



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.07/2022

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 13<sup>th</sup> 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 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.

With the above background, the Company is looking forward to recruit high caliber and talented personnel in the Organization as Secretarial Assistant for Official Language Department and Junior Office 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 <sup>rd</sup> PRC)	Total Numbers of Post(s)*	Maximum Age (As on 23.01.2023)
1.	Secretarial Assistant (Official Language)	B-4	Rs.23910-85570	1 (1-UR)	28 years
2.	Jr. Office Assistant	B-3	Rs.21540-77160	3 (2-UR and 1- SC )	28 years

**Note:** \* Out of the above mentioned 4 vacancies, 1 post is earmarked for PWD Category under horizontal reservation.

**I - ELIGIBILITY CRITERIA (As on 23.01.2023):-**

**Secretarial Assistant (OL) at B-4 level-**

**Essential Qualification:** Graduate with at least 55% marks, computer knowledge, Hindi Stenography @ 80 wpm and Typing @ 40 wpm.

**Desirable:** Proficiency in secretarial job

**Age:** Maximum 28 years

### **Junior Office Assistant at B-3 level-**

**Essential Qualification:** Graduate with at least 55 % marks and computer knowledge with typing speed on computer in English @ 40 wpm / Hindi @30 wpm.

**Age:** Maximum 28 years

#### **NOTE:**

- Before applying applicants should ensure that they fulfil all the Eligibility criteria as mentioned in the advertisement for the posts. Company will take up verification of eligibility with reference to the original documents only after they have qualified in the final result. If the candidates are not found eligible during the document verification process, they will not be allowed for the next stage of the selection process and their candidature will be rejected. Their admission to all the stages of recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Applicants who do not fulfil age as on closing date of receipt of applications and the minimum educational qualification as on closing date of receipt of applications are not eligible and need not apply for the post.
- Internal candidates of SPMCIL who have acquired higher qualification through part time course will be eligible for higher positions if the same has been acquired during the service in SPMCIL with prior approval of Competent Authority, provided they have rendered minimum length of 5 years services in SPMCIL on the closing date of application process. This exemption will not be applicable if the process of acquiring qualification was commenced or completed before the joining SPMCIL.

#### **1. IMPORTANT DATES-**

Opening of website link for applying online application	24.12.2022
Closing date for applying online	23.01.2023
Payment of fees in online mode	24.12.2022 to 23.01.2023
Examination	The date will be informed on the website
Link for download of admit cards from the website	The date will be informed on the website

#### **2. AGE LIMIT-**

- The upper age limit specified in the advertisement is for general candidates from the open market.
- Relaxation in age for SC/ST/OBC/Persons with Disability (PWD) / Ex-Serviceman will be as per Govt. rules.
- **Computation of age, minimum post-qualification experience and qualification shall be as on 23.01.2023.**
- There shall be **no age** bar for the in-service SPMCIL employees who fulfil the essential qualification and experience provided they have at least three years of service left as on the date of advertisement.

- No relaxation in upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.

**3. SELECTION PROCEDURE:** Selection process will consist of **Phase-I & Phase-II.**

- **Phase-I** comprises of Skill Test for the post as detailed below which will be of qualifying nature:
  - Secretarial Assistant** - Hindi Short hand at the speed of 80 wpm of 75 Minutes (Incl. Dictation-10 minutes and Transcription- 65 minutes) and Typing Test at the speed of 40 wpm of 10 minutes.
  - Junior Office Assistant**-Typing Test (on computer) for English/ Hindi (as opted in the Application form) Typing speed of 40 wpm / 30 wpm, respectively of 10 minutes.
- **Phase-II** (For both Secretarial Assistant and Junior Office Assistant) - 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 (Questions will be bilingual) Computer Based Test (CBT) will consist of following components-

