



भारत सरकार टकसाल INDIA GOVERNMENT MINT

(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)
(A unit of Security Printing and Minting Corporation of India Ltd.)
भारत सरकार के पूर्ण स्वामित्वाधीन Wholly owned by Govt. of India
अलीपुर Alipore, कोलकाता Kolkata - 700 053

Notification No.: 5607/2013

Date: 30th November 2013

India Government Mint, Alipore, Kolkata - 700053, one of the nine units under the Security Printing & Minting Corporation of India Limited (SPMCIL), a Miniratna 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 and manufacturing security papers, printing currency & bank notes, passports, non-judicial stamp papers, postage stamps and minting coins.

SPMCIL, under the administrative control of Department of Economic Affairs, Ministry of Finance, is 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; with four Mints at Mumbai, Kolkata, Hyderabad and Noida, four Currency / Security presses at Nashik, Dewas and Hyderabad, besides a high quality paper manufacturing Mill at Hoshangabad.

With the above background, India Government Mint, Alipore, Kolkata is looking to recruit high calibre and talented professionals for the following posts:

Details of Posts & Vacancies

Post Code	Name of Post	Level	Scale of Pay (*)	Total no. of Posts	Mode of Recruitment	Age not exceeding as on 30 November 2013	Reservation Status
01	Jr. Data Entry Operator / OA	Workman (W - 3)	Pay Band - 1, Rs. 5200-20200/-, Grade Pay— Rs. 2000/- (CDA)	18	Written Test, Typing Test and Personal Interview	28 Years	UR - 10, SC - 2, ST - 1, OBC - 5 (Minority - 1, Others - 4) OH - 1 (#)
02	Sr. Personal Assistant	Supervisor (S - 1)	Rs. 12300-25400/- (IDA)	01	Written Test, Stenography & Typing Tests and Personal Interview	30 Years	UR - 1
03	Jr. Hindi Translator	Supervisor (S - 1)	Rs. 12300-25400/- (IDA)	01	Written Test and Personal Interview	30 Years	UR - 1
04	Safety Officer	Supervisor (S - 2)	Rs. 14500-32600/- (IDA)	01	Written Test and Personal Interview	30 Years	UR - 1
05	Supervisor (Tech) 2 - Mechanical 1 - Electrical 1 - Electronics	Supervisor (S - 1)	Rs. 12300-25400/- (IDA)	04	Written Test and Personal Interview	30 Years	UR-3 (1-Mech., 1-Electrical, 1-Electronics) SC - 1 (1-Mech.)
06	Assistant Assay Superintendent	Supervisor (S - 1)	Rs. 12300-25400/- (IDA)	03	Written Test and Personal Interview	30 Years	UR - 2, OBC - 1
07	Supervisor (Designing & Engraving)	Supervisor (S - 1)	Rs. 12300-25400/- (IDA)	10	Written Test, Trade Test in Engraving & Drawing and Personal Interview	30 Years	UR - 7, SC - 1, OBC - 2

(*SPMCIL has adopted IDA pay scale down to Supervisor cadre under direct recruitment, and will adopt the same shortly for Workman cadre also;
#)For Orthopaedically Handicapped candidates, disability should not be by either hand.

