



भारत सरकार टकसाल /INDIA GOVERNMENT MINT

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई
A UNIT OF SECURITY PRINTING & MINTING CORPORATION OF INDIA LIMITED

भारत सरकार के पूर्ण स्वामित्वाधीन / WHOLLY OWNED BY GOVERNMENT OF INDIA

आई.फे.स.ए.डी. II, चेरलापल्ली, पोस्ट बेग सं10., एच.सी.एल) पो.आ, हैदराबाद – 500051, तेलंगाना, भारत

IDA Phase II, Cherlapally, P.B. No.10, H.C.L (P.O), HYDERABAD – 500051.TELANGANA, INDIA

An ISO 9001:2015 COMPANY / CIN: U22213DL2006GOI144763 / GSTIN: 36AAJCS6111J2Z8

वेबसाइट/Website: <https://igmhyderabad.spmcil.com> / ई-मेल/E-mail : igm.hyderabad@spmCIL.com / 040-27268364

No.I-302/Pers./Cons/2024-25/ 358

Date:28.05.2024

NOTICE

Sub: Engagement of Security Officer - reg

Security Printing & Minting Corporation of India Limited (SPMCIL) is a Miniratna Category- I, Central Public Enterprise wholly owned by Government of India started functioning as a Corporatized entity with effect from 13th January, 2006 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 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.

India Government Mint, Hyderabad (IGMH) is one of the nine units under the Security Printing and Minting Corporation of India Limited (SPMCIL) and is inviting the applications for the following positions on fixed tenure contract basis.

Vacancies/Posts:

S.No.	Name of the post/Designation	No. of Posts	Equivalence of posts as per SPMCIL guidelines	Last date for receipt of applications
1	Security Officer	1	E-1 level to E-2 level	15.06.2024

1. Eligibility for the post of Security Officer:

- Holding analogous post on regular basis at atleast Level 10 of the 7th CPC pay matrix (pre-revised GP of ₹.5400/- in 6th CPC) at the time of Superannuation/Retirement from Defence / Para Military/ State Police Forces.
- Candidates belonging to State Police forces have to hold equivalent post to the pay level indicated above.
- Candidates holding the above pay level on MACP/Financial up-gradation are not eligible.

2. Important Criteria :

- I. Candidate applying should be less than 62 years of age as on the last date of receipt of application.
- II. Period of engagement: Initially for a period of 1 year which may be extended for a further period as per the work exigencies and performance of the individual.

- III. The compensation to be paid is Rs.58,000/- per month (E-1 to E-2 level) (inclusive of all other benefits).
- IV. There shall be no criminal case pending against the candidate/whether the candidate has been convicted in any criminal case, the details shall be provided. The candidate should not have been compulsorily retired by the Government. A self-declaration in this regard to be submitted by the candidate. (Attached self-declaration format).
- V. A non-disclosure agreement has to be signed by the candidate before engagement as by virtue of his roles and responsibility, he will have access to some confidential information of the organization.
- VI. In case IGMH does not get right candidate with the above mentioned eligibility criteria, it may relax the norms.

3. Key Responsibilities of the Security Officer:

- a. Patrolling/inspection of plant/residential area and outside the residential area to be carried out on regular basis to avoid unauthorized entry/encroachment.
- b. Collection of inputs from various agencies and intimate management immediately.
- c. Checking functioning of security gadget status including CCTV on regular basis and report faulty system to the Management immediately.
- d. Maintain constant liaison with Sr. Security Officer at Delhi.
- e. Do not discuss confidential information with unauthorized persons.
- f. Develop and implement security policies, protocols and procedures.
- g. Attend meetings with other security agencies (CISF, IB and local police) to determine operational record.
- h. Review reports on incidents and breaches.
- i. Investigate and resolve issues related to security.
- j. Create periodical reports for management on security status.
- k. Analyse data to form proposals for improvements (e.g. implementation of new technology).
- l. Verification, cross verification of attendance of outsourced/contractual employees/visitors movement.
- m. Knowledge & follow up of contingency plan of the concerned unit so that prompt and accurate action/coordination can be made in emergency.
- n. Keeping the management informed about the security needs and threat perception if any.
- o. Maintain constant liaison with CISF/IB/Local police for better co-ordination.
- p. Checking entry and exit register at random to ensure no unauthorized movement or dubious movements of people are checked. In case anything is noticed the same should be informed to CGM with a copy to Sr. Security Officer, Headquarters.
- q. Ensuring reports of IB/CISF are implemented on time.
- r. Keeping a close check on all the items being taken out of premise and ensuring the same is returned on time.

- s. At least one surprise checks of passes on any day every week at different locations in a month and should be made and included in the monthly report.
- t. Monthly security report by all security officers should be sent to CGM HR.
- u. Any other duties assigned by the management from time to time.

4. Selection procedure :

1. Applications received shall be screened by a committee as per the terms & conditions of this advertisement.
2. Shortlisted candidates will be interviewed by a committee nominated by the Competent Authority. Final Selection of a candidate depends upon his/her Educational Qualification, Experience and performance in the interview.

