



SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
(Wholly Owned by Government of India)
16TH Floor, Jawahar Vyapar Bhawan, New Delhi-110001.

www.spmcil.com

Advt.No.01/2025

Security Printing & Minting Corporation of India Limited (SPMCIL), a Schedule 'A' Mini-ratna Category-I Central Public Sector Enterprise wholly owned by Government of India, started functioning as a Corporatized entity with effect from 13th January, 2006. 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 16th Floor, 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 Unit at Narmadapuram.

With the above background, the Company is looking forward to recruit high caliber and talented professional having potential to strengthen it's IT Wing located at Data Centre, Noida, and accordingly invites applications for the following post on Direct Recruitment basis:

Name of the Post	Level	Scale of IDA Pay	Total No.of Post	Maximum Age (As on 11.05.2025)
General Manager (IT)	E-7	Rs. 1,00,000- 2,60,000	1-UR	50

General Manager (IT):

Essential Qualification: Ist class full time MCA/B.Tech (Computer Engineering/IT) from a recognized University/Institute.

Experience: 18 years of post-qualification experience as an Executive in the relevant functional area out of which at least 2 years regular service should be in one grade below i.e. in IDA Pay scale of Rs. 90,000- 2,40,000 at E-6 level or equivalent in PSU/Govt./Reputed Private Company having turnover of more than Rs. 100/- Crores.

HOW TO APPLY:

1. The application should be submitted in the proforma given in the advertisement, **preferably type written.**
2. The outer cover should be subscribed as "**APPLICATION FOR THE POST OF GENERAL MANAGER (IT)**".
3. A non-refundable Bank Demand Draft for Rs.100/- drawn in favour of "**Security Printing and Minting Corporation of India Ltd**". payable at New Delhi is to be enclosed. Candidates are advised to write their name and post applied on the reverse side of the Demand Draft. No application fee need to be paid by the candidates belonging to SC/ST/Physically challenged category.
4. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience. Applications without self-attested photo copies of supporting documents in respect of age, caste, qualification, experience, last salary drawn, annual turnover of the Company where individual is presently employed in case of candidate from private sector and requisite application fee will be rejected without any information to the applicants.
5. Duly completed application should be sent to the Jt. General Manager(HR), Security Printing & Minting Corporation of India Ltd., 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001 through **registered/speed post by 11.05.2025.** Applications received late/incomplete will be rejected. SPMCIL Management will not be responsible for any postal delay/loss of documents during transit.

PROCESS OF SELECTION:

The shortlisted candidates will have to undergo interview and any other selection criteria as deemed fit by the Management.

GENERAL CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. Mere conformity to the job requirement will not entitle a candidate to be called for interview. Management reserves the right to reject any application without assigning any reason and to raise the eligibility standard and criteria to restrict/regulate the number of candidates to be called for interview. 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.

3. Candidates called for Interview will be entitled for reimbursement of train fare (to and fro) by 2 Tier AC Train from the place of their mailing address to the place of Interview on production of proof of tickets.

4. Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date i.e. after 11.05.2025 will not be entertained.

5. Wherever applicable, candidates should send their application through proper channel. The employees of Central/State Govt./PSUs/Autonomous Bodies, etc. should apply through proper channel or shall produce NOC at the time of Interview.

6. Computation of age, minimum post-qualification experience and qualification shall be as on **11.05.2025**.

7. There shall be no age bar for the in-service employees who fulfill the essential qualification and experience provided they have at least three years of service left as on the date of the advertisement.

8. Allowances such as HRA, perquisites, medical reimbursement, Gratuity, Leave encashment, etc. are admissible as per the rules of the Corporation.

9. Management reserves the right to call or not to call any/all candidates who have responded against this advertisement.

10. No correspondence will be entertained about the outcome of the applications.

11. The selected candidates are liable to be posted in any of the Units or Corporate Office of SPMCIL as per requirement.

12. All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Delhi only.

13. Wrong declaration/submission of false information or any other action contrary to the law shall lead to cancellation of the candidature at any stage.

14. Canvassing in any form will be a disqualification.

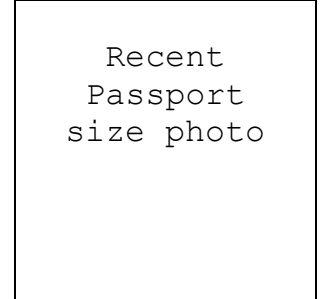
Jt. General Manager (HR)

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EMPLOYMENT APPLICATION FORM

Advt.No.01/2025

1. Name of the Post
2. Name of the candidate
3. Father's Name
4. Date of Birth
(Age as on 11.05.2025 - DD MM YY)
5. Permanent Address
6. Address for correspondence
7. Phone numbers (office)
(Résideance)
Mobile
Fax
E-mail



8. Religion
9. Nationality
10. Whether belonging to SC/ST/OBC/Minority/
Ex-serviceman/physically handicapped
11. Details of Educational Qualifications starting from requisite
professional qualification to Graduation:

S.No.	Details of Exams Passed (whether through regular/correspondence courses)	Year & Month of Passing	Subject	Div. / Class and% of marks Obtained	Name of the University/ Institution

12. Details of Experience starting from latest employment:

Name of Organisation	Designation	Period (With date, month & year)		Present Basic Pay & Total Emoluments Last Drawn/CTC in case of Pvt. Sector	Brief description of present duties
		From	To		

13. Whether any relative already working with SPMCIL.
If yes, specify the relationship.
14. Details of Computer knowledge & Experience
15. Details of Training to your profession attended.

Name of Course	Institute	Contents

16. Whether any criminal case is pending:
(If yes, please provide details)

17. Whether you have been convicted in any criminal case:
(If Yes, please provide details)

18. Details of Bank draft for Rs.100/- :
Name of Bank _____ DD No. _____ Date _____

19. Copies of Certificates/testimonials enclosed.

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

DECLARATION:

I hereby affirm and declare that the statements made in the application are true. I undertake that any misrepresentation or material omission made in this application form will render the undersigned liable to immediate dismissal.

Date:
Place:

(Signature of the Candidate)