QUALIFICATION & EXPERIENCE AS ON 30th NOVEMBER 2013

- Jr. DATA ENTRY OPERATOR/OA (Post Code 01)**
Essential Qualification: Graduation with at least 55% marks and computer knowledge with typing speed in English @ 40 wpm. Proficiency in working in computer environment.
Desirable Qualification: Proficiency in office assistance.
- Sr. PERSONAL ASSISTANT (Post Code 02)**
Essential Qualification: A) Graduate, with 1st Division, in any discipline from a recognized University, B) Minimum speed of 80 words per minute in English Shorthand, and 40 words per minute in English Typing, in computer environment.
Desirable Qualification: Proficiency in secretarial job
- Jr. HINDI TRANSLATOR (Post Code 03)**
Essential Qualification: A) Master's Degree from recognized University in Hindi or English with English/Hindi as a subject at graduation level (i.e., Hindi in case the Candidate is post graduate in English and vice-versa). B) Experience of one year in translation from Hindi to English and vice versa.
Desirable Qualification: A) Knowledge of Sanskrit and/or any other modern Indian language. B) Proficiency in working on computers in Hindi.
- SAFETY OFFICER (Post Code 04)**
Essential Qualification: A) 3 years' Diploma, with 1st Division, in any Branch of Engineering/ Technology recognized by any State or Central Govt. B) Degree/ Diploma/ Certificate in Industrial Safety recognized by any State Govt. C) 3 years' experience of Supervision/ Management in any factory in Production/ Maintenance/ Safety Dept.
Desirable Qualification: B. Tech. in the relevant branch of engineering.
- SUPERVISOR (Tech) (Post Code 05): 2- MECHANICAL, 1 - ELECTRICAL, 1- ELECTRONICS**
Essential Qualification: 3 years' Diploma, with 1st Division, in the relevant branch of engineering.
Desirable Qualification: B. Tech. in the relevant branch.
- ASSISTANT ASSAY SUPERINTENDENT (Post Code 06)**
Essential Qualification: Master's Degree in Science (with 1st or IInd Division) in Inorganic Chemistry from a recognized University or Institution, or Equivalent.
Desirable Qualification: Two years practical experience in assay work.
- SUPERVISOR (Designing & Engraving) (Post Code 07)**
Essential Qualification: A) 3 years Diploma, with 1st Division, in Fine Arts/ Visual Arts (Modeling & Sculpture /Applied Arts /Commercials Arts) from recognized University/ Institution. B) Need to pass in Trade Test in Engraving & Drawing.
Desirable Qualification: Experience in (i) Corel draw, Adobe Photoshop, Adobe illustration, Free hand CAD, Relief Designer, Macromedia Flash etc.; (ii) Laser scanning of plaster model on engraving machine by using CNC software.

SELECTION PROCESS:

- For Post Code 01:** The process of selection for the post shall be Written Test, Typing Test on Computer (Skill Test) and Personal Interview. Only those candidates who qualify in the written test will be called for skill test. Only those candidates who qualify in the skill test will be called for personal interview. For qualified candidates, basis for the final merit list shall be the sum-total marks of written test, skill test, and personal interview.
- For Post Code 02:** The process of selection for the post shall be Written Test, Stenography Test (Skill Test) & Typing Test on Computer (Skill Test) and Personal Interview. Only those candidates who qualify in the written test will be called for skill tests. Only those candidates who qualify in the skill tests will be called for personal interview. For qualified candidates, basis for the final merit list shall be the sum-total marks of written test, skill tests, and personal interview.
- For Post Code 03 to 06:** The process of selection for the posts shall be Written Test and Personal Interview. Only those candidates who qualify in the written test will be called for personal interview. For qualified candidates, basis for the final merit list shall be the sum-total marks of written test and personal interview.
- For Post Code 07:** The process of selection for the post shall be Written Test, Trade Test in Engraving and Drawing (Skill Test) and Personal Interview. Only those Candidates who qualify in the Written Test, will be called for Trade Test / Skill Test. Only those candidates who qualify in Trade Test/Skill Test will be called for Personal Interview. For qualified candidates, basis for the Final Merit List shall be the sum total marks of the Written Test, Skill Test/ Trade Test and Personal Interview.

EXAMINATION CITIES

Written Test of all the provisionally eligible candidates will be conducted at Kolkata, New Delhi, Mumbai and Hyderabad only.

Skill (Stenography and/or Typing on Computer) Test and Trade Test of the provisionally shortlisted candidates will be conducted at appropriate place which will be intimated to shortlisted candidates.

Interview of the provisionally shortlisted candidates will be conducted at appropriate place which will be intimated to shortlisted candidates.

ADMIT CARD / CALL LETTER

Admit Card/ Call Letter of provisionally eligible candidates for written examination/skill test/personal interview has to be downloaded from the website <https://www.jobapply.in/igmkolkata> from 14 days before the date of written examination/skill test/personal interview respectively. Admit Cards/ Call Letters will also be sent individually to the candidates through Speed Post.

- (A) **Written Test:** This will comprise of 125 Objective Type Questions on General English, General Aptitude, General Knowledge and Trade / Post related with 25% negative marking. Duration of the written test will

be 120 minutes (2 hours).

