

INDIA GOVERNMENT MINT, MUMBAI
(A unit of Security Printing and Minting Corporation of India Limited)
Wholly owned by Govt. of India.
Advt. No. 01 /ADMN/2012

India Government Mint, Mumbai is a unit of Security Printing and Minting Corporation of India Limited (SPMCIL), a Miniratna Category-I, Central Public Sector Enterprise, wholly owned by Government of India and started functioning as a Corporatized entity with effect from 13th January, 2006, under the administrative control of the Ministry of Finance, Dept. of Economic Affairs. Mumbai Mint is engaged in the minting of the coins, manufacturing of weights and measures, medals and medallions etc. With the above background, India Government Mint, Mumbai Mint invites applications for filling up the following posts :-

Sr. No.	Name of The Post	Level	Scale of Pay	No. of Posts	Qualifications	Age Limit
1.	Assistant Assay Superintendent (Persons who have applied against earlier advertisement No.I-98/Assay-2010/878 and No.02/Admn need not apply again)	S-1	9300-34800 (PB-2) + G.P. 4200 Plus other allowances as admissible.	2 SC 1 UR 1	Essential :First Class in M.Sc. Degree in Inorganic Chemistry from a recognized University or institute. Desirable : 02 years practical experience in assay works (Analytical Chemistry/Quality Management)	18 years to 30 years. The cut off date is 01.01.2012 for calculation of lower and upper age limit
2.	Supervisor (Technical)	S-1	9300-34800 (PB-2) + G.P. 4200 Plus other allowances as admissible.	3 OBC 1 UR 2	Essential : First Class Diploma in Electrical/ Mechanical/Electronics/Met allurgical Engineering. Desirable : Degree in Engineering .	18 years to 30 years. The cut off date is 01.01.2012 for calculation of lower and upper age limit
3.	Engraver Grade - I	S-1	9300-34800 (PB-2) + G.P. 4200 Plus other allowances as admissible.	1 UR	Essential (a) First Class Diploma in Fine Arts/Visual Arts(Modeling & Sculpture/Applied Arts/Commercial Arts) from a recognized institute. (b) Pass in Trade Test in Engraving & Drawing to be conducted by the Mint.	18 years to 30 years. The cut off date is 01.01.2012 for calculation of lower and upper age limit

4.	Canteen Manager	W-4	5200-20200 (PB-1) + GP 2400 Plus other allowances as admissible.	1 UR	Essential : Diploma in Hospitality & Catering Management with at least 55% marks.	18 years to 28 years. The cut off date is 01.01.2012 for calculation of lower and upper age limit
5.	Junior Data Entry Operator –cum- Office Assistant	W-3	5200-20200 (PB-1) + GP 2000 Plus other allowances as admissible.	4 OBC 1 UR 3	Essential : Graduate with at least 55% marks and computer knowledge with typing speed in English @ 40 wpm / Hindi @ 30 wpm. Desirable : Proficiency in the domain area.	18 years to 28years. The cut off date is 01.01.2012 for calculation of lower and upper age limit
6.	Hindi Typist (Persons who have applied against earlier advertisement No.02/Admn need not apply again)	W-3	5200-20200 (PB-1) + GP 2000 Plus other allowances as admissible.	1 UR	Essential :: Graduate with at least 55% marks and knowledge of computer operation (MS-Office, Excel, PowerPoint etc.) with minimum typing speed in English @ 40 wpm and Hindi @ 30 wpm.	18 years to 28years. The cut off date is 01.01.2012 for calculation of lower and upper age limit
7.	Driver	W-2	5200-20200 (PB-1) + GP 1900 Plus other allowances as admissible.	1 UR	Essential : 8 th class Pass. Must possess valid driving license for Motor vehicle and must have knowledge of motor mechanism and having experience of driving a motor car/van for at least 3 years. Desirable : Matriculation or equivalent.	18 years to 27 years. The cut off date is 01.01.2012 for calculation of lower and upper age limit

The pay scales mentioned above are in the CDA and the company shall change over to IDA patters of pay scales which is imminent.

