



भारत सरकार टकसाल, नोएडा
INDIA GOVERNMENT MINT, NOIDA

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की एक इकाई

A Unit of Security Printing & Minting Corporation of India Ltd.

भारत सरकार के पूर्ण स्वामित्वाधीन Wholly owned by Govt. of India (A Miniratna Category –I, CPSE)

डी.2, सेक्टर.1, नोएडा जिला गौतमबुद्धनगर, उ०प्र० D-2, Sector-1, NOIDA, Distt. Gautam Buddh Nagar (UP), पिन.201301

Advertisement No. NM/140/1/4/08-Admn dated 24 August 2013

India Government Mint, Noida is one of the nine units under the “Security Printing & Minting Corporation of India Limited” (SPMCIL), A Miniratna Category-I, CPSE, wholly owned by the Government of India, incorporated on 13.01.2006 under the Company Act, 1956 with the objective of designing, manufacturing/printing 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 it's registered and corporate office at Jawahar Vyapar Bhawan, Janpath, New Delhi. It has four minting units at Mumbai, Kolkata, Hyderabad and Noida, four currency/security printing presses at Nashik, Dewas and Hyderabad besides a high quality paper manufacturing unit at Hoshangabad. The General Manager, India Government Mint, Noida invites application for the selection to the following posts. Particulars of the posts and other details of essential criteria are as under:

PROJECTED VACANCIES						RESERVATION STATUS						
Sr. No	Name of the post/ Level	No of Posts	Scale of Pay	Mode of Recruitment	Max. Age Limit	VERTICAL					HORIZONTAL	
						UR	SC	ST	OBC	OBC (M)	PH	XSM
1	Junior Hindi Translator S-1 Level	01	₹12300-25400 (IDA)	Written Test (Descriptive/ Objective) & Interview	30	1	0	0	0	0	0	0
2	Junior Bullion Accountant W-3 Level	02	₹5200-20200 + Grade Pay ₹2000 (CDA)	Written Test (Objective), Typing Test & Interview	28	1	0	0	1	0	0	3
3	Assistant Grade-III (Heat Treatment) W-1 Level	02	₹5200-20200 + Grade Pay ₹1800 (CDA)	Written Test (Objective) & Interview	25	0	0	1	0	1	2 (OA/ PD)	
Total						2	0	1	1	1	2	3

Selected candidate in the level of S-1 is liable to be posted in any Unit of the Company.

EDUCATIONAL QUALIFICATION

JUNIOR HINDI TRANSLATOR:

Essential: Master's degree from a recognized University in Hindi or English with English/Hindi subject at Graduation level (i.e. Hindi in case the Candidate is Post-graduate in English and vice versa).

AND One year experience in translation from Hindi to English and vice versa.

Desirable: 1) Knowledge of Sanskrit and/or any other modern Indian language. 2) Proficiency in working on Computers in Hindi languages.

JUNIOR BULLION ACCOUNTANT:

Essential: Graduate with at least 55% marks & computer knowledge with typing speed in English @ 40 wpm / Hindi @ 30 wpm

Desirable: Proficiency in Accounting field.

ASSISTANT GRADE-III (Heat Treatment):

Essential: Full time ITI certificate in the trade of Heat Treatment.

Desirable: Diploma in Engineering.

ABBREVIATIONS (LEGENDS)

UR =Un-Reserved	SC =Scheduled Caste	ST = Scheduled Tribe
OBC = Other Backward Class	OBC(M) =Other Backward Class (Minorities)	Ex-SM = Ex-Serviceman
PH = Physically Handicapped	OA =One Arm Affected	PD =Partially Deaf
S-1 =Supervisor Level-1	W-1 & 3 =Workman Level-1 & 3	

NOTE:

1. In case of horizontal reservation, the selected candidates will be adjusted against the categories of SC/ST/OBC/OBC(M)/General to which they belong.
2. Degree of disability in case of PH should not be less than 40%.

SELECTION PROCESS

The details of Venue, Admit Card, Schedule of Written Test, Typing Test and Interview will be uploaded on the website link <http://jobapply.in/mintnoida> or <http://igmnoida.spmcil.com> Candidates are required to visit the said website for updates.

