SECURITY PRINTING PRESS
(A unit of Security Printing and Minting Corporation of India ltd.)
Wholly owned by Government of India
Mint Compound: Saifabad, HYDERABAD – 500 063
Ph:(+)91-40-23253606 Fax:(+)91-40-23456687 email:spp.hyd@spmcil.com
Website: http://spphyderabad.spmcil.com

SPP/HR/Recruitment/2018-19/5846   Date:11.01.2019
ADVERTISEMENT NO:01/2019

Security Printing Press, Hyderabad is one of the Nine units of Security Printing & Minting Corporation of India Limited (SPMCIL), a Schedule "A" Mini-Ratna Category-I Central Public Sector Enterprise Company, wholly owned by Government of India. SPMCIL started functioning as a Corporatized entity with effect from 13th January, 2006 under the Company's Act, 1956. 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 with its registered 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 Nasik, Dewas and Hyderabad, a high quality Paper Manufacturing Mill at Hoshangabad and Company has recently commissioned CWBN paper Machine Project at SPM, Hoshangabad with a view to be self-sufficient in manufacturing of currency paper.

Security Printing Press, Hyderabad (T.S.) invites applications from Indian Nationals for filling up following **vacant posts at A-1 level and W-1 level, having all India transfer/posting liability.**

Sl. No.	Name of the Post	Level	No. of Posts	Scale of Pay (IDA Pattern)	Reservation Status				Total	Horizontal Reservation	
					UR	SC	ST	OBC		PWD	Ex-SM
1	Supervisor (Resource Management)	A-1	4	**Rs.26000-100000 (Revised)**	2	1	-	1	4		
2	Jr. Technician (Electrical/ Electronics)	W-1	1		-	-	-	1	1	1	4
3	Jr. Technician (Printing)	W-1	30	**Rs.7750-19040 (Pre-Revised)**	15	4	3	8	30		
4	Firemen(RM)	W-1	3		3	-	-	-	3	-	
	Total		**38**								

The number of vacancies mentioned above is provisional and may slightly vary according to the actual requirement of the Company.

FULL FORM OF ABBREVIATIONS (LEGENDS):

UR – Un-Reserved	SC – Scheduled Caste	ST – Scheduled Tribe
OBC – Other Backward Class	PWD – Persons with Disability	Ex-SM – Ex-Serviceman

Eligibility criteria:

Sl. No.	Name of the Post	Essential Qualifications as on 01.01.2019	Pay Scale (IDA)	Age limit as on 01.01.2019
1	Supervisor (Resource Management) at A-1 Level	1st class Degree in B.Com/ Diploma in Taxation Law/Bachelor in Business Administration/1st class graduate with diploma in HR related area. (from a recognized University/ Board/ Equivalent) **Desirable**: MBA from any Recognised University/Board/Equivalent in the related area.	Rs.26,000/- to 1,00,000/- (Revised)	18 years to 30 years Candidates should have born between **02.01.1989 to 01.01.2001 (both days Inclusive)**
2	Jr. Technician (Electrical/Electronics) at W-1 Level	Full-time I.T.I. certificate in Electrical/Electronics/Industrial Electronics trade from any Recognized Institution. **Desirable**: i) Diploma in Electrical and Electronics Engineering /Industrial Electronics/Electronics from AICTE approved Institute.	Rs.7,750/- to 19,040/- (Pre-revised)	18 years to 25 years candidates should have born between **02.01.1994 to 01.01.2001 (both days Inclusive)**
3	Jr. Technician (Printing) at W-1 Level	Full-time I.T.I. certificate in Printing Trade viz., Litho Offset Machine Minder, Letter Press Machine Minder, Offset Printing, Platemaking, from any recognized Institution. **Desirable**: Diploma in Printing Technology from AICTE approved Institute.		
4	Firemen at W-1 Level	i. 10th Class Passed ii. Certificate in Fireman training from Recognized Institution iii. Minimum height 5' 5" (165 cm) and chest 31" – 33" (79-84 cms.) iv. Each eye must have a full field vision v. Colour blindness, squint or any morbid conditions of the eye shall be deemed to be a disqualification.		

Note:
1. First Class means 1st Class awarded by the University/Institute irrespective of Percentage of marks.
2. Posts reserved for physically handicapped and Ex-Service man will be adjusted by horizontal reservation i.e., the selected candidates will be adjusted against the categories of UR/SC/ST/OBC to which they belong.

3. Persons with Disability – Persons suffering from not less than 40 % of relevant disability shall be eligible for the benefit of Reservation as permissible to the extent of Rules.

