



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
भारत सरकार के पूर्ण स्वामित्वाधीन
WHOLLY OWNED BY GOVT. OF INDIA

Advt. No.06/2023

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. SPMCIL is engaged in the manufacture/ production of Currency and Bank Notes, Security Paper, Non-Judicial Stamp Papers, Postal Stamps & Stationery, Travel Documents viz. Passport and Visa, Security certificates, Cheques, Bonds, Warrant, Special Certificates with security features, Security Inks, Circulation & Commemorative Coins, Medallions, Refining of Gold & Silver, and Assay of Precious Metals.

SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance having its registered and Corporate Office at 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, besides a high quality Paper manufacturing mill and Currency Paper manufacturing Unit at Narmadapuram.

The Company is looking forward to recruit high caliber and talented personnel in the Organization as **Secretarial Assistant** for its Corporate Office, New Delhi and accordingly invites applications for the following posts:

S.No.	Name of the Post	Level	IDA Pay Scales (3 rd PRC)	Total Numbers of Post(s)	Maximum Age (As on 30.09.2023)
1.	Secretarial Assistant	B-4	Rs.23910-85570 [#]	2 (2-UR)	28 years*

UR: Unreserved

*Age Relaxation as per rules

[#] Allowances such as HRA, medical reimbursement, Gratuity, etc. are admissible as per the rules of the Corporation.

Job Requirement: To provide secretarial assistance and other official work as and when required

Date and Time of Commencement of Online Applications: 01.09.2023

Last Date and time of Submission of Online Applications with fees: 30.09.2023

Examination: The date will be informed on website

I - ELIGIBILITY CRITERIA (As on 30.09.2023):-

Secretarial Assistant at B-4 level-

Essential Qualification: Full time graduation with at least 55% marks, computer knowledge with Stenography @ 80 wpm and Typing @ 40 wpm.

Maximum Age: 28 years

AGE LIMIT

- i. The upper age limit specified in the advertisement is for **unreserved** candidates from the open market.
- ii. Age relaxation to **Persons with Disability (PwDs)**: Age relaxation of 10 years for appointment is allowed to PwBD persons and other specified disabilities as per Central Govt. rules. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more.
- iii. Relaxation in upper age limit to Ex-Servicemen will be applicable as per Government of India rules.
- iv. Computation of age, minimum post-qualification experience and qualification shall be as on **closing date of the application i.e. 30.09.2023**.
- v. Age shall not be a bar for the in-service SPMCIL employees who fulfill the essential criteria provided they have
 - a. at least three years of service left **AND**
 - b. rendered minimum length of 5 years services in SPMCILas on the closing date of application process.
- vi. **No relaxation in upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.**

II – SELECTION PROCEDURE

Selection process will consist of **Phase-I & Phase-II**.

- i. **Phase-I** comprises of Skill Test & Typing Test for the post as detailed below which will be **of qualifying nature**:
 - a. Duration of Shorthand Test: 50 minutes (10 minutes for Dictation and 40 minutes for Transcription)
Criteria: 80 words per minute
 - b. Typing Test at the speed of 40 wpm of 10 minutes
- ii. **Phase-II** - Computer Based Test (CBT) of only those candidates who qualify Skill Test. The merit will be drawn based on the marks obtained in the Computer Based Test (CBT), the multiple choice questions of CBT will be bilingual (i.e. Hindi and English both except the language section which will be available in respective language only) and the section-wise distribution will be as following:

- The objective type multiple choice question Computer Based Test (CBT) will consist of following components-

S.No	SECTION	No. OF QUESTIONS	MARKS
1.	Mental Ability Test: General Intelligence and Aptitude, Reasoning, Problem Solving, Situation Judgment, Arithmetic	50	100
2.	General Awareness, General Science	25	75
3.	English Language, Comprehension Passage, Grammar	25	75
	TOTAL	100	250
<ul style="list-style-type: none"> • Each objective type question will have four answer options. • There will be 25% negative marking for every wrong answer. • The duration of test will be 2 hours (2 hours and 40 minutes for the candidates eligible for scribe). There is no sectional time. 			

