



Bharatiya Reserve Bank Note Mudran Private Limited
(wholly owned subsidiary of Reserve bank of India)

Advt. No. 3 / 2013

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL/Company), a wholly owned subsidiary of Reserve Bank of India presently having its presses at Mysore in Karnataka and Salboni in West Bengal with Corporate Office at Bangalore invites applications from willing candidates for the posts of **Assistant Manager** in the Company. Applicants are advised to apply Online between 19/11/2013 to 09/12/2013 only through the Company's website at www.brbnmpl.co.in under the page "**Careers**". Applicants may apply after carefully going through all the instructions given in this advertisement. No other means/mode of application will be accepted.

Before applying applicants should ensure that they fulfill all eligibility criteria as mentioned in the advertisement for the post. Company will take up verification of eligibility with reference to the original documents only after they have qualified for interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. **Applicants who do not fulfill the age, minimum educational qualification & experience as on 1st November 2013 are not eligible and need not apply for the post.**

Important Dates:

Opening of website link for applying Online application.	19/11/2013 to 09/12/2013
Payment of fees in online mode	19/11/2013 to 09/12/2013
Tentative date of Written examination which will be conducted " Online " at selected centres	25/01/2014

1. VACANCIES/RESERVATION

i) Indicative number of vacancies proposed to be filled up for the post of **Assistant Manager** is as detailed below.

Name of the Post	No. of Vacancies				Total
	SC	ST	OBC	UR	
Assistant Manager	6	3	11	22	42

The number of vacancies as also the number of reserved vacancies mentioned above are provisional and may slightly vary according to the actual requirement of BRBNMPL.

ii) Reservation for Scheduled Caste (SC) / Scheduled Tribe(ST) /Other Backward Class(OBC) / Persons with Disabilities(PWD) / Ex-Servicemen categories are applicable as per extant **Government of India** orders.

iii) Out of the above, 2 vacancies are reserved for Persons with Disability of Orthopaedically Handicapped (OH) / Hearing Impaired (HI) categories only.

Under Section 33 of the Persons with Disabilities (Equal Opportunities Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant Disability and are certified by the Competent Authority in the prescribed format.

Orthopedically Handicapped (OH)

- "Locomotor Disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- "Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All these cases of Orthopaedically Handicapped persons would be covered under the category of "Locomotor disability or cerebral palsy".

Note : Candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the examination. They may go through the relevant guidelines and procedure for using a scribe on the Company's website.

Hearing Impaired (HI)

"Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

2. QUALIFICATION & EXPERIENCE: As on 1st November 2013

For External candidates

B.Tech / B.E. / AMIE (Certificate issued by the Institute of Engineers, Kolkata) with 60% marks in the aggregate (55% marks in aggregate for SC/ST candidates) from a Government-recognized Institute/ University in Mechanical / Electrical / Electronics / Printing Technology branches of engineering. They should have two years post-qualification experience in production/ manufacturing unit.

For Internal Candidates (BRBNMPL)

Should have passed in B.Tech / B.E / AMIE (Certificate issued by the Institute of Engineers, Kolkata) in any branch of engineering from a Government recognised University / Institute and should have put in atleast two years of service in the Company.

OR

Should have passed Engineering Diploma in any discipline from a Government recognised University / Institute and should have put in atleast ten years of service in the Company.

Note: i) All educational qualifications must have been obtained from recognised universities/institutions and course approved by the Govt. If grades are awarded instead of marks, applicants should clearly indicate its numerical equivalent so as to check the eligibility percentage. In the absence of such information applications are liable for rejection.

ii) Ex-Serviceman applicants should apply if they have post qualification experience of two years as per their eligible qualification as above in a Production/ Manufacturing unit only. For this a copy of the specific certificate on the letter head of the employer that they have worked in Production/Manufacturing Unit shall be required at the time of interview.

3. AGE - As on 1st November 2013

Not more than 31 years.(i.e Applicants born on or after 2.11.1982 are only eligible to apply)

Upper age limit is relaxable as under:

- a) Upto a maximum of 5 years in respect of SC / ST applicants;
- b) Upto a maximum of 3 years in respect of OBC(Non-creamy Layer) applicants;
- c) Upto a maximum of 10 years if the candidate is a physically handicapped person. For candidates belonging to SC/ST/OBC (Non-creamy Layer) who are physically handicapped, the maximum age relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided as above;
- d) In case of Ex-Servicemen it shall be relaxed by the length of Military Service increased by 3 years subject to the condition that the
 - i) continuous service rendered in the Armed forces by an Ex-Serviceman is not less than 6 month after attestation of his antecedents and
 - ii) that the resultant age after deducting his period of service from his actual age doesn't exceed the prescribed age limit by more than 3 years.

