

INDIA GOVERNMENT MINT, KOLKATA

(A unit of Security Printing and Minting Corporation of India Limited)

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India Government Mint, Kolkata (West Bengal), 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 Jawahar Vyapar Bhawan, Janpath, New Delhi. It has four Minting Units at Kolkata, Mumbai, Hyderabad, Noida, four Currency/Security Printing Presses at Nashik, Dewas and Hyderabad besides a high quality paper manufacturing Mill at Hoshangabad.

India Government Mint, Alipore, Kolkata is looking to recruit the high caliber and talented personnel for the following posts. Online applications are invited from the Indian Citizen, from the date of publication of this advertisement, for the under mentioned posts, which are temporary but likely to continue.

Post Code	Name of The Post	Scale of Pay	No. of Posts	Qualifications (As on 31.01.2016)	Age Limit (As on 31.01.2016)
LEVEL – B3					
01	Junior Office Assistant	PB-1, ₹5200-20200 Grade Pay – ₹ 2000 (CDA) plus allowances as admissible (This pay structure is likely to be changed to IDA pattern of scale	UR-6 SC-2 ST-1 OBC-1 (#) PWD-1 (OH/ HH)	Essential : Graduation with at least 55% marks and computer knowledge with typing speed in English @ 40 wpm/ Hindi @ 30 wpm. Desirable : Proficiency in office assistance.	18 years to 28 years. Candidates should have been born not earlier than 01/02/1988 and not later than 31/01/1998 (both days inclusive)
LEVEL – A1					
02	Junior Hindi Translator	Rs.12300-25400 (IDA) plus applicable perquisites and allowances.	UR-1	Essential : 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 : A) Knowledge of Sanskrit and/or any other modern Indian language. B)	18 years to 30 years. Candidates should have been born not earlier than 01/02/1986 and not later than 31/01/1998 (both days inclusive)

				Proficiency in working on computers in Hindi.	
LEVEL – S1					
03	Supervisor (Tech.) Mechanical/ Electrical/ Electronic/ Metallurgy	Rs.12300-25400 (IDA) plus applicable perquisites and allowances.	UR-7 SC-3 OBC-1 (#) PWD-1 (OH/ HH)	Essential : 3 years' Diploma, with 1 st Division, in the relevant trade. Desirable : B. Tech. in the relevant trade.	18 years to 30 years. Candidates should have been born not earlier than 01/02/1986 and not later than 31/01/1998 (both days inclusive)

(#) For orthopedically handicapped candidate disability should not be in either hand.
Visually impaired candidates are not eligible to apply for the mentioned positions.

NOTE:

1. The eligibility criteria for determination of age and qualification etc. will be calculated as on 31.01.2016.
2. Supervisor (Technical) is purely shopfloor post. Incumbent for this post will be required to work also in night shifts apart from day shifts. Reference to the relevant provision as per Section 66 of Factories Act, 1948 imposes restriction on employment of women, such as, not permitted to work between 7 p.m. to 6 a.m. Hence male candidates will be preferred for the said post.
3. The selected candidates will be placed on probation for the period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Mint.
4. All the selected candidates on appointment will be eligible for allotment of Quarters as per the allotment rules of the Mint subject to availability.
5. Initially Place of posting will be at IGM Kolkata, and liable for transfer to any of the Units under SPMCIL (Hoshangabad / Nashik / Delhi / Noida / Mumbai / Hyderabad) as per requirement of the company.
6. The selected candidates will have to work for 8 hours/day with 6 days a week working, and for 48 hours/week. They will not have any claim for O.T. hours.
7. The selected candidate will have to execute a Bond of Rupees One lakh (for B-3 level) and Rupees Two lakhs (for S-1 and A-1 level) to serve in the Company for a minimum period of 3 (three) years and have to provide two sureties. In the event of his leaving the Company before completion of the stipulated period, himself, failing which, the sureties will have to indemnify the Company by making the payment of Bond amount.
8. Candidate may apply for more than one post. Not more than one application should be submitted by any candidate for same post. In case of multiple Applications for same post only the latest valid (completed) application will be retained and the application fee/intimation charges paid for other multiple registration(s) will stand forfeited.
9. The post notified may be increased or decreased as per the need/requirement. The recruitment process for the posts or any particular post(s) can be cancelled/suspended/terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
10. Those already working in Central Government/State Government PSU/Corporation should produce "No Objection Certificate" from their present employer at the time of interview. A proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the candidate at the time of joining.

