



# SECURITY PRINTING PRESS

(A unit of Security Printing and Minting Corporation of India Ltd)

Wholly owned by Government of India

Mint Compound: Saifabad, HYDERABAD – 500 063 (A.P.)

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SPP/DM(HR)/Recruitment/2013-1

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Security Printing Press, Hyderabad is one of the nine Units under the "Security Printing and Minting Corporation of India Limited" (SPMCIL), a Miniratna Category-I Public Sector Enterprise wholly owned by Government of India. Incorporated on 13-01-2006 under the Companies Act, 1956 for designing, manufacturing / printing of security documents, currency and bank notes, non-judicial stamp papers, minting of coins, postage stamps etc., SPMCIL is under the administrative control of Ministry of Finance with its registered and corporate office at Jawahar Vyapar Bhavan, Janpath, New Delhi. It has four Minting Units at Mumbai, Kolkata, Hyderabad and Noida, and four Currency / Security Printing Presses at Nashik, Dewas and Hyderabad besides a high quality Paper Manufacturing Mill at Hoshangabad.

Applications are invited from Indian citizens for the under mentioned posts, which are temporary but likely to continue. Duly filled-in online or offline applications along with copies of testimonials and demand draft (wherever applicable) should reach the "Post Box No.3076, Lodhi Road, New Delhi – 110003" on or before 20 June 2013.

PROJECTED VACANCIES							RESERVATIONS STATUS					
S. No.	Name of the post		Cadre	POST CODE	No. of Posts	Scale of Pay*	UR	SC	ST	OBC	PH	Ex-Service Man
1	S-1 LEVEL	Printing	Supervisor (S-1)	1	7	₹ 12,300 to 25,400 IDA Pattern	5	0	1	1		2
		Pre-Press	Supervisor (S-1)	2	2	₹ 12,300 to 25,400 IDA Pattern	1	0	0	1		
		Maintenance (Electrical)	Supervisor (S-1)	3	1	₹ 12,300 to 25,400 IDA Pattern	1	0	0	0		
		Maintenance (Mechanical)	Supervisor (S-1)	4	1	₹ 12,300 to 25,400 IDA Pattern	0	1	0	0		
		Control	Supervisor (S-1)	5	6	₹ 12,300 to 25,400 IDA Pattern	3	1	0	2	1 (OH – 1)	
		Total	Supervisor (S-1)		17		10	2	1	4		
2	W-3 LEVEL	Office Assistant / Secretarial Assistant	Workmen	6	24	₹ 5200-20200+2000/- Grade Pay CDA Pattern	11	4	2	7	1 (HH-1)	2
		Hindi Typist	Workmen	7	1	₹ 5200-20200 + 2000/- Grade Pay CDA Pattern	1	0	0	0		
		Total	W-3 (Level)		25		12	4	2	7		
3	W-1 LEVEL (TRADESMEN)	Printing	Workmen	8	32	₹ 5200-20200 + 1800/- Grade Pay CDA Pattern	16	5	2	9		20
		Pre-Press	Workmen	9	4	₹ 5200-20200 + 1800/- Grade Pay CDA Pattern	3	0	0	1		
		MAINTENANCE Mechanical Mill–Wright Mechanic	Workmen	10	4	₹ 5200-20200 + 1800/- Grade Pay CDA Pattern	2	0	0	2		
		MAINTENANCE Mechanical Machinist	Workmen	11	2	₹ 5200-20200 + 1800/- Grade Pay CDA Pattern	2	0	0	0		
		MAINTENANCE Civil Plumber	Workmen	12	1	₹ 5200-20200 + 1800/- Grade Pay CDA Pattern	0	0	1	0		
		MAINTENANCE Civil Mason (Building Construction)	Workmen	13	1	₹ 5200-20200 + 1800/- Grade Pay CDA Pattern	0	1	0	0		
		Electrical	Workmen	14	6	₹ 5200-20200 + 1800/- Grade Pay CDA Pattern	3	1	0	2		
		Control	Workmen	15	44	₹ 5200-20200 + 1800/- Grade Pay CDA Pattern	22	7	4	11	03 (VH-1, OH-1, HH-1)	
		MT Garage	Workmen	16	6	₹ 5200-20200 + 1800/- Grade Pay CDA Pattern	3	1	0	2		
		Total			100		51	15	7	27		
		GRAND TOTAL OF Sr. Nos. (1) (2) & ( 3)			142		73	21	10	38		

\*Scale of Pay:SPMCIL is going to adopt IDA pay scale shortly which is applicable to the candidates under recruitment

## QUALIFICATION & EXPERIENCE:

**SUPERVISOR (S - 1) PRINTING: (POST CODE-1) Essential:** A minimum of First class Diploma/Degree from a Govt. recognized institute/university in relevant fields with post qualification working experience of at least 1 year for degree holders and 3 years for diploma holders in the relevant field.

