



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 बेंग 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/2025-26/ 743

Date: 22.07.2025

NOTICE

DATE & TIME OF WALK-IN-INTERVIEW: 30.07.2025 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 the applications for the following positions on fixed tenure contract basis.

S.No.	Name of the post/Designation	Equivalence of posts as per SPMCIL guidelines
1	Consultant (Engraver)	S-1 to S-2

1. Eligibility for the post of Consultant(Engraver):

Intermediate or equivalent grade with minimum 10 years of experience at Supervisory level in Govt/PSU/SPMCIL in the areas brought out in key responsibilities.

2. Important Criteria :-

- Period of engagement: for a period of one year initially which may be extended as per the exigency and performance of the individual.
- Candidate applying should be less than 65 years of age as on the last date of receipt of application.
- The compensation is paid as Rs. 46,000/- per month (S-1 to S-2 level) (Inclusive of all other benefits).
- 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).
- 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.
- In case IGMH does not get right candidate with the mentioned eligibility criteria, it may relax the norms.

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3. Key Responsibilities:

- (i) Minting/Commemorative/medal Dies finishing (Trimming).
- (ii) Medal citation works by hand engraving and machine engraving.
- (iii) Manual art engraving (By hand).
- (iv) Preparation of plaster model.
- (v) Operation of Lang machine for scanning/manufacturing of master dies.
- (vi) Design and finishing of 3D-Designs of dies/masters to be engraved on Lang Engraving Machine.
- (vii) Finishing & inspection of dies before handing over for production.

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.

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 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.
- 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.
- The Mint works between Monday to Saturday from 09.00 Hrs to 17.30Hrs.
- 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.

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

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. 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 of Rs.46.000/- per month (all inclusive).
7. Absence during the month, other than the authorized leave , will not be reckoned for the purpose of payment of Compensation. Deduction will be made on pro-rata basis for the number of days of absence in that month.
8. The Income tax as applicable will be deducted at source from the payments made to you.
9. You will be entitled for paid leave of one day for every 20 days of work including weekly holidays and other applicable holidays. The leave may be availed with the prior approval of the controlling officer only after it actually becomes due and not in advance/ anticipation.
10. You will be reimbursed premium for Medical claim Policy up to Rs.2 Lacs from a PSU Insurance Company for self, spouse and dependent children for the period of engagement exceeding 6 months. No Other medical benefits shall be available.
11. You will also be reimbursed premium for accidental insurance coverage of Rs.3 Lacs for yourself only from a PSU Insurance Company for the period of engagement only exceeding 6 months.
12. During the tenure of this engagement, you will wholly devote yourself to work assigned to you and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail immediate termination of your services notwithstanding clause 16 below.
13. 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.
14. 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.
15. 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.
16. Management has the right to terminate your services by giving one month's notice or by giving one month's consolidated compensation in lieu of such notice during your tenure. Similarly, if you wish to foreclose your tenure, you can do so by giving one month's notice in writing or by depositing one month's Consolidated Compensation in lieu of such notice.
17. 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.
18. 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 _____.

आवेदन पत्र / APPLICATION FORM

1	पद का नाम /Name of the Post	Consultant(Engraver)		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	राष्ट्रीयता /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

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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

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22/7/25

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: _____

Dr. V. V. V.
22/7/15

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: _____

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22/11/25