4. Ex-Serviceman – Only those candidates shall be treated as Ex-Serviceman who fulfils the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel and Administrative Reforms notification No. 36034/5/85 Estt.(SCT), dtd. 27-10-1986 as amended from time to time.

Applicants are advised to apply online in the proforma given in the advertisement between **29.01.2019 to 11.02.2019** only through the Company's website at: http://spphyderabad.spmcil.com under the page "Discover SPMCIL" and go to CAREERS page. Applicants may apply after carefully going through all the instructions given in this advertisement. **No other means/mode of application will be accepted.**

Before applying applicants should ensure that they fulfil all eligibility criteria as mentioned in the advertisement for the respective post. Company will take up verification of eligibility with reference to the original documents only after they have qualified their online examination. If the candidates are found 'Not eligible' during the document verification process, their candidature will be summarily rejected. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in the advertisement. Applicants who do not fulfil the eligibility criteria with regard to age and the minimum educational qualification need not apply for the post.

Important Dates:

Opening of website link for applying Online application	29-01-2019 to 11-02-2019
Payment of fee in online mode	29-01-2019 to 11-02-2019
Tentative date of examination which will be conducted "Online" at selected centres	March/April-**2019**

* Physically Handicapped (PWD) and Ex-servicemen will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/UR to which they belong.
Sr.No. (1 to 3) posts are identified suitable for Persons with Disability candidates i.e. Hearing Handicapped (HH-PD) and Orthopedically Handicapped OH- (OL -R or L, OA- R or L).

Visually Handicapped (VH) candidates and any other type of Physically Handicapped candidates need not apply.

 # HH= Hearing Impaired, OH= Orthopedically Handicapped (OL= One Leg- Right or Left, OA= One Arm, Right or Left)

Note: i) The candidates selected for Supervisors A-1 level (Resource Management) shall be placed in any of the functional areas of Material Management, Finance, Accounts/Costing/EPF, H.R. Wing, Legal Cell etc. under Resource Management.

ii) You are advised to apply for the post most suitable to your qualification and experience.

Upper age limit will be relaxed as under:

Sr.No	Category	Relaxation in Age
(i)	Scheduled Caste/Scheduled Tribe(SC/ST)	By 5 years
(ii)	Other Backward Classes (OBC)	By 3 years
(iii)	Persons with Disabilities(PWD)	By 10 years (GEN) 13 years (OBC) 15 Years (SC/ST)

(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years (8 years for SC/ST and 6 years for OBC candidates) subject to maximum of 50 years of age.
(v)	Widows/divorced women/ women judicially separated who are not re-married	By 10 years
(vi)	Candidates domiciled in the state of Jammu and Kashmir during the period from 1st January, 1980 to 31st December, 1989.	By 5 years
(vii)	Departmental Candidates	No Age bar for the in-service SPMCIL employees who fulfill the essential qualification and experience provided they have at least three years of service left on the date of advertisement.

Relaxation in the Upper age limit is not admissible to SC/ST/OBC candidates applying for UR vacancies.

Note I:- Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under any other clauses of above, viz. those coming under the category of Ex-servicemen, persons domiciled in the State of J & K, Persons with Benchmark Disabilities etc. will be eligible for grant of cumulative age-relaxation under both the categories.

For any other category, the age relaxation as per extant Govt. rules as promulgated from time to time.

3. EXAMINATION FEE:

Rs.415/-(Inclusive of GST) for all applicants.
(Candidates belonging to SC/ST/PWD/Ex-Serviceman are exempted from payment of application fee)

The Examination fee of Rs.415/-(Inclusive of GST) may be paid online as per the method explained in **para 7B**. Transaction charge (if any) levied by the bank for the payment of above application fee is to be borne by the applicants. **Payment in any other manner will not be accepted** and the applicant will be considered not eligible. Fee once paid is not refundable.

4.Probation: The selected candidates will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. If the performance of the candidate is not found suitable during the extended period of probation, his service will be terminated.

5.EXECUTION OF BOND: Supervisors at A-1 level(Resource Management) who are selected shall be liable to execute a Bond of Rupees Two lakhs to serve in the Company for a minimum period of 3 years. Such Supervisors shall have to provide two sureties. In the event of their leaving the Company before completion of minimum period of 3 years, such Supervisors shall indemnify the Company by making the payment of the Bond amount. In the event they fail to do so, the sureties will have to be indemnified to the Company by making the payment of Bond amount.