- (B) **Skill Test:** This will consist of stenography test (in computer environment) of 80 words per minute in English and/or typing test (in computer environment) with minimum qualifying speed of 40 words per minute in English. For Post Code 07:- Trade Test in Engraving and Drawing.

HOW TO APPLY:

- Candidates are required to apply online only through website <https://www.jobapply.in/igmkolkata>
- Only online submission of application is allowed. Candidates are required to apply online, take print out of auto generated filled in application format, paste their photograph at the appropriate places, put their signature at the designated places and send it to Post Box No. 3076, Lodi Road, New Delhi-110 003 along with prescribed Application Fee and copies of Testimonials, through ordinary post only. The applications should reach us on or before 26 December 2013. Applications received late/incomplete will be summarily rejected. 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.
Mint management will not be responsible for any postal delay/loss of documents during transit. For online submission of application and details visit our web site <https://www.jobapply.in/igmkolkata>
- The outer cover should be super-scribed with "Post Applied For & Post Code:".
4. A Demand Draft for Rs. 100/- (Rupees One Hundred only) drawn on any Scheduled Bank in favour of "India Government Mint Kolkata, A unit of SPMCIL" payable at Kolkata is to be enclosed towards application fee. The application fee will not be refunded under any circumstances. Candidates are advised to write their name and post applied for on the reverse side of the DD. No application fee need be paid by candidates belonging to SC/ ST/ Physically Handicapped category.
- The application should be accompanied with attested copies of certificates in support of educational qualification, age and experience. Candidates belonging to SC/ST/OBC/PH/Ex-Servicemen category should furnish self-attested copy of certificate issued by the Competent Authority to that effect. OBC candidates are also required to submit a self-undertaking to that effect.

GENERAL:

- The prescribed qualifications, age limit, etc. shall be reckoned as on 30 November 2013.
- Mere conformity to the job requirement will not entitle a candidate to be called for written test / skill test / personal interview. Mint Management reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for written test / skill test / personal interview. The recruitment process can be cancelled / suspended / terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
- No TA will be provided for appearing for the Written Test/Skill Test. However, all candidates called for Personal Interview will be reimbursed II Class Sleeper (Non-AC) return train/bus fare on production of Railway/Bus Tickets for journey by the shortest route from their starting station or mailing address, whichever is nearer to the place of Interview, subject to the distance being not less than 30 Kms.
- Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications, applications received after the last date and applications not accompanied with requisite demand draft will not be entertained.
- The employees of Central/State Govt. Departments/Undertakings, PSUs, etc. must submit their application online, take a print out of auto generated filled in application format, and have it sent through proper channel to Post Box No. 3076, Lodi Road, New Delhi - 110 003 along with the prescribed fee and copies of testimonials, through ordinary post only.
- Reservation/Upper age limit relaxation shall be provided to SC/ST/OBC/PH/EX-Servicemen as per Government Rules. The aforesaid reservation/relaxation shall not be applicable to OBC candidates falling within the creamy layer.
- In order to regulate the number of candidates to be called for written test, if so required, the Mint management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility standards/criteria.
- Candidates are liable to be transferred on temporary/permanent basis anywhere in India at the sole discretion of the management.
- Canvassing in any form will be a disqualification.
- The Mint management reserves the right to fill up the post or alter the number of posts or even to cancel the whole process of recruitment without assigning any reasons therefor.
- The selected candidates will have to sign the bond for serving three years or will have to pay Rs 1 Lac to Rs 2 Lac (based on the level) as compensation if they opt to leave India Government Mint Kolkata before three years.
- The selected candidates will be provided the company residential accommodation as per their eligibility in India Government Mint Kolkata residential colony and will have to compulsorily stay there.
- The number of working hours for employees of India Government Mint, Kolkata are 8 hours per day and 48 hours per week.
- All those joining are liable to be transferred anywhere in India; either to any of the units of SPMCIL or the Corporate Office presently located in New Delhi.
- It is obligatory for the new recruits who join the organization to adopt the IDA pattern scales as and when the same are implemented.

Sd/
Dy Manager (HR)
For General Manager
India Government Mint Kolkata