



INDIA SECURITY PRESS: NASHIK ROAD
(A Unit of SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD)

Mini-Ratna Category -I CPSE
(Wholly owned by Govt.of India)

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Advt.No. 03/2020

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 13th 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 16th 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 Nasik, Dewas and Hyderabad, a high quality Paper Manufacturing mill at Hoshangabad and Company has recently commissioned CWBN paper Machine Project at SPM, Hoshangabad with a view to be self-sufficient in manufacturing of currency paper.

India Security Press, Nasik Road is one of the nine units under the Security Printing and Minting Corporation of India Limited (SPMCIL) invites applications for the post of Welfare Officer at A-2 level, Supervisor (Various discipline) at S-1 level & Junior Draughtsman at M-3 level having all India transfer/posting liability.

Applicants are advised to apply online in the proforma given in the advertisement between 22.11.2020 to 21.12.2020 only through the Company's website at <https://ispnasik.spmcil.com> under the page "Careers". Applicants may apply after carefully going through all the instructions given in this advertisement. **No other means/mode of application will be accepted.**

Before applying applicants should ensure that they fulfill all eligibility criteria as mentioned in the advertisement for the post. Company will take up verification of eligibility with reference to the original documents only after they have qualified in their written examination (Online) result. If the candidates are found 'Not eligible' during the document verification process, they will not be allowed for the next stage of selection process & their candidature will be summarily rejected. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement and the subsequent verification of all concerned documents etc. Applicants who do not fulfill age as on closing date of receipt of applications and the minimum educational qualification & experience as on closing date of receipt of applications are not eligible and need not apply for the post.

Important Dates:

Opening of website link for applying Online application.	22.11.2020 to 21.12.2020
Payment of fees in online mode	22.11.2020 to 21.12.2020
Tentative date of written examination which will be conducted "Online" at selected centers	January/February, 2021

1. Vacancies/Posts:

Indicative number of vacancies proposed to be filled up for the post of Welfare Officer at A-2 level, Supervisor (Various discipline) at S-1 level & Junior Draughtsman at M-3 level is as detailed below:

Projected Vacancies					Reservation Status					
Sr. No	Name of the post	Level	No of Posts	Scale of Pay as per 3rd PRC (IDA Pattern)	SC	ST	OBC	EWS	UR	Total
1	Welfare Officer	A-2	01	29000-110000	--	--	--	--	01	01
2	Supervisor (Technical Operations)	S-1	08	26000-100000	--	--	02	01	05	08
3	Supervisor (Technical Control)	S-1	07	26000-100000	--	01	01	01	04	07
4	Supervisor (Technical Operations -Studio)	S-1	02	26000-100000	--	--	--	--	02	02
5	Supervisor [Technical Operations -Mech. (8 Posts) & AC Plant Maintenance (1 Post)]	S-1	09	26000-100000	01	01	--	01	06	09
6	Supervisor (Technical Operations - Electrical)	S-1	08	26000-100000	01	--	02	01	04	08
7	Supervisor (Technical Operations) for Track & trace system and e-chip for passport	S-1	02	26000-100000	--	--	--	--	02	02
8	Supervisor (Technical Operations - Electronics)	S-1	02	26000-100000	--	--	--	--	02	02
9	Supervisor (Civil)	S-1	02	26000-100000	--	--	--	--	02	02
10	Jr. Draftsman (Mech.)	M-3	01	Pre-revised IDA pay scale 8350-20470	--	--	--	--	01	01

2 (Two) Posts are reserved for Persons with Benchmark disability (PwBD) for the posts of Sr. No. 2 to 9 at S-1 level only.

The above indicated vacancies are tentative and may increase/decrease as per requirement of company.

Full Form of abbreviations:

UR-Unreserved; SC-Scheduled Caste; ST-Scheduled Tribe; OBC-Other Backward Class; EWS-Economically Weaker Sections; PwBD-Persons with Benchmark Disabilities

- **EWS** vacancies are tentative. EWS reservation is subject to further directives of Govt. of India (GoI) and outcome of any litigation. The appointment will be provisional and subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to

belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudices to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset certificate (Annexure-I) issued by any one of the authorities mentioned in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as belonging to EWS.