6. SELECTION PROCEDURE:
 i) Selection for the posts will be done through online examination which will be of objective type.
ii) The Objective type of online examination will consist of tests for:

For Sl.No.1 (Supervisor at A-1 level in Resource Management)

Sl. No	Test Name	No. of Questions	Max. Marks	Duration
1	Logical Reasoning	40	40	
2	Computer Knowledge	40	40	
3	General Awareness	40	40	
4	English Language	40	40	120 Minutes
5	Quantitative Aptitude	40	40	
	Total	**200**	**200**	

For Sl. No. 2 to 4 (Firemen & Jr. Technicians at W-1 level in RM, Printing & Engineering)

Sl. No.	Test Name	No. of Questions	Max. Marks	Duration
1	Logical Reasoning	40	40	
2	General Awareness	40	40	
3	English Language	40	40	90 Minutes
4	Quantitative Aptitude	40	40	
	Total	**160**	**160**	

The online test will be in bilingual form i.e. Hindi & English language except the English language section which will be available only in English and there is no Interview for the selection of the posts. The selection will be on merit basis. There is no Negative Marking.

Note:
In respect of Firemen, candidates shortlisted in the online test will have to undergo essential qualifying physical test also. Candidature of those candidates who do not meet the parameters as per the eligibility criteria their candidature will be summarily rejected, and will not be considered for further process of selection.

v) In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher to be allowed for next stage for further process of selection. The minimum marks will be decided by the Company based on the performance of the applicants in the online examination only. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the online examination will not entitle an applicant for appointment in the Company.

The final merit list will be drawn by the marks obtained in the online examination. The minimum qualifying marks i.e., cut-off marks required to consider on order of merit for different categories of candidates are as under:

General Category	55%
OBC	50%
SC/ST Category	45%

vi) The online examination will be held tentatively in the month of March/April-2019. The exact date, session, reporting time of examination will be mentioned in the call letter. The examination will be conducted online in venues given in the respective call letters. The applicants will have to take the

examination on the 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://spphyderabad.spmcil.com for any changes.

vii) The online **Examination will be conducted in Hyderabad and Rangareddy**-Dist., (TS) **only**.

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) Admission to the online examination will be purely provisional without verification of Age/qualification/category (SC/ST/OBC/PWD/Ex-SM) 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 found 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 short comings are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.

x) **Download of Call letter** - Applicants who have registered Online will be allowed to download online 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://spphyderabad.spmcil.com. Once the applicant clicks the relevant link, he/she can access the window for call letter download. The applicant is required to use (I) Registration Number/Roll Number,(II) 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 (i) Original Call Letter and

(ii) 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.

xi) **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 120 minutes for Supervisors and 90 minutes for others (Sl.No. 2 to 4) applicants may be required to be present at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions for online test.

xii) The possibility of occurrence 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 such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a 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.

xiii) 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 Centre or for any applicant.

xiv) 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.

xv) Instances for providing incorrect Information and/or process violation by an applicant detected at any stage of the selection process will lead to 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.

7. **HOW TO APPLY**:

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

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

Applicants can apply online only from 29.01.2019 to 11.02.2019 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, applicants should-
Scan their:

- photograph (4.5 cm X 3.5 cm)
- Signature (with black ink)
- Left Thumb impression (on white paper with black/blue ink)
- File Type: jpg/jpeg, Dimensions: 3cm X 3cm,
- File Size: 20 KB – 50 KB.
- A Hand written declaration (on a white paper with black
- Ink and should not be written in CAPITAL LETTERS)
- (text given below)(10 cm X 5 cm)(50 KB – 100 KB)

The applicant should ensure that the above scan documents adhere to the required
Specifications as given below:

- Signature in Capital will not be accepted.
- The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/her Right thumb for applying).
- The text for hand written declaration is as follows:
- " *I,_____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required".*

- The above declaration has to be in the candidates hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- 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 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 email id to/or of any other person.

- PAYMENT OF FEE ON LINE: **from 29.01.2019 to 11.02.2019**
- 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://spphyderabad.spmcil.com. 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 E-mail & 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 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 containing fee details.

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 a non-Indian credit card is used, the

bankers will convert it to 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 SCANNING & UPLOADING OF DOCUMENTS:

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 Signature will be used to put on the call letter and whenever necessary. 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. Left thumb impression:
- The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

IV. Hand-written declaration:
- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB

V. SCANNING THE PHOTOGRAPH, & SIGNATURE etc.

Set the scanner resolution to a minimum of 200 dpi (dots per inch). Set Colour to True Colour, 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: image 0l .jpg or image 0l.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 5OKB&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 point (i) & (ii) 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 candidate will be provided with a link to upload his/her **photograph, signature, left thumb impression and hand written declaration.**

VI. Procedure for Uploading the Photograph and Signature etc.

There will be separate links for uploading Photograph, Signature, Left thumb Impression and Hand Written Declaration.
Click on the respective link "Upload Photograph / Signature, Left thumb Impression and Hand Written Declaration".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 Left thumb Impression and Hand Written Declaration uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

D. Other Guidelines/Instructions:

I. Wherever CGPA/OGPA in a degree is awarded, the candidates will have to produce document indicating 1st class Degree/Diploma certificate.

