procurement of plant & Machinery, raw materials, spares, hiring of vehicles, hiring of manpower etc., and other items of requirement for SPMCIL.
- Coordinating / monitoring for the timely payments to banks / agents to avoid late fees, Opening of LCs, customs payments, way bills, attending inspection by audit, Vigilance clearance etc.
- Sending periodical returns on vigilance and foreigners visit etc., also. Managing civil tenders for the Company.
- Giving suggestions to management to carry out preventive works in tendering processes.
- Any other work assigned from time to time by the Management.

Selection Procedure

1. All the applications received will be screened by a committee as per the terms & conditions of this Advertisement.

2. Shortlisted candidates will be interviewed by a committee nominated by the Competent Authority. Final selection of a candidate depends upon his / her Educational Qualifications, Experience and performance in the interview.

HOW TO APPLY:

- 1) Applicants have to apply in the prescribed proforma attached with this notice.
- 2) Applicants should attach self-attested documents in respect of their claims in Age, Educational Qualification, Experience, relieving letter of the previous organization, I.D.Proof, Pension related documents etc.,
- 3) The outer cover should be subscribed as “**APPLICATION FOR THE POST OF _____**”.
- 4) India Government Mint, Hyderabad will not be responsible for any postal delay/loss of documents during transit.
- 5) Duly completed application should be addressed to the Chief General Manager, India Government Mint, Cherlapally, Hyderabad and are required to be sent through **e-mail at ajaykumar.yadav@spmcil.com or or by registered/speed post in person on or before 28.02.2020**. Applications received late/incomplete will be rejected. India Government Mint, Cherlapally, Hyderabad Management will not be responsible for any postal delay/loss of documents during transit.
- 6) Applications received late/incomplete will be rejected. India Government Mint, Cherlapally, Hyderabad Management will not be responsible for any postal delay/loss of documents during transit.

GENERAL CONTITIONS FOR BOTH THE POSTS:

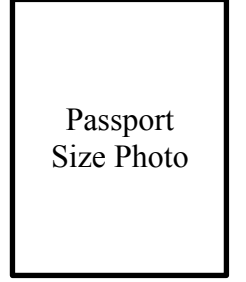
- The selected candidates will not have any claim over other emoluments/benefits/compensations available to other SPMCIL employees. However, for any out station travel as per the requirement, with the prior approval of the competent authority, only the expenses towards travelling, lodging and boarding (as per SPMCIL Travel rules/policies) will be borne by the Unit.
- 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. India Government Mint, Hyderabad reserves the right to shortlist applications as per the criteria fixed by the competent authority.
- The selected candidates will also have no right whatsoever to claim for regular employment in SPMCIL by virtue of being engaged through fixed term contract.

- No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of SPMCIL/IGM, Hyderabad 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.
- Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date will not be entertained.
- The Mint works between Monday to Saturday from 0900Hs to 1730Hrs.
- All eligibility conditions/Age etc. will be reckoned as on last date of receipt of applications.
- Canvassing in any form will result in disqualification

Sd/-
(V. RAMULU)
JOINT GENERAL MANAGER (HR) &
UNIT HR HEAD

आवेदन पत्र / APPLICATION FORM

1. पद का नाम / Name of the post:
2. अभ्यर्थी का नाम / Name of the candidate:
3. पिता का नाम / Father's Name:
4. जन्म तिथि / Date of Birth:
5. Age as on 31.10.2019 (_____ DD _____ MM _____ YY)
6. स्थायी पता / Permanent Address
7. पत्राचार के लिए पता / Address for Correspondence:
8. दूरभाष सं. / Phone No.



कार्यालय / Office:

आवास / Residence:

फैक्स सं. / Fax No.:

ई-मेल / e-mail:

9. धर्म / Religion

10. राष्ट्रियता / Nationality

व्यावसायिक से शुरू करते हुए मैट्रिक तक शैक्षण योग्यताएं / Details of Educational Qualifications starting from professional to matriculation:

क्र.सं/ S.No	परीक्षा उत्तीर्ण/ Examination passed	उत्तीर्ण होने का वर्ष / Year of passing	विषय/ Subject	प्राप्त अंक/ Marks obtained	संस्थान का नाम / Name of the Institution

11. नवीनतम नियुक्ति से आरंभ करते हुए अनुभव का ब्यौरा/Details of Experience starting from latest employment:

संगठन का नाम/ Name of the Organisation	धारक पद स्तर/ Position held level	अवधि/ Period (DD/MM/YYYY)		वेतनमान वेतन के साथ/Scale with pay	अंतिम प्राप्ति वेतन/ Last total emoluments drawn	डियूटी का विस्तृत ब्यौरा/Brief description of duties
		से/From	तक/To			

12. प्रमाण पत्र/प्रशंसा पत्र की प्रतियां संलग्न की जानी हैं/Copies of Certificates/Testimonials to be enclosed (Like PPO, Last Pay Certificate etc.)

- 1.
- 2.
- 3.
- 4.

घोषणा/DECLARATION

मैं _____ एतद्द्वारा स्वीकार और घोषणा करता/करती हूँ कि इस आवेदन में दिए गए विवरण सत्य हैं और संतोषजनक नहीं होने पर, मैं वचन देता/देती हूँ कि इस आवेदन पत्र में दी कोई गलत सूचना या सामग्री छूट तत्काल बर्खास्तगी के लिए अधोहस्ताक्षरी उत्तरदायी होगा/होगी।

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.

तिथि/Date:

स्थान/Place:

(अभ्यर्थी का हस्ताक्षर/

Signature of the Candidate)