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. For any disputes the jurisdiction shall be Kolkata city only.
14. Person who has been dismissed from the service of any Govt./PSU/CPSE organization need not apply.
15. Candidates whose results are awaited as on 31.01.2016 need not apply. Applicant must have passed the full time graduation degree from recognized university/college/institute.
16. For diploma course the applicant must have passed from recognized university/college/institute approved by All India Council For Technical Education (AICTE).
17. Interview may not be held with any direction from higher Authority is received from such policy changing banning of interview.

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 applicants;

c) 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 from the Armed Forces.

d) Upto a maximum of 5 years to applicants of Jammu and Kashmir who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir.

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 applicants 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, Kolkata, and Air Force: Air Force records, New Delhi.

EXAMINATION FEE:

1. Applicants/ Candidates are required to pay non-refundable Application Fee of ₹ 350/- (Rupees Three hundred fifty only) to be disbursed through online payment only between **27.01.2016** to **27.02.2016**. (Candidate will be levied Service Tax and Service Charge from their transaction Bank as applicable).

2. No other mode of payment will be accepted, application fee once paid will not be refunded under any circumstances. Candidates are therefore, requested to verify their eligibility before payment of the application fee.
3. No application fee need be paid by the candidates belonging to SC/ST/Physically Challenged category/Ex-Serviceman.

Selection Process:

For Post Code 01: The process of selection for the post shall be Skill Test on Computer environment, followed by Online Test and Personal Interview. Only those candidates who qualify in Skill Test will be called for Online Test and personal interview. For qualified candidates, basis for the final merit list shall be the sum-total marks of online test and personal interview. Skill Test will be of qualifying nature only.

For Post Code 02 & 03: The process of selection for the posts shall be Online Test and Personal Interview. Only those candidates who qualify in the online test will be called for personal interview. For qualified candidates, basis for the final merit list shall be the sum-total marks of online test and personal interview.

SELECTION PROCEDURE:

- I. Selection for the posts no. 02 & 03 will be done through online examination which will be objective type. This will be followed by a personal Interview of candidates who qualify in the online examination and are short listed for interview.
- II. Selection for the posts no. 01 will be done through skill test, which will be followed by online examination which will be of objective type and thereafter interview.
- III. The Objective type of online examination will consist of tests for:-

01. Junior Office Assistant				
Sl. No.	Test Type	Max. No. of Questions	Max. Marks	Max. Time scheduled
1	Logical Reasoning	40	40	120 Minutes
2	General Awareness	40	40	
3	English Language	40	40	
4	Computer Knowledge	40	40	
5	Numerical Ability	40	40	

02. Junior Hindi Translator				
Sl. No.	Test Type	Max. No. of Questions	Max. Marks	Max. Time scheduled
1	Logical Reasoning	40	40	120 Minutes
2	General Awareness	40	40	
3	English Language	40	40	
4	Professional knowledge of official language (Hindi Translation)	40	80	
5	Quantitative Aptitude	40	40	

03. Supervisor (Tech.) - Mechanical/ Electrical/ Electronic/ Metallurgy				
Sl. No.	Test Type	Max. No. of Questions	Max. Marks	Max. Time scheduled
1	Logical Reasoning	40	40	120 Minutes
2	General Awareness	40	40	
3	English Language	40	40	
4	Professional diploma knowledge of Mechanical/Electrical/ Electronics/Metallurgy	40	80	
5	Quantitative Aptitude	40	40	

The test will be in bilingual form i.e. Hindi & English language except the English language section which will be available only in English.