**SUPERVISOR (S - 1) PRE-PRESS: (POST CODE-2) Essential:** A minimum of First class Diploma/Degree from a Govt. recognized institute/university in Printing Technology and post qualification working experience of at least 1 year for degree holders and 3 years for diploma holders in pre-press area, which includes thorough working knowledge in handling drawing and editing software like Coreldraw, Photoshop, Illustrator, etc. It is desirable that he/she should have working knowledge in CTOP machines and conventional plate making systems.

**SUPERVISOR (S - 1) MAINTENANCE - ELECTRICAL (POST CODE-3) Essential:** A minimum of First class Diploma/Degree from a Govt. recognized institute/university in relevant fields with post qualification working experience of at least 1 year for degree holders and 3 years for diploma holders in the relevant field.

**SUPERVISOR (S - 1) MAINTENANCE - MECHANICAL (POST CODE-4) Essential:** A minimum of First class Diploma/Degree from a Govt. recognized institute/university in relevant fields with post qualification working experience of at least 1 year for degree holders and 3 years for diploma holders in the relevant field.

**SUPERVISOR (S - 1) CONTROL (POST CODE - 5) Essential:** A First class Degree in any discipline with three years' post qualification work experience in reputed manufacturing organization. The person should have worked for at least one year in a Quality Control Department.

## FULL FORM OF ABBREVIATIONS (LEGENDS):-

UR = Un Reserved	SC = Scheduled Caste	ST = Scheduled Tribe
OBC = Other Backward Class	Ex.SM = Ex. Serviceman	PH = Physically Handicapped
HH = Hearing Handicapped	OH = Orthopedically Handicapped	VH = Visually Handicapped

NOTE: Post reserved for Physically Handicapped and Ex-Servicemen will be adjusted by Horizontal reservation i.e., the selected candidates will be adjusted against the categories of SC/ST/OBC/General to which they belong.

## SELECTION PROCESS:

- Selection Process for Supervisors (S-1) and Tradesmen (W-1) consists of written test and interview.
- Selection Process for Office Assistant/Secretarial Assistant and Hindi Typist (W-3) consists of written test, skill test and interview.
- The venue and schedule of written test will be intimated to individual applicant through Admit Card; which will also be placed on the website link <http://jobapply.in/spphyderabad>
- The written test will consist of objective type questions on English, Hindi, Maths, General Knowledge and Technical. The written test will be conducted at Hyderabad, Andhra Pradesh only. On the basis of performance in the written test candidates will be shortlisted for the skill test/personal interview.
- The decision of the management in all matters regarding eligibility, conduct of written examination, skill test (wherever applicable), interview and selection will be final and binding on the candidates and no correspondence will be entertained in this regard.

## ADMIT CARD/CALL LETTER

The admit cards of written test, call letter for skill test/interview of the provisionally eligible/shortlisted candidates will also be uploaded on the website link <http://jobapply.in/spphyderabad>

Candidates may download the same from the website as per the schedule given on the website.

## AGE LIMIT: As on 20 June 2013

i) For Supervisor (S-1): 18-30 years ii) For W-3 (Workmen): 18-28 years iii) For W-1 (Workmen): 18-25 years

**RELAXATIONS FOR AGE LIMIT:** Upper age limit relaxation is given as under:

- Upto a maximum of 5 years for SC/ST candidates.
- Upto a maximum of 3 years for candidates belonging to OBC.
- Upto a maximum of 10 years if the candidate is a physically handicapped person.
- For candidates belonging to SC/ST who are physically handicapped, the maximum age relaxation is 15 years.
- For candidates belonging to OBC who are physically handicapped, the maximum age relaxation is 13 years.
- Upto a maximum of 3 years (8 years for SC/ST and 6 years for OBC candidates) for Ex-Servicemen. This is in addition to the period of their service as per orders and instructions in force by the Central Govt.
- Relaxation in the case of Government Servants as per orders and instructions in force by the central govt.
- Up to 40 years in the case of departmental candidates (in case of SC/ST 45 years, for OBC 43 years)
- For any other category age relaxation as per Govt. rules as promulgated from time to time.
- The aforesaid reservation/relaxation is not applicable to OBC candidates falling within the creamy layer.