II. Decision of SPP in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents is to be produced for the purpose of the conduct of online test, selection and any other matter relating to recruitment will be final and binding on the candidate. Management reserves the right to fix the standard and specifications for screening and calling the number of candidates for online test.

III. The selected candidates will have to work for 8 hours/day with 6 days a week working, and for 48 hours/week.

IV. 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. SPPH 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 SPPH.

VI. 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.

VI. SPPH 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.

VII. Identity Verification -In the examination hall as well as at the time of verification of certificates & Medical Examination, 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 letter head/ Photo identity proof issued by a People's Representative on official letter head/ valid recent Identity Card issued by a recognized College/University/Aadhar/E-Aadhar card with a photograph/ Employee ID card.

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 Ration Card is not valid id proof 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 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.

VIII) **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, verification of certificates 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 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 written, 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 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 SPMCIL.

c) For termination of service, if he/ she has already joined SPMCIL.

(8) 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. Applicants are not required to send anything through post only online mode is accepted.

a) They should attach the following documents and keep ready with them at the time of documents verification.

- Self-attested copies of the certificates pertaining to age, educational qualification i.e. Copies of all the marks sheets of all semesters/ years.
- Self-attested copies of Caste for OBC (Non-Creamy Layer) applicants. The certificates should have been issued by the Competent Authority for claiming the benefits of reservation for these categories under the Government of India.

- A copy of the Disability Certificate issued by the Competent Authority as prescribed by Government of India from PWD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PWD candidates.
- Ex-Serviceman applicants should keep a copy of discharge certificate.

b) Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of verification or if advised to submit at any date after being shortlisted for further selection process on the basis of 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) Management reserves the right to call for any additional documentary evidence in support of educational qualification & experience of the applicant.

d) Canvassing in any form will be a disqualification.

e) An 'Information Hand-out' booklet will be made available to the applicants on the Company's website http://spphyderabad.spmcil.com., which may be downloaded along with the call letter for online examination.

(9) The applicants may note the following:

I. In case of the applicants belonging to OBC Category, the Certificate to that effect should not have been obtained earlier than 02-07-2018, i.e. 6 months. Candidates 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 under the Government of India at the time of certificates verification or on any date after being advised about the same. The certificate, inter alia, 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. The applicant should not belong to the socially advanced sections/Creamy Layer 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/sub-castes figuring in the Central List (Govt. of India) will be considered accordingly OBC caste/Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category.

Persons with Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of verification or on any date after being advised about the same.

II. 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 print out of the application and submit the original for verification at the time of online Test. 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/she will not be allowed to join the Company.

III. Persons who have been dismissed from the service of any organisation need not apply.

IV. Candidates whose results are awaited as on 01-01-2019 need not apply. Applicant must have passed the essential qualification from Recognized University/College/Institute.

V. The decision of SPPH, in all matters relating to this recruitment will be final and binding on the

applicants. No correspondence or personal enquiries shall be entertained by SPPH in this regard.

VI. The Selected candidates will be initially posted at Security Printing Press, Hyderabad; however they are liable for transfer to any of the Units of SPMCIL as per requirement of the Company.

VII. The seniority of the candidates on appointment will be as decided by the Company.

VIII. 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://spphyderabad.spmcil.com. shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Hyderabad.

IX. Appointments of selected candidates will be subject to his/her being declared medically fit   by   a Medical Officer in the rank of Civil Surgeon of a Government Hospital, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer and referees, verification of caste and class certificate (for OBC 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.

X. Canvassing in any form will be treated as a disqualification.

XI. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.

XII. No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.

XIII. Please also refer to "How to apply" and "Frequently asked question (FAQs)" section on our website in case of any difficulty in applying online or register the problem online on http://cgrs.ibps.in.

XIV. Any corrigendum to this advertisement will be displayed only on the Company's website http://spphyderabad.spmcil.com Therefore, applicants are advised to keep checking the Company's website for any update.

XV. 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 websitehttp://spphyderabad.spmcil.com. It will not be intimated to the applicants individually. However, in case of cancellation, examination fees (if any) paid by the applicants will be refunded to them.

Dy. Manager (HR) & Head of Office
For General Manager