



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

आईफिस.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](mailto:igm.hyderabad@spmCIL.com) / 040-27268364

No.I-302/Pers./Cons/2024-25/974

Date:05.09.2024

## 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 13<sup>th</sup> January, 2006 under the administrative control of Department of Economic Affairs, Ministry of Finance having its registered and Corporate Office at 16<sup>th</sup> 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	30.09.2024

#### **1. Eligibility for the post of Security Officer:**

- Holding analogous post on regular basis at atleast Level 10 of the 7<sup>th</sup> CPC pay matrix (pre-revised GP of ₹.5400/- in 6<sup>th</sup> 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 compulsory 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 **30.09.2024**. 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

**आवेदन पत्र / APPLICATION FORM**

Affix Recent  
Passport  
size  
photograph

1	पद का नाम/ Name of the Post	
2	अभ्यर्थी की नाम/ Name of the Candidate (बड़े अक्षर में/ all in block letters)	
3	पिता का नाम/ Father's Name	
4	जन्म तिथि/ Date of Birth (DD/MM/YYYY)	
5	उम्र/ Age	
6	स्थायी पता/ Permanent Address	
7	पत्राचार के लिए पता/ Address for correspondence	
8	सम्पर्क विवरण/ Contact Details	लैंड लाइन/ Land Line: मोबाइल/ Mobile: ई-मेल/ E-mail:
9	धर्म/ Religion	
10	राष्ट्रीयता/ Nationality	

11	व्यावसायिक से शुरू करके मेट्रीक तक शैक्षिक योग्यताओं का ब्योरा (कृपया प्रतियाँ संलग्न करें)/ Details of Educational Qualifications starting from professional to matriculation. (please attach copies)					
क्र.सं./ Sl.No.	परीक्षाओं का विवरण/ Details of Qualification	पास होने का वर्ष/ Year of Passing	विषय/ Subject	प्राप्तंक % / % of marks	बोर्ड/ विश्वविद्यालय/ Board/ University	
12	हाल के नियोजन से शुरू करके अनुभव का ब्योरा/ Details of Experience starting from latest employment :					
क्र.सं./ S.No.	संगठन का नाम/ Name of the Organization	धारित पद एवं स्तर/ Position held & Level	अवधि (दिन, महिना, वर्ष के साथ)/ Period (DD/MM/YYYY) से/From तक/To	वेतनमान (ग्रेड वेतन के साथ)/ Pay scale with pay	अंतिम वेतन की कुल परिलब्धियाँ/ Last Total Emolument Pay Drawn	कार्यों का संक्षिप्त विवरण/ Brief description of duties

13. क्या एसपीएमसीआईएस में कोई संबंधी पहले से काम कर रहे है? यदि है, तो संबंध में उल्लेख करें/ Please specify whether any relative(s) is working in the units of SPMCIL. If so, furnish their name and designation and relationship.

14. प्रणाम पत्रों/प्रशंसा पत्रों की प्रतियाँ संलग्न करें (जैसा पीपीओ, अंतिम वेतन प्रणामपत्र इत्यादि)/ Copies of Certificates/testimonials to be enclosed (like PPO, Last Pay Certificate etc.).

1.

2.

3.

4.

**15. घोषणा/ Declaration:**

मैं \_\_\_\_\_ एतद्वारा स्वीकार और घोषणा करता/करती हूँ कि इस आवेदन में दिए विवरण सत्य है और अतिशयोक्तिपूर्ण नहीं है। मैं वचन देता/देती हूँ कि इस आवेदन पत्र में की गई कोई मिथ्या प्रस्तुति या वास्तविक चूक अधोहस्ताक्षरी को तुरंत बर्खास्तगी के लिए दायी बना देगी।/

I \_\_\_\_\_ hereby affirm and declare that the statements 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.

दिनांक/Date:

स्थान/Place:

(अभ्यर्थी के हस्ताक्षर/ Signature of the Candidate)

अभ्यर्थी द्वारा स्वयं घोषणा / SELF DECLARATION BY THE CANDIDATE  
(आवेदन पत्र के साथ जमा करें/ To be submitted with application)

मुझे, \_\_\_\_\_ एसपीएमसीआईएल द्वारा  
\_\_\_\_\_ नियुक्त किए जाने पर, एतद्वारा घोषणा करता हूँ कि

I \_\_\_\_\_ may be engaged as  
\_\_\_\_\_ by SPMCIL, I hereby undertake that:

- i. अधोहस्ताक्षरी के विरुद्ध कोई भी अपराधिक मामला लंबित नहीं है।/  
There is no criminal case pending against the undersigned.
- ii. मुझे सरकार द्वारा अनिवार्य रूप से सेवानिवृत्ति नहीं किया गया।/  
I have not been compulsory retired by the Govt.

हस्ताक्षर/Signature: \_\_\_\_\_

नाम/Name: \_\_\_\_\_

दिनांक/Date: \_\_\_\_\_

पता/ Address: \_\_\_\_\_