## HOW TO APPLY: TO APPLY FOLLOW THE STEPS GIVEN BELOW:

1. Candidates can submit their applications either by OFFLINE MODE or ONLINE MODE as per details given below:

a) **Offline Application:** In the prescribed format downloaded from the website <http://jobapply.in/spphyderabad> completed in all respects.

b) **Online Application:** can be submitted on the website <http://jobapply.in/spphyderabad>

Detailed instructions are given on the website. Candidates applying online are required to take print out of auto generated filled-in application format, paste their photograph at the appropriate places and put their signature on all pages of the application form. The completed application, along with prescribed application fee and self-attested copies of testimonials, is to be sent in an envelope superscripted "Application for the post of ..... to "Post Box No. 3076, Lodhi Road, New Delhi-110003" by ordinary post only. The application complete in all respects should reach the above post box on or before 20 June 2013.

- A non-refundable Demand Draft issued by a Nationalised Bank for ₹100/- (Rupees One Hundred only), drawn in favour of "General Manager, SPP, Hyderabad", payable at Hyderabad, A.P. is to be enclosed along with the application. Candidates are advised to write their name and post applied for on the reverse side of the demand draft. No application fee is to be paid by candidates belonging to SC/ST/ Physically Handicapped (PH) Category.
- The application should be accompanied by self-attested copies of certificates in support of educational qualifications, age, experience, Ex-Servicemen (if applicable). Candidates belonging to SC/ST/OBC/PH should furnish self-attested copy of caste certificate issued by the Competent Authority to that effect in the relevant format made available on the website <http://jobapply.in/spphyderabad> OBC (Non-Creamy Layer) candidates are also required to submit a self-undertaking to that effect in the relevant format made available on the website <http://jobapply.in/spphyderabad>
- Please note that the candidature of a candidate shall be cancelled if he/she submits more than one application forms for the same post.
- Application can be submitted by a candidate only once and against only one of the posts, which means that a candidate can apply for any one post only. Hence you are advised to apply for the post most suitable to your Qualification, Experience, etc.
- Duly completed application should be sent by ordinary post to reach the "Post Box No. 3076, Lodhi Road, New Delhi-110003" on or before 20 June 2013. Applications received late/ incomplete will be rejected. Security Printing Press, Hyderabad management will not be responsible for any postal delay /loss of document during the transit. No

**OFFICE ASSISTANT/SECRETARIAL ASSISTANT (W-3 LEVEL) (POST CODE-6) Essential:** (1) Should have graduation with minimum 60% aggregate marks from a Govt. recognized institution/university. (2) Should be able to type at least 40 words per minute in English **Desirable:** Should have thorough knowledge in MS Office, Accounting Packages.

**HINDI TYPIST (W-3 LEVEL) (POST CODE-7) Essential:** 1. Should have graduation with minimum 60% aggregate marks from a Govt. recognized institution/university. 2. Should be able to type at least 30 words per minute in Hindi.

**TRADESMEN W-1: (PRINTING - POST CODE 8), (PRE-PRESS - POST CODE 9), (MAINTENANCE MECHANICAL - MILL WRIGHT MECHANIC - POST CODE 10), (MAINTENANCE MECHANICAL - MACHINIST - POST CODE 11), (ELECTRICAL - POST CODE 14), (CONTROL - POST CODE 15), Essential:** Minimum of Matriculation or Equivalent from recognized institution / board with ITI (2 years course)/Diploma in the relevant fields with 60% aggregate marks and possessing at least 2 years post qualification work experience in the relevant fields.

**TRADESMEN W-1: (MAINTENANCE CIVIL - PLUMBER - POST CODE 12), (MAINTENANCE CIVIL - MASON (BUILDING CONSTRUCTION) - POST CODE 13) Essential:** Matriculation or equivalent from recognized institution / board with ITI (1 year course) / Diploma in the relevant fields with 60% aggregate marks and possessing at least 2 years relevant post qualification work experience in the relevant fields.

**TRADESMEN W-1: (MT GARAGE - POST CODE 16) Essential:** Matriculation or equivalent from recognized institution / board with ITI in Automobile / Motor Mechanic and possessing Heavy Motor Vehicle (HMV) Driving License and 2 years post qualification experience.