- Posts reserved for Persons with Benchmark disability (PwBD) will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/UR/EWS to which they belong. The posts are identified for suitable Physically Handicapped candidates i.e. Hearing Handicapped (HH-PD) and Orthopedically Handicapped OH- (OL -R or L, OA-R or L).
VH candidates and any other type of Physically Handicapped candidates need not apply.
HH= Hearing Impaired, OH= Orthopedically Handicapped (OL= One Leg- Right or Left, OA= One Arm, Right or Left)
- Under Section 33 of the Persons with Disabilities (Equal Opportunities Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant Disability and are certified by the Competent Authority in the prescribed format as per the directives of Govt. of India.
 - a. The selected candidates will be initially posted at India Security Press, Nashik Road, Maharashtra. However, they are liable for transfer to any of the Unit of SPMCIL (Hoshangabad/Dewas/Delhi/ Noida/Mumbai/Hyderabad/Kolkata) as per requirement of the Company.
 - b. The selected candidates will have to work for 8 hours/day with 6 days a week working, and for 48 hours/week. They will not have any claim for O.T. hours etc.
 - c. The post notified may be increased or decreased as per the need/requirement. The recruitment process for the posts or any particular post(s) can be cancelled/suspended/terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
 - d. Those already working in Central Government/State Government PSUs/Corporation should produce "**No Objection Certificate**" from their present employer at the time of scrutiny of the documents. A proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the candidate at the time of scrutiny of the documents.
 - e. Management reserves the right to call for any additional documentary evidence in support of educational qualification, experience, age & domicile etc. of the applicant as the case may be.
 - f. Canvassing in any form will be a disqualification.
 - g. For any disputes the jurisdiction shall be Nasik city only.
 - h. Person who has been dismissed from the service of any Govt./PSU/CPSE organization need not apply.
 - i. Candidates whose results are awaited as on 21.12.2020 need not apply. Applicant must have passed and possessed the full time Diploma/Degree from recognized university/college/institute as on 21.12.2020.

j. UPPER AGE LIMIT IS RELAXABLE AS UNDER:

AGE: The eligibility criteria for determination of age and qualification etc. will be calculated as on 21.12.2020. **Minimum age 18 years and maximum age 30 years for A-2/S-1 Level and for M-3 Level the upper age limit is 28 years as on closing date of receipt of applications i.e 21.12.2020.**

Sr. No.	Post	Level	Upper age limit along with date
1	Welfare Officer	A-2	30 years (candidate should be born not earlier than 22.12.1990 and not later than 21.12.2002-both days inclusive)
2	Supervisor	S-1	30 years (candidate should be born not earlier than 22.12.1990 and not later than 21.12.2002-both days inclusive)
3	Jr. Draftsman (Mech.)	M-3	28 years (candidate should be born not earlier than 22.12.1992 and not later than 21.12.2002-both days inclusive)

Upper age limit will be relaxed as under:

Sr.No	Category	Relaxation in Age
(i)	Scheduled Caste (SC)/Scheduled Tribe (ST)	By 5 years, i.e. up to 35 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 33 years
(iii)	Persons with Disabilities (PWD)	By 10 years (GEN) 13 years (OBC) & 15 years (SC/ST)
(iv)	Departmental candidates	No age bar for the in service SPMCIL employees who fulfil the essential qualification and experience provided at least three years service is left on the date of the advertisement.

- For any other category, the age relaxation as per extant Govt. rules as promulgated from time to time.

2. QUALIFICATION & EXPERIENCE as on 21.12.2020

Name of the Post: Welfare Officer, A-2 Level

• Requisite Qualification:

- a) Degree or Diploma course recognized by Maharashtra State, as per Maharashtra Welfare Officers (duties, qualifications and conditions of service) Rules, 1966 (enclosed as Annexure-A) **and**
- b) Enrolled in the list maintained by the Director, Industrial Safety & Health, Maharashtra, Mumbai for appointment of Welfare Officer in any Factory **and**
- c) Possesses adequate knowledge of Marathi language.
- d) Minimum 2 years of post-qualification experience in any industry / Factory as Welfare Officer/Personnel Officer/HR Executive in HR or Welfare Dept.

