

# Security Printing and Minting Corporation of India Ltd.

भारत सरकार के पूर्ण स्वामित्वाधीन  
Wholly Owned by Govt. of India

Advt. No. 03/2018-OP

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 Nashik, Dewas and Hyderabad and a high quality currency paper manufacturing mill at Hoshangabad.

With the above background, the Company is looking forward to recruit high caliber and talented professionals having potential to strengthen Official Language Wing of SPMCIL and accordingly invites applications for the following post:

Name of the Post	Level	Scale of Pay (IDA)	Total Post (No.)	Maximum Age (As on 10.09.2018)
Hindi Translator	S-1	Rs. 26000-100000	1-UR	30 years

### Hindi Translator: (S-1 Level)

**Essential Qualification:** 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 Qualification :

- Knowledge of Sanskrit and/or any other modern Indian language.
- Proficiency in working on Computers in Hindi language.

### How to Apply:

- The application should be submitted in the Proforma given in the advertisement, preferably type written.
- The outer cover should be superscribed as "Application for the Post of \_\_\_\_\_".
- A non-refundable Bank Demand Draft for Rs. 100/- drawn in favour of "Security Printing and Minting Corporation of India Ltd", payable at New Delhi is to be enclosed. Candidates are advised to write their name and post applied on the reverse side of the Demand Draft. **No application fee need to be paid by the candidates belonging to SC/ST/Physically challenged category.**
- The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience.
- Duly completed application should be sent to the Dy. General Manager(HR), Security Printing & Minting Corporation of India Ltd., 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001 through **registered/speed post only on or before 10.09.2018**. Applications received late/incomplete will be rejected. SPMCIL Management will not be responsible for any postal delay/loss of documents during transit.
- Applications without self-attested photocopies of supporting documents in respect of age, education qualification, experience and requisite application fee will be rejected without any information to the applicants.

### General Conditions:

- Only Indian Nationals are eligible to apply.
- Mere conformity to the job requirement will not entitle a candidate to be called for written test. Management reserves the right to reject any application without assigning any reason and to raise the eligibility standard criteria to restrict/regulate the number of candidates to be called for written test. The recruitment process can be cancelled/suspended/terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.
- Selection Process:** The process of Interview has been dispensed with and merit list shall be prepared only on the basis of performance in written test. The written test comprises of two (02) papers for duration of two (02) hours.

Paper	Subject	No. of Question	Marks	Duration
Paper - 1 (Objective)	General Hindi	25	25	60 minutes
	General English	25	25	60 minutes
Paper - 2 (Translation)	Hindi To English	25	25	60 minutes
	English to Hindi	25	25	60 minutes
Total		100	100	120 minutes

- Applications that are not in conformity with the requirements indicated in this advertisement or incomplete applications will not be entertained and will be rejected.
- Wherever applicable, candidates should send their application through proper channel. The employees of Central/State Govt./PSUs/Autonomous Bodies, etc. should apply through proper channel or shall produce NOC at the time of written test.
- Age relaxation:** The upper age limit specified in the advertisement is for general candidates from the open market. No relaxation in upper age limit is permissible to SC/ST/PH candidates applying for UR vacancies.

- For PH Category, only such candidates would be eligible who suffer from not less than 40% of disability and candidate who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by the Competent Authority in the prescribed format as per the directives of Govt. of India
- The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle applicants to be called for Written Test.
- The **cut-off date** for reckoning maximum age limit, qualification and experience would be the last date of submission of application i.e. **10.09.2018**. The cut-off date for determining all eligibility criteria i.e. 10.09.2018 would remain same even if the last date for submission of application is extended for administrative/technical reasons.  
**In case of internal candidates, there shall be no age bar for those who fulfill the essential qualification and experience provided they have at least three years of service left on the date of the advertisement.**
- SPMCIL reserves the right **NOT** to select a candidate for a post, if suitable candidate is not found.
- Appointment of the candidate in the SPMCIL will also be subject to Medical fitness, satisfactory reference check, verification of the Character & Antecedents and execution of bond for Rs. 2 lacs to serve the company for a minimum period of three years".
- Allowances such as perquisites, HRA, medical reimbursement, performance related pay, Gratuity, Leave encashment, Advances etc. are admissible as per the rules of the Company
- Management reserves the right to call or not to call any/all candidates who have responded against this advertisement.
- SPMCIL Management reserves the right to fill up the post or increase/decrease the number of posts or even to cancel the whole process of recruitment without assigning any reasons thereof.
- No correspondence will be entertained about the outcome of the applications.
- At present the place of posting is Corporate Office, New Delhi but liable to be transferred to any of the Units of SPMCIL as per the requirement.
- All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Delhi only.
- Wrong declaration/submission of false information or any other action contrary to the law shall lead to cancellation of the candidature at any stage.
- Canvassing in any form will be a disqualification.

Dy. General Manager(HR)

### Security Printing and Minting Corporation of India Ltd.

(Wholly Owned by Government of India)

16th Floor, Jawahar Vyapar Bhawan, New Delhi-110001

www.spmcil.com

### Employment Application Form

Advt.No. 03/2018-OP

- Name of the Post
- Name of the candidate
- Father's Name
- Date of Birth  
(Age as on 10.09.2018 - DD MM YY)
- Permanent Address
- Address for correspondence
- Phone numbers (Office)  
(Residence)  
Mobile  
Fax  
E-mail
- Religion
- Nationality
- Whether belonging to SC/ST/OBC/Minority/  
Ex-serviceman/Physically Handicapped
- Details of Educational Qualifications starting from requisite professional qualification to matriculation:

Recent Passport  
Size Photo

S.No.	Details of Exams Passed (whether through regular/ correspondence courses)	Year & Month of Passing	Subject	Div. / Class and % of marks Obtained	Name of the University/ Institution

### 12. Details of Experience starting from latest employment:

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

**Continued from page 16**

13. Whether any relative already working with SPMCIL. If yes, specify the relationship.
14. Details of Computer knowledge & Experience.
15. Details of Training to your profession attended.

Name of Course	Institute	Contents

16. Details of Bank draft for Rs.100/- :

Name of Bank..... DD No. .... Date .....

17. Copies of Certificates/testimonials enclosed.

1. 3.
2. 4.

**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.