There shall be written test in the relevant field including General Knowledge, Maths, English, Hindi and relevant Trade/Typing Test (wherever necessary). The medium of question papers for written test shall be English/Hindi. The Decision of the management in all matters regarding eligibility, conduct of written examination, typing test (as applicable), Interview and selection will be final and binding on the candidates and no correspondence will be entertained in this regard.

The written test, typing test (as applicable) and interview will be conducted in **Delhi/National Capital Region only**. On the basis of the performance in the written test and typing test (as applicable) candidates will be shortlisted for the interview.

ADMIT CARDS

The admit cards of written test, call letter for typing test/interview of the provisionally eligible/shortlisted candidates will be uploaded only on the website link <http://jobapply.in/mintnoida> or <http://igmnoida.spmcil.com> Candidates are requested to download the same from the website as per the schedule mentioned.

RELAXATIONS FOR AGE LIMIT

- (1) Crucial date for computation of age, qualification, experience etc. shall be 07.09.2013. The applicant should have attained minimum 18 years of age on 07.09.2013 but should not have exceeded the maximum age limit prescribed for concerned post.
- (2) The upper age is relaxable for different categories as under:
 - a) Upto a maximum of 5 years for SC/ST candidates.
 - b) Upto a maximum of 3 years for Non-Creamy Layer Category candidates belonging to OBC and OBC (Minorities).
 - c) Upto a maximum of 10 years if the candidate is a physically handicapped person.
 - d) For candidates belonging to SC/ST who are physically handicapped, the maximum age relaxation is 15 years.
 - e) For candidates belonging to OBC who are physically handicapped, the maximum age relaxation is 13 years.
 - f) In case of Ex-servicemen who have put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than 3 years the maximum age limit prescribed for the posts/services for which a candidate seeks appointment, he/she be deemed to satisfy the conditions regarding the age limit.
 - g) For any other category, the age relaxation as per Govt. rules as promulgated from time to time.
 - h) Upto a maximum of 5 years in case of in-service SPMCIL employees.

HOW TO APPLY

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

→ **Offline Application** In the prescribed format (downloaded) completed in all respects, is to be sent in an envelope superscripted "Application for the post of"

→ **Online Application** can be submitted on the website link <http://jobapply.in/mintnoida> 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, put their signature at all pages and send it to **Post Box No 3076, Lodhi Road, New Delhi – 110003** along with prescribed Application Fee and copies of Testimonials, through **ordinary post only**. The application complete in all respect should reach the above post box on or before the prescribed closing date for receipt of applications.

2. Candidates belonging to General, OBC, OBC(Minorities) categories are required to pay a non-refundable application fee of **Rs.100/- (Rs. Hundred only)** by Demand Draft drawn in favour of **All India Management Association** payable at **New Delhi**. Name of the candidate should be neatly indicated on the reverse of the demand draft. The application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/selection. SC/ST/Ex-SM/PH candidates are exempted from payment of above fees provided they attach a self- attested copy of SC/ST/Ex-SM/PH certificate as applicable, issued by the Competent Authority at the time of submitting hard copy of the application form.
3. The application complete in all respect alongwith the required Demand Draft and self-attested copies of the testimonials/documents in support of educational qualification, age and experience etc. should be sent by ordinary post to **Post Box No 3076, Lodhi Road, New Delhi – 110003** so as to reach **on or before 07.09.2013** in a sealed envelope super scribed "Application for the Post....." on the top left hand corner. In respect of candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K state, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andman & Nicobar Islands or Lakshadweep, the last date for receipt of **application is 13.09.2013**.
4. Candidates belonging to SC/ST/OBC/OBC(M) should furnish the self-attested copy of the caste certificates issued by the Competent Authority to that effect. Candidates belonging to OBC and OBC(M) category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government of India, issued by Competent Authority for appointment to the posts under Government of India or for Central Government PSU.
5. Please note that the candidature of candidate shall be cancelled if he/she submits more than one application forms for the same post.
6. 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.
7. Application received late/incomplete will be rejected. The management will not be responsible for any postal delay/loss of document during the transit. No correspondence in this regard will be entertained. The Management 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

1. The scales of pay for the posts at Sl. No. 2&3 are presently on CDA pattern of pay scales but shall be changed to IDA pattern of pay scales soon.
2. Candidates called for interview will be entitled reimbursement of train fare (to and fro) from the place of their mailing address to the place of interview by sleeper class.
3. The management reserves the right to call only those candidates, who according to it's decision 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 management reverses the right to restrict/short list the candidates to be called for written test/typing test/interview based on merit in particular trade/qualification.
4. The post 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.