SYLLABUS FOR SUPERVISOR (Tech.) For Concerned Trade (common for Mechanical/Electrical/Electronic & Metallurgy) - standard for diploma course first year level.

Test of professional Knowledge consists of question in English and /or Hindi.

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 online examination. However since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the online examination and personal interview will not entitle an applicant to appointment in the Company. The final merit list will be drawn by adding the marks obtained in the online examination and interview together.

IV. The Scores of Online Examination are obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Test-wise scores and scores on total is reported with decimal point up to two digits.

(iv) There is No Negative Marking.

- V. The online examination will be held tentatively in the month of March/April 2016. The exact date, session, reporting time of examination will be mentioned in the call letter. The online examination will be conducted online in venues given in the respective call letters. The applicants will have to take the examination on date and time as indicated in the call letter at their own cost. The applicants are requested to keep checking the Company's website <http://igmkolkata.spmcil.com> at link **“Job opportunity”** for any change in the examination date.
- VI. Online test will be conduct at Kolkata city only. The Company reserves the right to cancel any of the examination centers and/or add some other centers at its discretion, depending upon the response, administrative feasibility etc.
- VII. No request for change of *centre/venue/date/session* for online examination shall be entertained. The Company reserves the right to allot any other centre to the candidate.
- VIII. All applicants will have to appear for the online examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.
- IX. No TA will be provided for appearing for the Online Test/Skill Test. However, the candidate called for the interview will be reimbursed Sleeper Class train fare by the shortest route from their starting station or corresponding mailing address whichever is nearer to the place of Interview for both ways, subject to the distance being not less than 30 Kms.
- X. Admission to the online examination will be purely provisional without verification of Age/qualification/experience/category (SC/ST/OBC/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 is there detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- XI. **Download of Call Letter/Admit card** :- Applicants who *have successfully completed online* registration process will be allowed to download call letters for the "Online" 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 <http://igmkolkata.spmcil.com> at link **“Job opportunity”**. Once the applicant clicks the relevant link, he/she can access the window for call letter download. The applicant is required to use (1) Registration Number/Roll Number, (2) Password/Date of Birth for downloading the call letter. Applicants are

required to affix recent recognizable photograph on the call letter preferably the same as provided during registration. Applicants have to appear at the examination centre with (1) Original Call Letter and (2) Original Photo Identity Proof as specified and mentioned in call letter. Applicants are also required to bring one photocopy of the original photo identity proof. Intimation for downloading call letter will also be sent through email/SMS to the email id and mobile number as given by them in the online application form. However, applicants should keep checking the *above* website for latest updates.

- XII. Applicants reporting late for online examination: Applicants reporting late for Online examination 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. Though the duration of the examination is 2 hours, applicants may be required to be at the *venue* for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in and briefing of instructions for online test.
- XIII. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that *event*, every effort will be made to rectify the problem, which may include movement of candidate, delay in test. Conduct of re-examination is at the absolute discretion of test conducting body. Candidates will not have any claim for re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- XIV. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any applicant.
- XV. In order to *overcome* the possibility of applicants seeking help of other applicants during the online examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the online examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Company reserves the right to cancel the candidature of the concerned applicant and the result of such applicants (disqualified) will be withheld. Hence the applicants are advised in their own interests not to indulge in any unfair practice/ malpractice in the examination.
- XVI. Instances for providing incorrect Information and/or process violation by an applicant detected at any stage of the selection process will lead of disqualification of the applicant from the selection process and he/she will not be allowed to appear in any SPMCIL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

HOW TO APPLY:

Applicants are requested to follow the detailed procedures/guidelines as Indicated below:

- A. Application Registration Procedure
- B. Payment of fees Procedure
- C. Guidelines for Photograph & Signature Scan and Upload
- D. Other Guidelines

Applicants can apply online only from 27.01.2016 to 27.02.2016 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, applicants should-

- Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as *given* under Guideline for photograph & signature scan and upload.
- *Have* a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case an applicant does not have a valid personal e-mail id, he/she should create his/her new e-mail id and mobile no. before applying on-line and must maintain that email account and mobile number. Under no circumstances, he/she should share/mention emailid *to/or* of any other person.
- APPLICATION FEES (NON REFUNDABLE)
- PAYMENT OF FEE ONLINE: 27.01.2016 to 27.02.2016.
- Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the applicant.