• Name of the Post: Supervisor, S-1 level & Jr. Draftsman, M-3 Level

Sr.No	Name of the post	Level	Requisite Qualification
1	Supervisor(Technical Operations)	S-1	1st class full time Diploma in Printing Technology. Higher qualification i.e. B.Tech/B.E. in Printing Technology will also be considered
2	Supervisor(Technical Control)	S-1	1st class full time Diploma in Printing Technology. Higher qualification i.e. B.Tech/ B.E. in Printing Technology will also be considered.
3	Supervisor(Technical Operations - Studio)	S-1	1st class full time Diploma in Fine Arts/Commercial Arts/ Applied Arts from a recognized University/ Institute. Higher qualification i.e. Degree in Fine Arts/ Commercial Arts/ Applied Arts from a recognized University/ Institute will also be considered.
4	Supervisor[Technical Operations - Mech.& AC Plant Maintenance	S-1	1st class full time Diploma in Mechanical Engineering. Higher qualification i.e. B.Tech/B.E./ B.Sc (Engg.) in Mechanical Engineering will also be considered.
5	Supervisor(Technical Operations - Electrical)	S-1	1st class full time Diploma in Electrical Engineering. Higher qualification i.e. B.Tech/B.E./ B.Sc (Engg.) in Electrical Engineering will also be considered.
6	Supervisor(Technical Operations) for Track & trace system and e-chip for passport	S-1	1st class full time Diploma in Engineering with Computer Engineering/Computer Science/ Information Technology. Higher qualification i.e. B.Tech/B.E./ B.Sc (Engg.) in Computer Engineering/Computer Science/Information Tech will also be considered.
7	Supervisor(Technical Operations - Electronics)	S-1	1st class full time Diploma in Electronics Engineering Higher qualification i.e. B.Tech/B.E./ B.Sc (Engg.) in Electronics Engineering will also be considered.
8	Supervisor(Civil)	S-1	1st class full time Diploma in Civil Engineering. Higher qualification i.e. B.Tech/B.E./ B.Sc (Engg.) in Civil Engineering will also be considered.

Sr.No	Name of the post	Level	Requisite Qualification
9	Jr. Draftsman (Mech.)	M-3	Full time ITI certificate in Mechanical along with one year NAC certificate from NCVT and Five years of Post - Qualification experience in relevant field of Specialization.

All the required qualifications should be full time regular course recognized from University/ Institute. Course offered through part time or distance mode will not be acceptable for the purpose of the educational eligibility criteria.

Internal candidates of SPMCIL who have acquired higher qualification through part time courses will be eligible for higher position if the same has been acquired during the service in SPMCIL with the prior approval of the Competent Authority, provided they have rendered minimum length of 03(three)years' service in SPMCIL on the closing date of application process. This exemption will not be applicable if the process of acquiring qualification was commenced or completed before joining SPMCIL.

3. EXAMINATION FEE:

- Applicants/ Candidates are required to pay non-refundable Application Fee to be disbursed through online payment only between 22.11.2020 to 21.12.2020. (Candidate will be levied GST and Service Charge from their transaction Bank as applicable).
- No other mode of payment will be accepted, Candidates are therefore, requested to verify their eligibility before payment of the application fee. Fees once paid will not be refunded in any case.
- The candidates belonging to General (UR)/EWS and OBC (NCL) category are required to pay application fees of Rs.600/-(excluding taxes as applicable)
- The candidates belonging to SC/ST/Physically Challenged category-PwBD are required to pay application fees of Rs.200/-(excluding taxes as applicable.)

4. Probation: The selected candidates will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. If the performance of the candidate is not found suitable during the extended period of probation also, his service will be terminated.