However, they should not have crossed 50 years of age all inclusive as on the date above. Applicants claiming age relaxation under this paragraph would be required to produce a certificate in the prescribed proforma to the Company that he/she has been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency from the Defence Forces.

e) Upto a maximum of 5 years to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989

Note : i) Ex-Servicemen who have already secured regular employment under the Central Government in a Civil Post or Service are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Government. However such candidates will not be eligible for the benefit of reservation, if any, for Ex-Servicemen in the Company's services.

ii) A certificate for Ex-Servicemen should be signed by the appropriate Authority specified below and should also specify the period of Service in the armed forces; In case of JCOs/ORs and equivalent rank of navy and air force – Army : By concerned regimental record office, Navy : Naval records, Mumbai, and Air Force : Air force record, New Delhi.

f) Internal candidates (BRBNMPL) – No upper age limit

4. EXAMINATION FEES:

Rs.300/- for all applicants.

Rs. Nil - SC/ST/PWD/ Internal (BRBNMPL) applicants.

The applicants (wherever applicable) have to pay the application fees of Rs. 300/- online as per the method explained in para **9 (V)**. Transaction charge (if any) levied by the bank for the payment of above application fees is to be borne by the candidates. Payment in any other manner will not be accepted and the candidate will be considered not eligible. Candidates paying lesser fees will also be not eligible. Fees once paid will not be refunded or kept in reserve for future exam/selection.

5. PAYSACLE:

Pay Band Rs.15050–41760 with Grade Pay of Rs. 5520/-. The selected candidates in Assistant Manager Grade will be placed on probation for a period of one year on a Pay of Rs.15050 + Grade Pay of Rs.5520 per month in the Pay Band of Rs.15050-41760. The initial gross monthly emoluments, including Dearness Allowance at Central Government rate (presently 90%) at the Basic Pay of Rs.20570/- (Pay + Grade Pay) is Rs.39000/- (approx.). In addition to the above, they are also eligible for food vouchers and conveyance allowance as per the rules of the Company. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. On satisfactory completion of Probation period, employee will be confirmed in the services of the Company.

6. ACCOMMODATION:

All the selected candidates on appointment will be eligible for allotment of Quarters as per the allotment rules of the Company subject to availability.

7. CAREER GROWTH PROSPECTS:

The Company also has Time Bound Promotion Scheme for Assistant Manager and Personal Promotion Scheme in other officer grades.

8. SELECTION PROCEDURE

i) Selection for the posts will be done through written examination which will be conducted “**Online**”, and will be of objective type. This will be followed by a personal Interview of candidates who qualify in the written examination and are short listed for interview.

ii) The Objective type of written examination will consist of i) tests on Reasoning & Analytical Ability, ii) Quantitative Aptitude, iii) General English and iv) General Awareness. All these tests except General English will be in bilingual form i.e. Hindi & English and the applicant have to choose one medium to answer.

iii) In the Selection process, an applicant has to secure minimum marks in each of the tests and rank sufficiently higher to be called for interview. The minimum marks will be decided by the Company based on the performance of the applicants in the written examination. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the written examination and personal interview will not entitle an applicant to appointment in the Company.

iv) The written examination will be held tentatively on **25th January 2014**. The exact date, session, reporting time of examination will be mentioned in the call letter which is to be downloaded by the candidates from the Company's website as per para 10 (ii). The candidates are requested to keep checking the Company's website for any change in the examination date. The candidates will have to take the examination on the date and time as indicated in the call letter at their own cost.

v) The written Examination will be conducted at the following centres:

1) Ahmedabad 2) Bangalore 3) Bhopal 4) Bhubaneswar 5) Chennai 6) Guwahati 7) Hubli 8) Hyderabad 9) Jaipur 10) Kolkata, 11) Lucknow 12) Mumbai 13) Mysore 14) New Delhi 15) Patna 16) Ranchi 17) Raipur 18) Siliguri 19) Thiruvananthapuram

vi) All applicants will have to appear for the written examination at their own risks and Company will not be responsible for any injury or losses etc. of any nature while attending the examination.

