

**BANK NOTE PRESS, DEWAS – 455 001 (MP)**

(A Unit of Security Printing & Minting Corporation of India Ltd" (SPMCIL))

Miniratna Category 1 CPSE

Wholly owned by Government of India

ISO 9001 & ISO 14001 Certified Unit

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No. : **BNP/E/3/2012-I**

Date: **23 May 2015**

Bank Note Press, Dewas (MP) is one of the nine units under the "Security Printing and Minting Corporation of India Limited" (SPMCIL), a miniratna Category-I Public Sector Enterprises Company wholly owned by Government of India, Incorporated on 13.01.2006 under the Companies 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 its registered and corporate Office at JawaharVyapar Bhawan, Janpath, New Delhi. It has four Minting Units at Mumbai, Kolkata, Hyderabad, Noida, four Currency/Security Printing Presses at Nashik, Dewas and Hyderabad besides a high quality paper manufacturing Mill at Hoshangabad.

Application are invited from the Indian Citizen for the under mentioned post, which are temporary but likely to continue. Duly filled in (on line) applications should reach the "Post Box No 3076, Lodhi Road, New Delhi-110003" within twenty one days from the date of publication of this advertisement.

PROJECTED VACANCIES						RESERVATION STATUS					
Sr. No	Name of the post	Level	No. of Posts	Scale of Pay**	Age	UR	SC	ST	OBC	PWD	Ex-SM
1	Junior Office Assistant	W-3	25	₹5200-20200PB-1, Grade Pay – ₹2000(CDA)	28 Years	12	4	2	7	1	2

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

Eligibility

QUALIFICATION & EXPERIENCE:**JUNIOR OFFICE ASSISTANT**

***ESSENTIAL:** Graduate with atleast 55% marks and computer knowledge with typing speed in English @ 40 wpm / Hindi @ 30 wpm

DESIRABLE: Proficiency in Office Assistance.

* Note : Essential qualification must be fulfilled by the candidate otherwise his candidature will be summarily rejected.

FULL FORM OF ABBREVIATIONS (LEGENDS):-

UR =Un-Reserved	SC =Scheduled Caste	ST = Scheduled Tribe
OBC = Other Backward Class	Ex-SM = Ex-Serviceman	PWD = Person with Disability

OH=Orthopedically Handicapped	VH=Visually Handicapped (Low Vision)	HH= Hearing Handicapped
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NOTE:Posts reserved for PWD 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 consists of Written Test, Typing Test on Computer and Interview. The venue & schedule of Written Test will be intimated to individual applicant along with the Admit Card. The same will also be placed on the website link <https://jobapply.in/bnpdewas>

The written test will consist of objective type questions on English, Hindi, General Awareness and General Aptitude. The Written Test, Typing Test and Interview will be conducted at Bhopal. On the basis of performance in the written test, candidates will be shortlisted for the Typing Test.

Age Limit:28 years as on cut off date for submission of application i.e. twenty one days from the date of publication of this advertisement.

RELAXATIONS FOR AGE LIMIT :

Upper age limit relaxation is given as under:

1. Upto a maximum of 5 years for SC/ST candidates.
2. Upto a maximum of 3 years for candidates belonging to OBC.
3. Upto a maximum of 10 years if the candidate is a PWD.
4. For candidates belonging to SC/ST who are PWD, the maximum age relaxation is 15 years.
5. For candidates belonging to OBC who are PWD, the maximum age relaxation is 13 years.
6. Upto a maximum of 3 years (8 years for SC/ST and 6 years for OBCs candidates) for Ex-Servicemen. This is in addition to the period of their service in the Defence force. However, they should not have crossed 50 years of age.
7. Relaxation in the case of govt. Servants as per orders and instructions in force by the central Govt.
8. Upto 40 years in the case of departmental candidates (in case of SC/ST 45 years).
9. For any other category, the age relaxation as per Govt. rules as promulgated from time to time.