A) Application Registration Procedure

- i) Applicants to visit Company's website <http://igmkolkata.spmcil.com> at link "**Job opportunity**" and open the link for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.
- ii) To register application, choose the tab "Click here for New Registration and enter Name, Contact details and Email id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- iii) In case the applicant is unable to complete the application form in one go, he / she can *save* the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application. Applicants are *advised* to use the "SAVE AND NEXT" facility to *verify* the details in the online application form and modify the same if required.
- iv) Applicants are *advised* to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- v) The Name of the applicant or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- vi) Validate your details and *Save* your application by clicking the 'Validate your details' and 'Save & Next' button.
- vii) Applicants can proceed to upload Photo & Signature as per the specifications *given* in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point - C.
- viii) Applicants can proceed to fill other details of the Application Form.
- ix) Click on the *Preview* Tab to preview and verify the entire application form before FINAL SUBMIT.
- x) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that

the photograph, signature uploaded and other details filled by you are correct.

- xi) Click on 'Payment' Tab and proceed for payment.
- xii) Click on 'Submit' button.

B. Payment of Fees procedure (Online Mode)

- i) The application form is integrated with the payment gateway and the payment process can be completed by following the Instructions.
- ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- iii) After submitting your payment Information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- iv) On successful completion of the transaction, an e-Receipt will be generated.
- v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Applicants are *advised* to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi) Applicants are required to take a printout of the e-Receipt and online Application Form.

Please note that if the same cannot be generated online transaction may not have been successful.

- vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- viii) To ensure the security of your data, please close the browser window once your transaction is completed.
- ix) There is facility to print application form containing fee details after payment of fees.
- x) No other mode of payment of fees will be accepted.

C. Guidelines for Photograph & Signature Scan and Upload and in case the face in the photograph or signature is unclear and the application may be rejected.

APPLICANT MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/SIGNATURE IN SUCH CASE.

I. PHOTOGRAPH IMAGE:

Photograph must be a recent passport size colour picture. The picture should be In colour, against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.

If you have to use flash, ensure there's no "redeye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 200 x 230 pixels (preferred). Size of file should be between 20KB-50KB, Ensure that the size of the scanned Image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during

the process of scanning.

II. SIGNATURE IMAGE:

The applicant has to sign on white paper with Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded Signature. In case of mismatch, the applicant may be disqualified.

Dimensions

140 x 60 pixels (preferred). Size of file should be between 10KB -20KB. Ensure that the size of the scanned Image is not more than 20KB.

III. SCANNING THE PHOTOGRAPH & SIGNATURE:

Set the scanner resolution to a minimum of 200 dpi (dots per inch). Set Color to True Color, File Size as specified above.

Crop the Image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified *above*).

The image file should be JPG or JPEG format. An example file name Is: image01 .jpg or image 01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager, Scanned photograph and signature in any format can be *saved* in .jpg format by using 'Save As' option In the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling In the Online Application Form the applicant will be provided with a link to upload his photograph and signature.

IV. Procedure for Uploading the Photograph and Signature:

There will be two separate links for uploading Photograph and Signature.

Click on the respective link "Upload Photograph / Signature".

Browse & Select the location where the Scanned Photo/ Signature file has been saved.

Select the file by clicking on it.

Click the 'Upload' button

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.

Other Guidelines

- I. 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. IGM Kolkata 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 IGM Kolkata.
- II. 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.