5. EXECUTION OF BOND: Supervisor(S-1 level) & Welfare Officer (A-2 Level) directly recruited from the open market, shall be liable to execute a Bond of Rupees Two lacks to serve in the Company for a minimum period of 3 years. Such Supervisors shall have to provide two sureties. In the event of their leaving the Company before completion of minimum period of 3 years, such Supervisors failing which the sureties will have to indemnify the Company by making the payment of Bond amount.

6. ACCOMMODATION: All the selected candidates on appointment will be eligible for allotment of Quarters as per the allotment rules of the Company subject to availability.

7. SELECTION PROCEDURE:

- Selection for the posts will be done through examination test only which will be conducted "Online". The online test will be of objective type comprise of (1) concerned discipline area (2) Other subject. The online examination shall be the qualify based examination for merit purpose.

ii) The Objective type Online examination will consists of Professional knowledge, Logical Reasoning, General awareness, Quantitative Aptitude and English Language. Total marks of the online test will be 120. There will be no negative marking for Online examination. The duration of the examination is 02 hours.

Sr.No	Name of Test	No.of Qs.	Marks	Duration
1	Professional knowledge - Supervisor (S1 level)& junior Draughtsman Basic knowledge in the respective discipline.	72	72	120 Minutes
	Professional knowledge - Welfare Officer (Labour Welfare & Labour Laws - Factories Act, EPF, ESI, Trade Union Act, ID Act, Collective Bargaining, Wage & Recognition, Industrial Relations, working conditions Safety, Health & Environment, Social Security issues etc.)			
2	General Awareness	12	12	
3	English Language	12	12	
4	Logical Reasoning	12	12	
5	Quantitative Aptitude	12	12	
Total :-		120	120	

The test will be in bilingual form i.e. Hindi & English language except the English language section which will be available only in English.

iii) In the Selection process, an applicant has to obtain high marks in each section/category of the test as per the qualifying marks made in this respect to meet the selection criteria and accordingly sufficiently high rank shall be allowed for next stage of selection process. The final merit list will be drawn based on the marks obtained in the online written examination.

iv) The minimum qualifying i.e., cut-off marks require to consider on order of merits for different categories of candidates are as under:-

General/EWS Category	55%
OBC Category	50%
SC/ST category	45%

v) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.

vi) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores

Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

vii) Test-wise scores and scores on total is reported with decimal point up to two digits.

viii) **There is No Negative Marking.**

- ix) In the Selection process, an applicant has to obtain high marks in each section/category of the test as per the qualifying marks made in this respect to meet the selection criteria and accordingly sufficient high rank shall be allowed for next stage of selection process. The final merit list will be drawn based on the marks obtained in the online written examination regularly without fail.
- x) The online written examination will be held tentatively in the month of January/February, 2021. The exact date, session, reporting time of examination will be intimated in the call letter. The written examination will be conducted online in the venues given in the call letters. The applicants will have to attend the examination as per date and time schedule as indicated in the call letter at their own cost. The applicants are requested to visit the Company's website <https://ispnasik.spmcil.com> for any change in the examination date, amendment, addition deletion etc.
- 1) The online written Examination will be conducted tentatively at the following centers: 1) Nashik 2) Mumbai 3) Delhi 4) Noida 5) Kolkata 6) Bhopal 7) Hyderabad 8) Bangalore 9) Chennai.
- xi) Applicants should select only one centre. Choice of centre once exercised by the applicant will be final. No request for further change of centre/venue/date /session for online written examination shall be entertained. If sufficient number of applicants do not opt for a particular centre for written examination, the Company reserves the right to allot any other adjacent centre to those applicants OR if the number of applicants is more than the capacity available for written examination for a centre. The Company reserves the right to allot any other centre to the candidate. The Company reserves the right to cancel any of the centers and/or add some other centers at its discretion, depending upon the response, administrative feasibility etc. The Company also reserves the right to allot the applicants to any of the centers other than the one he/she has opted for either within the state or outside the state.
- xii) All applicants will have to appear for the written examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.
- xiii) Admission to the written examination will be purely provisional without verification of Age /qualification/ experience/ category (SC/ST/OBC/PWD/EWS) etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfils the eligibility criteria before fill up the application form and the particulars furnished in the application are complete and correct in all respects. In case it is decided at any stage that an applicant does not fulfil the eligibility criteria and/ or has furnished incorrect/ false information or has suppressed any material facts of information, his/her candidature will be cancelled without giving any notice to the applicant. If any of these shortcomings are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- xiv) **Download of Call letter** - Applicants who have registered Online will be allowed to download online call letters for the "Online" examination on the basis of the information furnished in the Online application. No detail scrutiny of application will be carried out at the time of issuing call letters Online. The call letters can be downloaded from the Company's website <https://ispnasik.spmcil.com>. Once the applicant clicks the relevant link, he/she can access the window for downloading the call letter. The applicant is required to use (I) Registration Number/Roll Number, (II) Password/Date of Birth for downloading the call letter. Applicants are required to affix recent recognizable photograph on the call letter preferably the same as provided