HOW TO APPLY :

- 1) Applicants have to apply in the prescribed proforma attached with this notice.
- 2) Applicants should attach self-attested documents in respect of their claims in Age, Educational Qualifications, Experience, relieving letter of the previous organization, I.D. Proof, Pension related documents etc.,
- 3) The outer cover should be subscribed as "**APPLICATION FOR THE POST OF SECURITY OFFICER**".
- 4) India Government Mint, Hyderabad will not be responsible for any postal delay/loss of documents during transit.
- 5) Duly completed application should be addressed to the Chief General Manager, India Government Mint, Cherlapally, Hyderabad and are required to be sent through email at **hr.igmh@spmcil.com & gk.mohan@spmcil.com** or by registered/speed post in person on or before **15.06.2024**. Applications received late/Incomplete will be rejected. India Government, Cherlapally Hyderabad Management will not be responsible for any postal delay/loss of documents during transit.
- 6) Applications received late/Incomplete will be rejected. India Government Mint, Cherlapally, Hyderabad Management will not be responsible for any postal delay/loss of documents during transit.

GENERAL CONDITIONS FOR THE POST:

- The selected candidates will not have any claim over other emoluments/benefits/compensations available to other SPMCIL employees. However, for any out station travel as per the requirement, with the prior approval of the competent authority, only the expenses towards traveling, lodging and boarding (as per SPMCIL Travel rules/Policies) will be borne by the Unit.
- The selection will be as per the terms and conditions in this advertisement and the candidates will be shortlisted keeping in view their experience, profile, etc. and called for the interview. India Government Mint, Hyderabad reserves the right to shortlist applications as per the criteria fixed by the competent authority.

- The selected candidates will also have no right whatsoever to claim for regular employment in SPMCIL by virtue of being engaged through fixed term contract.
- No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of SPMCIL/IGM, Hyderabad would be final and binding.
- Management reserves the right to reject the applications without assigning any reason. 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.
- The Mint works between Monday to Saturday from 09:00Hrs to 17:30 Hrs.
- Applications that are not in conformity with the requirement indicated in this advertisement, incomplete applications and those received after the last date will not be entertained.
- In order to regulate the number of candidates to be called for walk-in-interview, if so required, the Unit of India Government Mint, Hyderabad Management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility criteria/ standards or to conduct a written examination to ascertain the suitability of the candidates applied in response to this notice.
- All the eligibility conditions/Age etc. will be reckoned as on last date of receipt of applications.
- Canvassing in any form will result in disqualification.


(G.KRISHNA MOHAN)
JOINT GENERAL MANAGER(HR)
UNIT HR HEAD

Passport
size photo

नियोजि आवेदि पत्र/APPLICATION FORM

1. पद का नाम/Name of the post : Security Officer

2. अभ्यथी का नाम/Name of the candidate:

3. पिता का नाम/Father's Name :

4. जन्म तिथि/Date of Birth :

5. Age as on 28.05.2024 (_____ DD _____ MM _____ YY)

6. स्थायी पता/Permanent Address :

7. पत्राचार के लिए पता/Address for Correspondence:

8. दूरभाष सं/Phone No.

कार्यालय/Office :

आवास/Residence :

फैक्स सं/Fax No. :

ई-मेल/E-Mail :

9. धर्म/Religion :

10 श्रेणी/Category :

11. राष्ट्रियता/Nationality :

व्यावस्यक से शुरू करते हुए मैट्रिक तक शैक्षिण योग्यताएं/Details of Educational Qualifications starting from professional to matriculation:

क्र.सं/ S.No.	परीक्षा उत्तीर्ण/ Examination passed	उत्तीर्ण होने का वर्ष/ Year of passing	विषय/ Subject	अंक प्राप्त/ Marks obtained	संस्थान का नाम/ Name of the Institution

12. नवीनतम नियुक्त से आरंभ करते हुए अनुभव का ब्यौरा/Details of Experience starting from latest employment

संगठन का नाम Name of the Organization	धारक पद स्तर / Position held level	अवधि/Period (DD/MM/YYYY)		वेतनमान वेतन के साथ/ scale with pay	अंतिम प्राप्ति वेतन/ Last total emoluments drawn	ड्यूटी का विस्तृत ब्यौरा/ Brief description of duties
		से/ From	तक/ To			

13. प्रमाण पत्र / प्रशंसापत्र की प्रतियां संलग्न की जानी हैं/Copies of certificates/testimonials to be enclosed Like PPO, Last Pay Certificate etc

1.

3.

2.

4.

घोषणा/DECLARATION

मैं एतद्वारा स्वीकार और घोषणा करता/करती हूँ कि इस आवेदन में दिए गए विवरण सत्य है और असंतोषजनक नहीं होने पर, मैं वचन देत/देती हूँ कि इस मैं मानता हूँ कि इस आवेदन पत्र में की गई कोई गलत सूचना या सामग्री छूट तत्काल बर्खास्तगी के लिए अधोहस्ताक्षरी उत्तरदायी होगी/ ।
_____ 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.

तिथि/Date

स्थान/ Place

(Signature of the Candidate)