



# 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./AMA/2025-26/752

Date: 23.07.2025

## NOTICE

**DATE & TIME OF WALK-IN-INTERVIEW: 28.07.2025 BETWEEN 10:00AM TO 12:00PM**

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 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029. 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 applications for the following positions on fixed tenure contract basis.

S.No.	Name of the post/Designation	No. of posts
1	Authorised Medical Attendant(AMA)	1

### **1. Eligibility for the post of Authorised Medical Attendant(AMA):**

- Retired/Superannuated Medical Doctor from **Government/PSU/Autonomous Bodies/Statutory Bodies/SPMCIL organisations** (or) should have atleast worked as a Medical Officer(Consultant) in a Government/PSU for five years.

### **2. Important Criteria :-**

- Period of engagement is for one year initially which may be extended for another year as per the exigency and performance of the individual and medical fitness of the candidate.
- There's no age limit as per the terms of the AMA defined by the Government of India.
- Consolidated Compensation for the AMA is as given below:
  - Medical Post Graduate/Specialist -  
1st Consultation – ₹. 350/-  
Subsequent consultation – ₹. 350/- (15 days after the 1<sup>st</sup> Consultation)
  - Medical Licentiates and Medical Graduates (MBBS or equivalent) –  
1st Consultation – ₹. 200/-  
Subsequent consultation – ₹. 200/-(15 days after the 1<sup>st</sup> Consultation)

The consultation fees paid per patient to the AMA shall be done on actual basis monthly which shall be restricted to the monthly fixed remuneration by the SPMCIL extended to the Medical Officer (Consultant) as per the policy.

V. B. Jay  
23/7/25



- 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 mentioned eligibility criteria, it may relax the norms.

### **3. Key Responsibilities of the Authorised Medical Attendant(AMA):**

1. In-charge of the Medical Department/ Dispensary and responsible for Management of the Department and distribution of duties to all staff of dispensary.
2. To examine and treat any sick, emergency and accident cases and, if necessary arrange for referring the cases to hospital.
3. To examine periodically the employees working in sections with potential occupational hazards.
4. To arrange and supervise prophylactic inoculations and such other arrangements against typhoid, cholera etc., inside the factory.
5. To organize first-aid arrangements in the departments of the Mint and training in first aid.
6. To examine the workmen applying for sick leave and to certify the necessary or otherwise of such leave.
7. To examine periodically, the state of health of workmen employed in the gold/silver refinery.
8. To forecast requirement of medicines and appliances for their timely procurement.
9. To undertake yearly verification of stocks of medicines and appliances.
10. To advise and motivate the workers to accept various methods of family planning/ Family Welfare and immunization procedure for children.
11. To scrutinize the medical reimbursement bills (Credit & Cash) received from employees and Hospitals to enable the department for making payment.
12. To examine Mint CISF Personnel/Scrutiny of CISF Bills/ Annual Medical Examination of CISF Personnel.
13. To Organize Health talk/medical camps in consultation with empaneled hospitals or reputed doctors.

### **4. Selection procedure :**

Candidates are requested to fill in the application form (attached along with this notification) duly completing in all respects. The completed application form has to be submitted at the venue of the interview for verification along with original documents, one set of attested copies of requisite documents and two recent passport size photographs. Interview will be conducted and based on the credentials & performance in the personal interview the candidates will be shortlisted. The offer of engagement shall be issued to the suitable candidate in the order of merit.

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### **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.
- 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 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 09.00 Hrs to 17.30 Hrs .
- In order to regulate the number of candidates to be called for 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.