during registration. Applicants have to appear at the examination centre with (i) Original Call Letter and (ii) Original Photo Identity Proof as specified and mentioned in call letter. Applicants are also required to bring one photocopy of the original photo identity proof. Necessary intimation for downloading call letter will also be sent through email/SMS to the email id and mobile number as given by them in the online application form. However, applicants should keep checking the above website for latest updates.

xv) **Applicants reporting late for online examination:** Applicants reporting late for online examination i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, applicants may be required to present at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions for online test.

xvi) The possibility of occurrence of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process in all respect.

xvii) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any applicant.

xviii) In order to overcome the possibility of applicants seeking help of other applicants during the written examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the written examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Company reserves the right to cancel the candidature of the concerned applicant and the result of such applicants (disqualified) will be withheld. Hence the applicants are advised not to indulge in any unfair practice/ malpractice in the examination.

xix) Instances for providing incorrect Information and/or process violation by an applicant detected at any stage of the selection process will lead of disqualification of the applicant from the selection process and he/she will not be allowed to appear in any SPMCIL recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

8. HOW TO APPLY:

Applicants are requested to follow the detailed procedures/guidelines as Indicated below:

- A. Application Registration Procedure**
- B. Payment of fees Procedure**
- C. Guidelines for Photograph & Signature Scan and Upload**
- D. Other Guidelines**

Applicants can apply online only from 22.11.2020 to 21.12.2020 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, applicants should-

Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

- Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send call letters for the Examination etc. through the registered e-mail ID. In case an applicant does not have a valid personal e-mail id, he/she should create his/her new e-mail id and mobile no. before applying on-line and must maintain that email account and mobile number till the completion of this Recruitment. Under no circumstances, he/she should share/mention email id to/or of any other person.
- PAYMENT OF FEE ON LINE: **22.11.2020 to 21.12.2020**
- Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the applicant.

A) Application Registration Procedure

- I. Applicants have to visit Company's website <https://ispnasik.spmcil.com> and open the link for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.
- II. To apply online, choose the tab "Registration and enter Name, Contact details and Email id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- III. In case the applicant is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- IV. Applicants are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- V. The Name of the applicant or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets /Identity proof. Any change/alteration found may disqualify the candidature.
- VI. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- VII. Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under.
- VIII. Applicants can proceed to fill other details of the Application Form.

- IX. Click on the *Preview* Tab to preview and verify the entire application form before FINAL SUBMIT.
- X. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- XI. Click on 'Payment' Tab and proceed for payment.
- XII. Click on 'Submit' button.

B) Payment of Fees procedure (Online Mode)

- I. The application form is integrated with the payment gateway and the payment process can be completed by following the Instructions.
- II. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
- III. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- IV. On successful completion of the transaction, an e-Receipt will be generated.
- V. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Applicants are *advised* to login again using their Provisional Registration Number and Password and repeat the process of payment.
- VI. Applicants are required to take a printout of the e-Receipt and online Application Form.
Please note that if the same cannot be generated online transaction may not have been successful.
- VII. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- VIII. To ensure the security of your data, please close the browser window once your transaction is completed.
- IX. There is facility to print application form containing fee details after payment of fees.
- X. No other mode of payment of fees will be accepted.

C) GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR AND THE APPLICATION MAY BE REJECTED.

APPLICANT MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/SIGNATURE IN SUCH CASE.

I. PHOTOGRAPH IMAGE: Photograph must be a recent passport size colour picture. The picture should be in colour, against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.

If you have to use flash, ensure there's no "redeye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 200 x 230 pixels (preferred). Size of file should be between 20kb-50kb, Ensure that the size of the scanned Image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

II. SIGNATURE IMAGE:

The applicant has to sign on white paper with Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded Signature. In case of mismatch, the applicant may be disqualified.

Dimensions

140 x 60 pixels (preferred).

Size of file should be between 10kb -20kb. Ensure that the size of the scanned Image is not more than 20KB.

III. SCANNING THE PHOTOGRAPH & SIGNATURE:

Set the scanner resolution to a minimum of 200 dpi (dots per inch).

Set Colour to True Colour,

File Size as specified above.

Crop the Image in the scanner to the edge of the photograph/signature, then use the upload edit or to crop the image to the final size (as specified above).

The image file should be JPG or JPEG format. An example file name is: image 01 .jpg or image 01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager, Scanned photograph and signature in any format Can be saved in .jpg format by using 'Save As' option In the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the applicant will be provided with a link to upload his photograph and signature.

IV. Procedure for Uploading the Photograph and Signature

There will be two separate links for uploading Photograph and Signature.

Click on the respective link "Upload Photograph / Signature".

Browse & Select the location where the Scanned Photo/ Signature file has been saved.

Select the file by clicking on it.

Click the 'Upload' button

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

D) Other Guidelines

- I. Applicants are advised In their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection /inability/failure to log on to the Company's website on account of heavy load on internet website jam. ISP takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the India Security Press, Nashik.
- II. Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution / civil consequences in case the information /details furnished by him /her are found to be false at a later stage.
- III. India Security Press, Nashik shall not be responsible for any application made/wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.

IV. Identity Verification -In the examination hall as well as at the time of verification of certificates & Medical Examination, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card /Passport/Driving License/Voter's Card/Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letter head/ Photo identity proof issued by a People's Representative on official letter head/ valid recent Identity Card issued by a recognized College/University/Aadhar card with a photograph/ Employee ID card should be submitted to the invigilator for verification. The applicant's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the applicant is in doubt the applicant may not be allowed to appear for the Examination. Ration Card is not valid id proofs for this recruitment exercise. E-Adhar card will be not be considered as a valid ID proof. However, original Adhar Card shall be considered.

Note: Applicants have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to appear in the examination. Applicants must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female applicants who have changed first/last middle name post marriage must take special note of this.

If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the applicant will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/their original marriage certificate / affidavit in original.

- v) Action against Applicants Found Guilty of Misconduct Use of Unfair means
Applicants are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, verification of certificates or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or

misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or resorting to any irregular or improper means in connection with his/her candidature or obtaining support for his/her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) to be disqualified from the examination
 - b) to be debarred either permanently or for a specified period from any examination conducted by India Security Press, Nashik
 - c) for termination of service, if he/ she has already joined India Security Press, Nashik
9. Applicants are advised to take a printout of the system generated application form, paste a photograph below the scanned photograph and sign across. Applicant should also sign at appropriate places.
- a) They should attach the following documents and keep them ready with them.
 - Self-attested copies of the certificates pertaining to age, educational qualification i.e Copies of all the marks sheets of all semesters/years and experience i.e Experience certificate on the letter head of employer.
 - Self-attested copies of Caste/Tribe certificates/Disability Certificate/NCL Certificate/ EWS certificate for SC/ST/OBC/EWS/PwBD applicants. The Certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India.
 - A copy of the Disability certificate Issued by the Competent Authority as prescribed by Government of India from PwBD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PWD candidates.
 - Self attested copies of EWS Certificate as per Annexure-1 issued by the Competent Authority.
 - b) Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of verification or if advised to submit at any date after being shortlisted for further selection process on the basis of written examination results. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. in online application, call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.
 - c) An 'Information Handout' booklet will be made available to the applicants on the Company's website <https://ispnasik.spmcil.com> which may be downloaded along with the call letter for online examination.