vii) Applicants should select only one centre. Choice of centre once exercised by the applicant will be final. Request for change of centre will not be entertained. If sufficient number of applicants does not opt for a particular centre for written examination, the Company reserves the right to allot any other centre to those applicants. The Company reserves the right to cancel any of the centres and/or add some other centres depending upon the response, administrative feasibility etc. The Company also reserves the right to allot the applicants to any of the centres other than the one he/she has opted for.

viii) Admission to the written examination will be purely provisional without verification of age/qualification/experience/category (SC/ST/OBC/PWD/ExS) 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 detected at any stage that a applicant does not fulfill 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 is /are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.

ix) Applicants who have registered Online and have paid the requisite application fees (wherever applicable) will be allowed to download Online call letters for the written examination on the basis of the information furnished in the Online application. No detail scrutiny of application will be carried out at the time of issuing call letters Online. The call letters can be downloaded from the Company's website www.brbnmpl.co.in about 10 days before the exam date. Applicants will be intimated by email / sms to the email id and mobile number as given by them in the online application form at an appropriate time. However, applicants should keep checking the above website for latest updates.

9. HOW TO APPLY :

I) Eligible applicants are required to only apply Online after carefully going through the instructions contained in the advertisement through the link provided on the Company's website www.brbnmpl.co.in which will lead them to the application form and **no other means/mode of application is acceptable**.

II) Applicants are required to have a valid personal email id for filling in the application. This email id should be valid for the duration of the recruitment process. The Company may send call letters for written examination, interview etc. through the email id filled in the application. Under no circumstances, he/she should share/mention email id to /or of any other person.

III) In case the applicant does not have a valid email id, he/she can create a new email id before applying online

IV) Applicant should also possess a currently valid proof of identity such as PAN card/Passport/Voter Id card/ Driving License/Aadhaar/permanent identity card issued by the present employer or any other valid proof of identification with a photograph.

V) Applicants should follow the steps given below for payment of Fees.

- i) Applicants should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature as per the guidelines explained on the Company's website.
- ii) Applicants to visit Company's website www.brbnmpl.co.in and open the link for filling the Online Application Form.
- iii) Fill the application carefully. In the event of the applicant not able to fill the data in one go, or wishes to cross-check it before submitting, he/she can save the data already entered. When the data is saved, provisional registration number and password will be generated by the system and displayed on the screen. Applicants should note down the provisional registration number and password. Email & SMS indicating the provisional registration number and Password will be sent. Applicants can reopen the saved data using provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, applicant should submit the data by pressing the SUBMIT button appearing on the application. No change/edit will be allowed thereafter. The registration at this stage is provisional. Please note that the registration process would be complete only on payment of fees(whenever applicable)
- iv) After ensuring the correctness of the particulars of the application form applicants are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.
- v) The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment will be borne by the applicants.
- vi) On successful completion of the transaction, e-receipt and application form will be generated; Applicants can take a printout for their record.
- vii) If the online transaction has not been successfully completed, Applicants may register again. Applicants may then revisit Online Application link and fill in their application details again and make payment online.
- viii) Amount of fees debited for unsuccessful transaction will be refunded to the candidate's account in due course.
- ix) An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

Note :

a) There is also a provision to reprint the eReceipt and Application form containing fee details, at later stage. **No other mode of payment of fees will be accepted.**

b) Applicants are advised to take a printout of the system generated application form by clicking on the print button in the online application window, paste a photograph below the scanned photograph and sign across. Applicant should also sign at appropriate places. Self-attested copies of the certificates pertaining to age, educational qualification i.e Copies of all the marksheets of all semesters/years and experience i.e Experience certificate on the letterhead of employer, discharge certificate in case of Ex Servicemen applicants, Disability certificate in case of PWD applicants should be submitted at the time of interview or if advised to submit on any date, after being shortlisted for interview on the basis of written examination results. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. in Online application, call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.

c) Applicants are advised in their own interest to apply on-line 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. BRBNMPL takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the BRBNMPL.

d) 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.

e) BRBNMPL shall not be responsible for any application made/wrong information provided by an unauthorized person / institution. Applicants are advised not to share/mention their application details with/to anyone.

f) An 'Information Handout' booklet will be made available to the applicants on the Company's website www.brbnmpl.co.in which may be downloaded along with the call letter for Online examination.