HOW TO APPLY: To apply follow the steps given below:

1. **Candidates can submit their applications by ONLINE MODE only as per details given below:**

→ **Online Application** can be submitted on the website <https://jobapply.in/bnpdewas>

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-110 003** 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 within twenty one (21) days from the date of publication of this advertisement.

2. A non-refundable Bank Demand Draft of ₹100/- (Rupees One Hundred Only) drawn in favour of General Manager, Bank Note Press, Dewas payable at State Bank of India, BNP Branch, Dewas (M.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 needs to be paid by the candidates belonging to SC/ST/Physically challenged category.

3. The auto generated application should be accompanied with attested copies of certificates in support of educational qualification, age and experience. Candidates belonging to SC/ST/OBC should furnish the attested copy of the caste certificates issued by the Competent Authority to that effect. OBC (Non-creamy layer) candidates are also required to submit a self-undertaking to that effect.
4. Please note that the candidature of candidate shall be cancelled if he/she submits more than one application forms for the same post, hence, application can be submitted, by a candidate only once.
5. Please note that essential qualification must be fulfilled by the candidate otherwise his candidature will be summarily rejected.
6. Duly completed application should be sent by ordinary post to reach the **“Post Box No. 3076, Lodhi Road, New Delhi-110 003”** within 21 days from the date of publication of this advertisement. Application received late/incomplete will be rejected. Bank Note Press management will not be responsible for any postal delay/loss of document during the transit. No correspondence in this regard will be entertained. Bank Note Press, Dewas 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 are presently on CDA pattern of pay scales but shall be changed to IDA pattern of pay scales soon.
2. No travelling allowances will be paid to the candidates (except SC & ST candidates) for appearing in the Written Examination/Typing Test /Interview. However, for SC/ST candidates, Travelling Allowance, only Sleeper class (Non AC) 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.
3. The General Manager, Bank Note Press, Dewas 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/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 particular post 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. The place of posting is normally Dewas (M.P.) but transferable to any of the Units of SPMCIL as decided by competent authority.
7. 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.
8. There shall be Written Test / Typing Test on Computer / Interview in the relevant field including English, Hindi, General Awareness and General Aptitude wherever necessary. The medium of question papers for written test shall be English and Hindi. The Decision of Bank Note Press Dewas in all matters regarding eligibility, conduct of written examination, Typing Test on Computer /Interview and selection will be final and binding on the candidates and no correspondence will be entertained in this regard.
9. 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 BNP in Printing, Control, Ink Factory, Workshop, Office,

Hospital as Directed and also have to perform the duties of higher / lower posts as per the requirement of the organization.

10. For Security reason, the selected candidates are required to stay in the BNP colony and the Quarter will be allotted as per their entitlement depending on the availability.
11. Management reserves the right to call for any additional documentary evidence in support of educational qualification & experience of the applicant.
12. Canvassing in any form will be a disqualification.
13. Person who has been dismissed from the service of any Govt./PSU/CPSE organization need not apply.
14. Before applying for the posts, the candidate must fulfill the essential eligibility criteria as stipulated above. If the candidate found not eligible, his/her candidature will be cancelled at any stage of the recruitment and selection process. 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, at any point of time and no correspondence will be entertained in this regard.
15. Any dispute arising out of this recruitment process shall be subject to Dewas jurisdiction only.

Documents to be attached with application (photocopies):

1. Higher Secondary or High School Examination certificate in support of the date of birth.
2. Copy of certificate of Graduation/Post Graduation/Technical Qualification with each final mark sheet.
3. Experience certificates.
4. Copy of caste certificate, duly attested (incase of reserved category candidates).
5. Copy of domicile certificate, duly attested in case of candidates applying for reserved posts.
6. Candidate serving in Government/Semi Government/public Sector/Corporation should submit their application through proper channel.
7. Demand Draft of ₹ 100/- (Non- refundable) in favour of General Manager, Bank Note Press, Dewas payable at State Bank of India, BNP Branch, Dewas (M.P.).
8. Recent passport size photographs (two)
9. Certificate by the employer as per Performa enclosed with the Application form, if applicable.
10. Certificate from authorized Medical Officer /Board in case of PWD candidate.