10. The applicants may note the following:

- I. The SC/ST/OBC/PWD/EWS applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe/ Disability Certificate/ Non-creamy layer/EWS Certificate issued by the Competent Authority, the Government of India format for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India at the time of verification or at any date after being advised about the same.

- II. Persons with Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of verification or on any date after being advised about the same.
- III. PwD candidates having more than 40% disability availing concession meant for PwD candidate may register their name during filling online application form for availing additional time for examination, failing which they shall not be eligible for availing such additional time as prescribed for them.
- IV. The applicants belonging to OBC should submit a photocopy of the certificate Issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes in Civil Posts and services under the Government of India at the time of certificates verification or on any date after being advised about the same. The certificate should have been obtained from the Competent Authority. The applicant should not belong to the socially advanced sections/Creamy Layer as on the last date of application. The OBC applicants coming under 'Creamy Layer' will be treated as "GENERAL" category applicant and hence they should select their category in online application as 'GENERAL'. It may be noted that only the castes/sub castes figuring in the Central List (Govt. of India) will be considered. Accordingly OBC caste/Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category.
- V. **Economically Weaker Sections (EWSs):** Candidates who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 Lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
- i. 5 acres of Agricultural land and above;
 - ii. Residential flat of 1000 sq. ft. and above;
 - iii. Residential plot of 100 sq. yards and above in notified municipalities;
 - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- The income and assets of the families as mentioned above would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.
- VI. Applicants already in service of Govt./Quasi Govt. Organizations. Public Sector Banks/Undertakings and Autonomous Bodies will have to keep a photocopy of the **"No Objection Certificate"** from their employer along with the print out of the application and submit the original for verification at the time of online Test. However, at the time of reporting for joining after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in absence of which he/she will not be allowed to join the Company.
- VII. Persons who have been dismissed from the service of any organization need not apply.
- VIII. The decision of ISP, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by ISP in this behalf.

- IX. Selected candidates are liable to be posted to any of the Mint/Presses of SPMCIL.
- X. The seniority of the candidates on appointment will be as decided by the Company.
- XI. Company has a Gradation list for each post coming under the each unit and you will be placed at the appropriate place in the seniority list depending on the merit and position you hold in the unit.
- XII. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and available on Company's website <https://ispnasik.spmcil.com> shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Nasik / Mumbai.
- XIII. Appointments of selected candidates will be subject to medical fitness certificate issued from the Competent Medical Board/Authorities, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer and referees, verification of caste/tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the Company. Further, such appointment shall also be subject to Service rules and Standing orders of the Company.
- XIV. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- XV. No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- XVI. Any corrigendum to this advertisement will be displayed only on the Company's website <https://ispnasik.spmcil.com>. Therefore, applicants are advised to keep checking the Company's website for any update.
- XVII. The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be displayed only on the Company's website <https://ispnasik.spmcil.com>. It will not be intimated to the applicants individually.

Sd/-

Dy. General Manager(HR)

RECOGNITION OF DEGREES AND DIPLOMAS INDUSTRIES AND
LABOUR DEPARTMENT

Sachivalaya, Bombay-32, 14th April, 1971

MAHARASHTRA WELFARE OFFICERS (DUTIES, QUALIFICATIONS
AND CONDITIONS OF SERVICE) RULES, 1966

No. WOR.1567/111449/Lab.III.- In pursuance of clause (a) sub-rule (1) of rule 3 of the Maharashtra Welfare Officers, (Duties, Qualifications and Conditions of Service) Rules, 1966, and in supersession of all Notifications issued in this behalf the Government of Maharashtra hereby recognises the following degrees and diplomas mentioned in the Schedule appended hereto for the purposes of the said sub-rule, namely:-