**NB:** 5% relaxation in the percentage of qualifying marks in the Educational Qualification to SC/ST candidates to the extent of Govt. of India Rules.

correspondence in this regard will be entertained. Security Printing Press, Hyderabad will also not take responsibility to connect any certificate/remittance sent without application form. Any deviation from the prescribed format will result in rejection of the application.

## GENERAL INFORMATION AND INSTRUCTION

- The scales are presently on CDA pattern of pay scales but shall be changed to IDA pattern of pay scales soon.
- No travelling allowances will be paid to the candidates for appearing in the Written Test, Skill Test or Interview. However, for SC/ST candidates appearing in interview Travelling Allowance, only Second Class ordinary fare (to & fro), shall be reimbursed as per Rules on production of journey details including Railway/Bus Tickets by the shortest route. The distance should not be less than 30 kms.
- The General Manager, Security Printing Press, Hyderabad reserves the right to call only those candidates, who according to his decision are suitable for the post and mere eligibility will not entitle any candidate for being called for interview or selection. In case large numbers of applications are received, the General Manager reserves the right to restrict/ shortlist the candidates to be called for written test/skill test/interview based on merit in particular trade qualification.
- The number of posts notified shall 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.
- Those already working in Central/State Government/PSU/CPSE Organizations must apply through proper channel in the prescribed format. At the time of joining, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the candidate.
- The place of posting shall be normally Security Printing Press, Hyderabad (A.P.) but transferable to any of the units under SPMCIL (Hoshangabad/Nashik/Delhi/ Noida/Mumbai/Kolkata/Dewas/Hyderabad).
- Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date and also applications not accompanied with requisite demand draft will not be entertained.
- There shall be written test in the relevant field including general knowledge/ maths, and practical test wherever necessary.
- The medium of question papers for written test for the Supervisor (S-1 Level) and Workmen (W-3 Level) posts shall be English and Hindi. The medium of question papers for written test for the Tradesmen (W-1 Level) posts shall be trilingual i.e., English, Hindi & Telugu. In addition to the written test the candidates applying for the W-3 Level posts are also required to take skill test in English type writing / Hindi type writing respectively, on computer mode. Those passing with the minimum marks prescribed by the committee shall be provisionally allowed to appear in the personal interview. The decision of Security Printing Press, Hyderabad in all matters regarding eligibility, conduct of written examinations, skill tests, interview and selection will be final and binding on the candidates and no correspondence will be entertained in this regard.
- The selected candidates are required to perform the duties as per directions of their superiors and have to perform the duties of any section/ sub-section in Security Printing Press, Hyderabad in printing, control, workshop, office, dispensary as directed and also have to perform the duties of higher/ lower post as per the requirements of the organization. Those selected at the S-1 level are also liable to be posted on the machines and they have to perform their duty as per directions and required to work physically on the machine plant / equipment, etc. and are liable to be posted in any section / sub-section of Security Printing Press, Hyderabad .
- Management reserves the right to call for any additional documentary evidence in support of educational qualification and experience of the applicant.
- Canvassing in any form will be a disqualification.
- For any disputes the jurisdiction shall be Hyderabad.
- Persons who have been dismissed from the service of any Govt. / PSU/CPSE organization need not apply.
- Before applying for the post the candidate must ensure that he / she is eligible according to the eligibility criteria as stipulated above. If the candidate is found not eligible his/her candidature will be cancelled at any stage of the recruitment. Please note that even if the candidate qualifies in the written examination / skill test/ interview and subsequently it is found that he/she does not fulfil the eligibility criteria, his/ her candidature will be cancelled.
- The candidate who appeared in final year examinations and result is awaited can also apply but at the time of joining he/she must submit the original mark sheet along with Degree Certificate in case he is selected in written test/skill test/ interview.

## DOCUMENTS TO BE ATTACHED WITH APPLICATION:

- Copy of Higher Secondary or High School Examination Certificate in support of Date of Birth.
- Copy of the certificate of Graduation / Post Graduation / Technical Qualification with each final mark sheet.
- Copy of Experience certificate.
- Copy of caste certificate self attested (in case of reserved category).
- Copy of Domicile certificate self attested in case of candidates applying for reserved posts.
- Demand Draft of ₹100/- (Non-Refundable) in favour of "General Manager, Security Printing Press, Hyderabad" payable at Hyderabad.
- Recent passport size photographs (2 copies).
- Certificate by the present employer as per proforma enclosed with the Application Form.