- III. IGM Kolkata 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.
- IV. Identity Verification - in the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/Passport! Driving Licence/Voter's Card/Bank Passbook with photograph/Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letter head/ valid recent Identity Card issued by a recognized College! University/ Aadhar card with a photograph/ Employee ID/ Bar Council. Identity Card with photograph should be submitted to the invigilator for verification. The applicant'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 applicant is in doubt the applicant may not be allowed to appear for the Examination. **Please note that E-Aadhar Card and Ration Card are not valid id proofs for this recruitment exercise.**

Note: Applicants have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Applicants must note that the full name as appearing on the call letter (provided during the process of registration) should **exactly** match the name as appearing on the photo identity proof. Female applicants who have changed first/last middle name post marriage must take special note of this.

If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the applicant will not be allowed to appear for the examination. . In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in origin.

Action Against Applicants Found Guilty of Misconduct Use of Unfair means:-

Applicants are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or online, electronically or mechanically for any purpose or resorting to any irregular or improper means in connection with his/ her candidature or obtaining support for his/ her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the examination/ interview hall such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:

- (a) to be disqualified from the examination
- (b) to be debarred either permanently or for a specified period from any examination conducted by IGM Kolkata.
- (c) for termination of service, if he/ she has already joined IGM Kolkata.

Applicants are advised to take a printout of the system generated application form, paste a photograph below the scanned photograph and sign across. Applicant should also sign at appropriate places.

- a) They should attach the following documents and keep them ready with them.

- Self attested copies of the certificates pertaining to age, educational qualification i.e Copies of all the marks sheets of all semesters/years and experience .i.e Experience certificate on the letterhead of employer. [Applicant should note that having post qualification experience in Production/ Manufacturing unit only, is eligible],
- Self attested copies of Caste/Tribe certificates for *SC/ST/OBC* applicants. The Certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India 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. A copy of the specific certificate on the letter head of the employer that they have worked in Production/Manufacturing Unit should be kept ready with them.

b) Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of interview or if advised to submit at any date after being shortlisted for interview on the basis of online 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) An 'Information Handout' booklet will be made available to the applicants on the Company's website <http://igmkolkata.spmcil.com> at link "**Job opportunity**" which may be downloaded along with the call letter for online examination.

Important-Applicants may please note that in case of any problem in filing up the form, payment of fee/intimation charges, queries may be made at ibps@ibps.in by mentioning "IGM" and "IGM Kolkata Recruitment 2016" in the subject of the email.

Applicants should not forget to mention "**IGM Kolkata Recruitment 2016**" in the subject line.

The applicants may note the following:

- The *SC/ST/Ex-Serviceman* applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe Certificate issued by the Competent Authority, 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.
- 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, interalia, 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. Candidates belonging from *OBC* caste (non creamy layer) must produce certificate of non-creamy layer from First Class Magistrate or Competent Authority thereof.
- 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 applicant 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.

- 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.
- 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.
- Persons who have been dismissed from the service of any organization need not apply.
- The decision of IGM Kolkata, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by IGM Kolkata in this behalf.
- Selected candidates are liable to be posted to any of the Mint/Presses/Paper Mill.
- The seniority of the candidates on appointment will be as decided by the Company.
- 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 <http://igmkolkata.spmcil.com> at link "Job opportunity" shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Kolkata.
- Appointments of selected candidates will be subject to his/her being declared medically fit by District Civil Surgeon, satisfactory report about his/her character and antecedents by the First Class Magistrate of the area,
- Experience certificate and relieving letter from his/her previous employer, 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.
- Canvassing in any form will be treated as a disqualification.
- No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- Please also refer to "How to apply" and "Frequently asked question" section under the link "Click here for applying online" in case of any difficulty in applying online.
- Any corrigendum to this advertisement will be displayed only on the Company's website <http://igmkolkata.spmcil.com> at link "Job opportunity". Therefore, applicants are advised to keep checking the Company's website for any update.
- 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 <http://igmkolkata.spmcil.com> at link "**Job opportunity**". It will not be intimated to the applicants individually.

- However, in case of cancellation, Examination fees paid (if, any) by the applicants will be refunded to them. Important Dates:

Opening of website link for applying Online application and Payment of fees in online mode	27.01.2016 to 27.02.2016
Online Examination/Skill Test	To be held in March/April 2016 tentatively.

Sd/-
OFFICER (HR)
For General Manager