Important – In case of any difficulty experienced in submission of Online application and/or payment of fees, candidate may contact the helpline telephone number 1800222366 (Between 0930 hrs to 1800 hrs)

10. The applicants may note the following:

i) The SC/ST/PWD applicants claiming reservation in eligibility criteria should submit a photocopy of the Caste/Tribe/Disability Certificate issued by the Competent Authority **in the Government of India format** for claiming the benefits of reservation in Civil Posts and services for these categories **under the Government of India** at the time of interview or at any date after being advised about the same.

ii) The applicants belonging to OBC should submit a photocopy of the certificate issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes in Civil Posts and services **under the Government of India** at the time of interview or on any date after being advised about the same. The certificate, inter alia, must specifically state that the applicant does not belong to the socially advanced sections/Creamy Layer. The certificate should have been obtained from the Competent Authority. **The applicant should not belong to the socially advanced sections/Creamy Layer as on the last date of application.** The OBC applicants coming under 'Creamy Layer' will be treated as "GENERAL" category candidates and hence they should select their category in online application as 'GENERAL'. **It may be noted that only the castes/subcastes figuring in the Central List (Govt. of India) will be considered. Accordingly, OBC caste/Subcaste figuring in the concerned State list but not in Central List will not be considered under OBC category.**

iii) Persons with Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of interview or on any date after being advised about the same.

iv) Ex Servicemen applicants should keep a copy of discharge certificate. They should note that they are having post qualification experience in Production/ Manufacturing unit to be eligible for the post.

v) Applicants already in service of Govt. / Quasi Govt. Organisations, Public Sector Banks / Undertakings and Autonomous Bodies will have to keep a photocopy of the "No Objection Certificate" from their employer along with the printout of the application and submit the original for verification at the time of interview, if selected for the same. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in absence of which he will not be allowed to join the Company.

vi) Persons who have been dismissed from the service of any Organisation **need not apply.**

vii) In order to overcome the possibility of applicants seeking help of other applicants during the written examination, the Company would be analyzing the responses of applicants in the written examination with other appeared applicants to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine / valid, the Company reserves the right to cancel the candidature of the suspected applicants. Hence the applicants are advised in their own interests not to indulge in any unfair practice/ malpractice in the examination.

viii) The decision of Bharatiya Reserve Bank Note Mudran Private Limited, in all matters regarding eligibility, conduct of written examination (Online), interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.

ix) Selected applicants are liable to be posted to any of the Presses / Offices (i.e. Mysore in Karnataka State / Salboni in West Bengal and Bangalore) or at any of the offices / presses that may be opened by the Company in future.

x) The seniority of the candidates on appointment will be as decided by the Company.

xi) The Company will arrange for pre-examination training programme free of cost at Bangalore, Kolkata, Mumbai, and New Delhi centres for SC/ST/PWD (OH/HI) applicants appearing for the written examination. Such applicants who desire to attend the programme should send an application from their registered email id as given in their application to the email id recruitment@brbnmpl.co.in on or before the last date of online application i.e 09/12/2013 for the post. No application for training will be considered after the last date. They should clearly write their registration number, name, date of birth, centre of pre-examination training and medium of training (English/Hindi) in their application. They should write in their email subject line "Pre-examination training". If sufficient number of applicants does not opt for a particular centre for pre-examination training, the Company can allot any other centre to the applicant. Pre-examination training will generally be imparted in English. However, if the number of applicants opting for training in Hindi medium at any centre is sufficiently large, it may be imparted in Hindi medium also.

xii) The applicants may note that the pre-examination training will be conducted at the above four centres depending on the number of applicants opting for pre-examination training at these centres. The applicant will have to make their own arrangements for boarding, lodging at the centre and travel. The applicants may also note that the information regarding the dates and call letter for pre-examination training will be published on Company's website.

xiii) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and available on Company's website www.brbnmpl.co.in shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Bangalore.

xiv) 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 and Standing orders of the Company.

xv) Canvassing in any form will be treated as a disqualification.

xvi) No correspondence from applicants regarding their eligibility to apply will be entertained.

xvii) No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.

xviii) Please also refer to "How to apply" and "Frequently asked question" section under the link "Clik here for applying online" in case of any difficulty in applying online.

xix) Any **corrigendum** to this advertisement will be displayed only on the Company's website www.brbnmpl.co.in. Therefore, applicants are advised to keep checking the Company's website for any update.

xx) The Company 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.brbnmpl.co.in. It will not be intimated to the candidates individually. However, in case of cancellation, Examination fees paid (if, any) by the applicants will be refunded to them.