5. Those already working in Central Government/State Government PSU/Corporation must apply through proper channel in the prescribed form. 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.
6. Application that are not in conformity with the requirements indicated in this advertisement, incomplete application and those received after the last date as also applications not accompanied with requisite demand draft will not be entertained.
7. 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 the organization as directed.
8. Management reserves the right to call for any additional documentary evidence in support of educational qualification & experience of the applicant.
9. Canvassing in any form will be a disqualification.
10. Any dispute with regard to recruitment against this advertisement will be within the jurisdiction of Delhi/NCR Court only.
11. Person who has been dismissed from the service of any Govt./PSU/CPSE organization need not apply.
12. Before applying for the posts, the candidate must ensure that he/she is eligible according to the eligibility criteria as stipulated above. If the candidate found not eligible, his/her candidature will be cancelled at any stage of the recruitment. Please note that even if the candidate qualify in the written examination/typing test/interview and subsequently it is found that he/she do not fulfill the eligibility criteria, his/her candidature will be cancelled.

Documents to be attached with application (self-attested photocopies)

1. Self-attested copies of testimonials/certificates.
2. Self-attested copy of Matric/10th Class certificate should be enclosed as a proof of age.
3. Self-attested caste/tribe certificate (for SC/ST/OBC/OBC(M), as applicable).
4. Self-attested copy of disability certificate (in case of PH candidate) in the prescribed format issued by the Competent Authority and Ex-serviceman Certificate issued by the Competent Authority.
5. All self-attested copy of certificates/testimonials in respect of qualification (all semesters) year-wise marks sheet and degree certificate starting from matriculation onward.
6. Experience certificate document, if any, issued by the employer in support of experience details mentioned in the application form.
7. Candidate serving in Government/Semi Government/public Sector/Corporation should submit their application through proper channel.
8. Demand Draft of ₹ 100/- (Non- refundable) in favour of **All India Management Association** payable at **New Delhi** payable at Delhi/New Delhi.
9. Recent passport size colored self-attested photographs (four). Two should be firmly pasted on the application form and two should be attached with it. The candidates are advised not to change their appearance till the recruitment process is complete, failure to produce the same photograph at the time of interview, may lead to disqualification.

**INDIA GOVERNMENT MINT
(A UNIT OF SPMCIL)
[WHOLLY OWNED BY GOVT. OF INDIA]
D-2, Sector-1, Noida – 201 301**

EMPLOYMENT APPLICATION FORM

1. Name of the Post
2. Name of the candidate
3. Father's Name
4. Date of Birth
Date as on _____ (DD MM YY)
5. Permanent Address
6. Address for correspondence
7. Phone number (office)
(Residence)
Mobile
Fax
e-mail
8. Religion
9. Nationality
10. Whether belonging to SC/ST/OBC/Ex-serviceman/physically handicapped
11. Details of Educational/Professional Qualifications from matriculation onwards:

Passport size
photo

S.No.	Details of Exams	Year of passing	subject	Marks	Board/University

12. Details of experience (in Chronological order)

Name of Organization	Position held	Period from to	Total Emoluments with Pay & Pay Scale	Brief description of duties

13. Whether any relative already working with SPMCIL, if yes, specify the relationship.

14. Details of Training

Name of Course	Institute	Contents

15. Details of Bank Draft for Rs.100/- :

Name of Bank _____ DD. No. _____

16. Copies of Certificate/testimonial enclosed.

DECLARATION:

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.

Date:

Place:

(Signature of the Candidate)

(To be filled by Authority forwarding the application)

1. Certified that the particulars furnished by the candidate has been checked from available records and found correct.
2. No Vigilance case is pending or being contemplated against the candidate. There is nothing in the CR dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.
3. His integrity is beyond doubt.
4. No major/minor penalties have been imposed during the last ten years.
5. There is no objection from cadre clearance.

Signature_____

Name & Designation _____

Office Address _____

Telephone No. _____