III - HOW TO APPLY

Applications must be submitted through ONLINE mode only and no other mode of application will be accepted. For detailed instructions relating to the application form and how the application is to be submitted or payment is to be made, the candidates may click on the “**Career**” link on the **SPMCIL** website www.spmcil.com and click on option “**APPLY HERE**” against the advertisement **Advt. No.06/2023** and fill in the application form. Please refer to “**Guidelines to Apply Online**” given on the website for details regarding remittance of Application Fee through the Payment Gateway. **Candidates can apply online only from 01.09.2023 to 30.09.2023.**

IV - EXAMINATION FEES AND INTIMATION CHARGES

Fee of Rs.400/- (Non-Refundable) for candidates belonging to UR/EWS/OBC Categories (including Ex-Servicemen) is applicable. Intimation charges of Rs.100/- (Non-Refundable) for candidates belonging to PWD/SC/ST Categories are applicable. Payment in any other manner will not be accepted and the applicant will also not be eligible

V - DOWNLOAD OF ADMIT CARD

- i. Applicants who have registered online will be allowed to download online admit cards for the examination(s) – Phase-I & Phase- II, on the basis of the information furnished in the online application. **No separate admit cards will be sent by post.** No detail scrutiny will be carried out at the time of issuing admit cards online. The admit cards can be downloaded from the Company’s website www.spmcil.com.
- ii. The exact date, session reporting time of the examinations (Phase-I & Phase-II) will be mentioned in the admit card. The examination will be conducted in venue given

in the respective admit card. The applicants are requested to keep checking the Company's website www.spmcil.com for any change in the examination date/other information.

- iii. **IDENTITY VERIFICATION:** In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/Aadhar Card/Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Aadhar card/ E-Aadhar Card with a photograph/ should be submitted to the invigilator for verification. The candidate'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 candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are not valid id proof.
- iv. The Skill test and Computer Based Test (CBT) will be conducted at centers in and around **Delhi NCR**.
 - a. No request for change of centre/venue/date/session for Examination shall be entertained.
 - b. SPMCIL however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
 - c. SPMCIL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
 - d. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and SPMCIL will not be responsible for any injury or losses etc. of any nature.
- v. **CANDIDATES REPORTING LATE** 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.

VI - GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the Computer Based Test (CBT), subject to limits as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
 - The scribe may be from any academic stream.
 - Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
 - During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
 - Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
 - Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- (i) **Guidelines for Candidates with loco motor disability and cerebral palsy-**
 A compensatory time of **twenty minutes per hour** or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).
- (ii) **Guidelines for Visually Impaired candidates-**
 Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

VII - GENERAL CONDITIONS

1. Only Indian Nationals are eligible to apply.
2. Admission to the Skill Test/Online written examination will be purely provisional without verification of Age/qualification/experience/category etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfils the eligibility criteria and that 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 information, his/her candidature will be cancelled. 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.
3. Appointments of selected candidates will be subject to his/her being declared medically fit by Company Medical Officer, 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 of the Company.
 4. 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.
 5. Selected candidates are liable to be posted to any of the Units/Corporate Office of SPMCIL.
 6. Persons with Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificate at the time of verification or on any date after being advised about the same.
 7. Mere conformity to the job requirement will not entitle a candidate right to employment. Management reserves the right to reject any application without assigning any reason and to raise the eligibility standard advertisement criteria to restrict/regulate the number of candidates. 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.
 8. Applicants already in service of Govt./Quasi Govt. Organizations, Public Sector Banks/Undertakings and Autonomous Bodies will have to submit No Objection Certificate from their Employer at the time of document verification.
 9. **Probation:** The selected candidates will be placed on probation for a period of one year. The probation period may be extended further for maximum 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 services will be liable for termination.
 10. The vacancies advertised are tentative and may increase/decrease as per organizational requirement.
 11. Travelling and other expenses shall be borne by the candidate themselves for appearing in the examination (i.e. Skill Test and CBT).
 12. Persons who have been dismissed from the service of any organization need not apply.
 13. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
 14. Applicants are advised in their own interest to apply online 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. SPMCIL takes no responsibility for applicants not being able to submit their application online within the last date on account of aforesaid reasons or any other reasons beyond the control of SPMCIL.

15. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
16. The Company's 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 www.spmcil.com .
17. **Any corrigendum/addendum to this advertisement will be displayed only on the Company's website www.spmcil.com .** Therefore applicants are advised to keep checking the Company's website for any update.
18. Decision of SPMCIL in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the SPMCIL in this behalf.
19. All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Delhi only.

VIII. IMPORTANT INSTRUCTION FOR SKILL/TYPING TEST

A) Criteria for Calculation of Typing Speed and Error-

I. The Criteria for evaluation of typing speed & error is illustrated below as –

Note: 1 word = 5 key strokes, 1 error = 5 key strokes.

Net Speed (WPM) = [(Gross Strokes - Error Hits) / 5] / Total Test Time (Min).

Duration: 10 min.

Gross Strokes = Total Strokes Typed in 10 Min. e.g. 2000.

Words Typed = (2000/5) = 400.

Gross Speed = 400/10 = 40 WPM.

II. Criteria for Calculation of Error

Mistakes / Error Strokes = 250.

Error Words = 250/5= 50.

Net Errors = 50/10 = 5 WPM.

Net Speed = 40 – 5 = 35 WPM.

B) Percentage of Error allowed -

i. Relaxation of 5% error.

Manager (HR)

Date: 01.07.2023