1. The Diploma in Labour Welfare of the Bombay University, Bombay.
2. The Diploma of the Institute for Labour Welfare Workers, Bombay awarded to a person who has undergone course for nine months of the Institute for Labour Welfare Workers, Bombay.
3. Diploma in Social Services Administration with Industrial Relations and Personnel Management, of the Tata Institute of Social Sciences, Bombay.
4. The Diploma in Labour Welfare of Shri Dorabjee Graduate School of Social Work, Bombay.
5. The Degree of Master of Arts in Social Work of the Tata Institute of Social Sciences, Bombay (with specialisation in Industrial Relations, Labour Welfare and Personnel Management).
6. Two year course (Diploma in Labour Welfare) of the Institute for Labour Welfare Workers, Bombay.
7. The Pre-1949 Diploma in Social Service Administration with Industrial Relations as the subject passed and field work in Labour Welfare or Industrial Relationship of the Tata Institute of Social Sciences, Bombay.
8. The Degree of Master of Arts in Personnel Management and Labour Welfare of the Tata Institute of Social Sciences, Bombay.
9. The Degree of Master of Labour Welfare of the Bombay University, Bombay.
10. The Diploma in Social Work with Labour Welfare as a special subject of Nagpur University, Nagpur.
11. The Diploma in Social Service Administration of the Madras School of Social Work, Madras with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
12. The Degree of Master of Arts in Social Work of the Andhra University with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
13. The Diploma in Industrial (Labour) Relation and Welfare of the St. Xavier Labour Relations Institute, Jamshedpur, Bihar.
14. The Degree of Master of Arts in Labour and Social Welfare of the Patna University, Patna.
15. The Degree of Master of Arts in Special Work of the Delhi School of Social Works, Delhi with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
16. The Degree of Master of Social Work of the Agra University, Agra with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
17. The Degree of Master of Social Work of the Maharaja Sayajirao's University of Baroda, Baroda with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
18. The Diploma in Labour Welfare of the Gujarat University.

19. The Degree of Master of Social Work of the Kerala University with specialisation in Industrial Relations, Labour Welfare and Personnel Management.

20. The Master of Social Work of University of Lucknow with concentration courses in Industrial Relations, Labour Welfare and Personnel Management and Apprenticeship Training in an Industrial Establishment as and/or Trade Unions Organisation of the Lucknow University, Lucknow.

21. M.A. Degree in Social Work, Udaipur University, Udaipur with specialisation in Industrial Relations, Labour Welfare and Personnel Management.

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Sachivalaya, Bombay-32, 16th November, 1971

MAHARASHTRA WELFARE OFFICERS (DUTIES, QUALIFICATIONS AND CONDITIONS OF SERVICE) RULES, 1966.

No. WOR.1271/139853-Lab.III-B.- In pursuance of clause (a) of Sub-rule (i) of Rule 3 of the Maharashtra Welfare Officers (Duties, Qualifications and Conditions of Service) Rules, 1966, the Government of Maharashtra hereby recognised the M.A. degree in Social Work of the Kashi Vidyapith, with specialisation in Industrial Relations and Welfare, for the purposes of the said sub-rule.

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Mantralaya, Bombay-32, 6th April, 1974

MAHARASHTRA WELFARE OFFICERS (DUTIES, QUALIFICATIONS AND CONDITIONS OF SERVICE) RULES, 1966

No. WOR.5093/110/Lab-4.- In pursuance of clause (a) of Sub-rule (1) of Rule 3 of the Maharashtra Welfare Officers (Duties, Qualifications and Conditions of Service) Rules, 1966, the Government of Maharashtra hereby recognises the Master Degree Course in Industrial Relations and Personnel Management conducted by the Athavale College of Social work, Bogan Villa, Station Road, Bhandara-441 904, District Bhandara for the purpose of the said sub-rule.

Government of.....
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

G. Srinivasan