How to Apply:

1. The application should be submitted in the Proforma given in the advertisement, preferably typewritten.
2. The outer cover should be subscribed as (Application for the post of _____)
3. A non-refundable Bank Demand Draft for Rs.200/- drawn in favour of "India Government Mint Mumbai – Unit of SPMCIL Collection A/c" payable at Mumbai is to be enclosed. Candidates are advised to write their name and position on the reverse side of the DD. No application fee is to be paid by candidates belonging to SC/ST/XS/Physically Challenged category.

4. The application should be accompanied with attested certificates in respect of educational qualifications, age and experience. Candidates belonging to SC/ST/OBC should furnish the attested copy of the certificate issued by the Competent Authority to that effect along with the application. Any misrepresentation/false representation of any information shall render the application to be summarily rejected at any stage without assigning any reason. OBC (Non creamy layer) candidates are also required to submit the self-undertaking to that effect.
5. Duly completed application should be sent to the General Manager, India Government Mint, (Unit of Security Printing and Minting Corporation of India Limited), Shahid Bhagat Singh Road, Fort, Mumbai – 400023 through registered/speed post within 21 days from the publication of this advertisement. Applications received late/incomplete will be rejected. The Mint management is not responsible for any postal delay/loss of documents during transit. (Last Date to receive applications 26.02.2012).
6. For details visit our websites – www.spmcil.com & www.mumbaimint.in

General.

1. Mere conformity to the job requirement will not entitle a candidate to be called for the written test/interview/trade test. Management reserves the right to reject the application without assigning any reason and to raise the standard of specification to restrict the number of candidates to be called for written test/interview/trade test. 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.
2. Only SC/ST candidates called for written test/interview/trade test will be reimbursed II class return train fare by the shortest route from their starting or mailing address whichever is nearer to the place of written test/interview/trade test.
3. Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date and also, applications not accompanied with requisite Demand Draft will not be entertained.
4. **Age Relaxation** : The upper age limit specified in the advertisement is for General candidates. Relaxation in upper age limit to SC/ST/OBC/Ex-Serviceman/PH shall be as per extant Govt. rules.
5. Reservation shall be provided to SC/ST/OBC/ Ex-Serviceman as per extant Govt. rules.
6. In order to regulate the number of candidates to be called for written /interview/trade test, if required, India Government Mint Management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility criteria/standards.
7. In case of large number of applications, the Mint Management may conduct a written test/pre-interview round for short-listing of candidates.
8. The Mint Management reserves the right to fill up the post or increase/decrease the number of posts or even to cancel the whole process of recruitment without assigning any reasons thereof.
9. Canvassing in any form will be a disqualification.

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1. Name of the Post :
2. Name of the candidate:
3. Father's name:
4. Date of Birth:
Age as on
5. Permanent address:

Passport size Photo

6. Address for correspondence:

7. Phone numbers
8. Religion
9. Nationality
10. Category : SC / ST / OBC / Ex-Serviceman / PH / General
11. Details of Educational Qualifications :

S.No.	Details of Exam	Year of passing	Subjects	Marks	Board/University

12. Details of experience starting from latest employment.

Name of Organization	Position held & level	Period From	To	Pay scale With Pay	Total emoluments	Brief description of duties

13. Whether any relative already working in SPMCIL
If yes, specify the relationship

14. Details of computer knowledge and experience

15. Details of training

Name of Course	Institute	Contents

16. Details of Bank Draft for Rs.200/-

Name of Bank _____ DD No. _____

17. Copies of Certificates/Testimonials enclosed

1. _____
2. _____
3. _____
4. _____

Declaration

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

Date _____

(Signature of the Candidate)

Place _____

(To be filled by the Authority forwarding the application)

1. Certified that the particulars furnished by the candidate has been checked from available records and found correct.
2. No vigilance case is pending or being contemplated against the candidate. There is nothing in the CR dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.
3. His integrity is beyond doubt
4. No minor/major penalties have been imposed during the last ten years.
5. There is no objection from cadre clearance.

Signature _____

Name & Designation _____

Office Address _____

Telephone No. _____