Sr. No.	SECTION	No. OF QUESTIONS	MARKS
1.	General Awareness, General Science, General Intelligence and Aptitude, Arithmetic	40	40
2.	<b>For Secretarial Assistant (Hindi) -</b> Comprehension Passage, Hindi Grammar, Hindi Official Language words and usage.  <b>For Junior Office Assistant -</b> Computer knowledge, MS Office, Internet , E-mail , etc.,	60	60
	<b>TOTAL</b>	<b>100</b>	<b>100</b>
<ul style="list-style-type: none"> <li>• Each objective type question will have four answer options and will carry one mark.</li> <li>• There will be 25% negative marking for every wrong answer.</li> <li>• The duration of test will be 2 hours</li> </ul>			

ii. The exact date, session reporting time of the examination will be mentioned in the admit card. The examination will be conducted in venues given in the respective admit card. The applicants are requested to keep checking the Company's website [www.spmcil.com](http://www.spmcil.com) for any change in the examination date/other information.

ii. Admission to the Skill Test/Online written examination will be purely provisional without verification of Age/qualification/experience/category (SC/ST/OBC/PWD/Ex-S) 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.

iv. The Skill test and Computer Based Test (CBT) will be conducted at centers in **Delhi NCRs**.

1. No request for change of centre/venue/date/session for Examination shall be entertained.
2. 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.
3. SPMCIL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
4. 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.

**4. 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](http://www.spmcil.com) and click on option "APPLY HERE" against the advertisement **Advt. No.07/2022** 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. Transaction charge if any, levied by the Bank for the payment of above application fees is to be borne by the applicants. Payment in any other manner will not be accepted and the applicant will also not be eligible. **Candidates can apply online only from 24.12.2022 to 23.01.2023.**

## 5. EXAMINATION FEES AND INTIMATION CHARGES-

Fee of Rs.400/- (Non-Refundable) for candidates belonging to UR/OBC Categories (including Ex-Servicemen). Intimation charges of Rs.100/- (Non-Refundable) for candidates belonging to PWD/ SC/ST Categories. *The fees is inclusive of GST.*

## 6. DOWNLOAD OF ADMIT CARD-

Applicants who have registered online will be allowed to download online admit cards for the examination(s) 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](http://www.spmcil.com).

**NOTE-I: The Candidates must carry at least one original latest Photo alongwith identity proof such as Driving License, Passport, Voter Card, Aadhaar Card, Income Tax PAN card to the examination centre/venue failing which they shall not be allowed to appear in the examination.**

## 7. 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. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- 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 fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- 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.

**8. GENERAL CONDITIONS-**

1. Only Indian Nationals are eligible to apply.
2. Candidates may apply for only one post from among the different posts advertised as the skill test/exam for all the posts may be conducted on the same day.
3. Admission to the Skill Test/Online written examination will be purely provisional without verification of Age/qualification/experience/category (SC /ST/OBC/ PWD/ Ex-S) 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.
4. 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.
5. 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/tails furnished by him/her are found to be false at a later stage.
6. Selected candidates are liable to be posted to any of the Units/Corporate Office of SPMCIL.
7. 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.

8. 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.
9. 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.
10. **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/her services will be liable for termination.
11. The vacancies advertised are tentative and may increase/decrease as per organizational requirement.
12. Travelling and other expenses shall be borne by the candidate themselves for appearing in the examination (i.e. Skill Test and CBT), reimbursement of travel fare shall not be admissible.
13. Persons who have been dismissed from the service of any organization need not apply.
14. Canvassing in any form will be treated as a disqualification.
15. 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.
16. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
17. **Any corrigendum/addendum to this advertisement will be displayed only on the Company's website [www.spmcil.com](http://www.spmcil.com)** . Therefore applicants are advised to keep checking the Company's website for any update.
18. 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](http://www.spmcil.com) . It will not be intimated to the applicants individually.
19. 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.
20. Allowances such as HRA, medical reimbursement, Gratuity, etc. are admissible as per the rules of the Corporation.

## **09. 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 Stokes 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 Stokes = 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 for UR Category.

ii. Relaxation of 7% error for other Categories.

**Dy. General Manager (HR)**

**Date: 24.12.2022**

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