V. Balaji

(वी बालाजी)  
अपर महाप्रबंधक (मा.सं)  
इकाई मा.सं. प्रमुख


23/11/25



## Terms and Conditions

1. The tenure of your engagement will be for a initial period of one year with effect from the date of joining which may be reduced or extended at the discretion of the company.
  2. You will be posted to work in India Government Mint, Hyderabad.
  3. You will have to work under the direct Control/guidance/ orders/ supervision of the designated officials. Communication regarding your duties and responsibilities will be issued separately.
  4. You will not sign or certify documents or pass bills etc. pertaining to the department and will not supervise or control the work of SPMCIL employees. However, you can interact with the concerned officials/ departments regarding the progress/ execution of work assigned to you.
  5. You will be required to work in accordance with the timings observed by the Unit of posting and shall also be available after office hours and holidays keeping in view the residents of Mint township (Employees and CISF personnel). Holidays applicable to you will be the same as applicable to the employees of SPMCIL at the place of posting.
  6. You will be paid a consolidated Compensation as given below:
    - a) Medical Post Graduate/Specialist -  
1st Consultation – Rs. 350/-  
Subsequent consultation – Rs. 350/-
    - b) Medical Licentiates and Medical Graduates (MBBS or equivalent) –  
1st Consultation – Rs. 200/-  
Subsequent consultation – Rs. 200/-
- The consultation fees shall be paid to the empanelled AMA per patient and there will be no subsequent fees till 15 days from the 1st consultation. The consultation fees paid per patient to the AMA shall be derived on actual basis monthly which shall be restricted to the monthly fixed remuneration extended to the Medical Officer(Consultant) as per SPMCIL policy.
7. You will have to give a declaration that there is nothing adverse against you either presently or in the past which would disqualify you for being engaged in service. Following shall constitute disqualification for appointment:
    - Insolvency
    - Pendency of investigation/ trial in relation to a criminal offence.
    - Conviction by Court of law for criminal offence.
    - Dismissal/ termination from the services in your previous employment(s) pursuant to disciplinary action.
  8. You will maintain absolute secrecy and confidentiality in matters relating to the official documents and/ or information which you acquire during the tenure. You shall at all times during your tenure maintain absolute integrity, - discipline, devotion to duty and do nothing against the interest of SPMCIL. Any contravention of this condition will entail immediate termination of your engagement notwithstanding clause 16 below.
  9. Your performance will be reviewed periodically to ensure completion of assignment(s) entrusted to you. In the event of performance being unsatisfactory, your services are liable to be terminated without any notice and/or without assigning any reason thereof notwithstanding clause 16 below.
  10. Management has the right to terminate your empanelment by giving one month's notice or vice versa.
  11. Any other matter regarding your engagement not dealt with herein shall be governed at the sole discretion/ decision of the Management which will be binding on you.
  12. If the above terms and conditions are acceptable in toto, you may communicate your acceptance by signing the duplicate copy of this offer and report for duty on or before \_\_\_\_\_ to \_\_\_\_\_.

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23/7/25



## आवेदन पत्र / APPLICATION FORM

1	पद का नाम /Name of the Post	Authorised Medical Attendant (AMA)	Affix Recent Passport size photograph		
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	राष्ट्रियता /Nationality				
11	व्यावसायिक से शुरू करके मेट्रिक 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	प्राप्तांक %/ % of marks	बोर्ड /विश्वविद्यालय / Board/ University

V. B. Singh  
23/11/25



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)		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
			से/From	तक/To			

13. क्या एसपीएमसीआईएस में कोई संबंधी पहले से काम कर रहे हैं? 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

V. Balag -  
23/7/25



## NON-DISCLOSURE AGREEMENT

I \_\_\_\_\_ engaged as \_\_\_\_\_ by SPMCIL and by virtue of my roles and responsibilities, I will have access to some confidential information and accordingly, I undertake that:

- i. I will maintain absolute secrecy and confidentiality in the matter relating to the official documents and/or information acquired during the tenure.
- ii. Never to pass any information obtained as part of the organization in anyone outside the organization, unless I have been directed to do so by the reporting authority, and the reasons for doing so are clearly understood.
- iii. To keep all names, contact details and personal information secure and confidential.
- iv. I shall not utilize or publish or disclose or part with any part of the data or statistics or proceedings or information collected for the purpose of my assignment or during the tenure of engagement in SPMCIL to a third party without the express written consent of the Competent Authority.
- v. I shall be bound to hand over the entire set of records of assignment to authorized officer/authority before the expiry of my contract.

I understand that any breach of the above conditions will tantamount to breach of contract and will expose me to suit for damages in a court of law.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Witnessed by:

Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

V. B. D. S.  
23/7/25



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:

1. अधोहस्ताक्षरी के विरुद्ध कोई भी अपराधिक मामला लंबित नहीं है।/  
There is no criminal case pending against the undersigned.
2. 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: \_\_\_\_\_

V. B. Singh  
23/11/25