



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/Hiring of Consultant/2019-20/5456

Date 18-01-2020

Notice

Subject: Engagement of retired Government Personnel as Security Officer on fixed term contract basis.

Security Printing Press (SPP), Hyderabad was established in the year 1982 primarily to meet the requirements of postal stationery for Department of Posts, Ministry of Communications and Information Technology, New Delhi. Subsequently, the press has taken-over development and printing of Non-Judicial Stamp Papers and Court Fee Stamps for State Governments. The objective of SPP is to design, develop, print and supply security documents by incorporating latest security features for the national and international customers.

SPP, Hyderabad is equipped with modern high speed printing machinery for producing high value security documents with security features like specialized numbering, perforations, UV-print technology, and high-end security software for pre-press activities. Its capability also includes printing of multi-color items such as Meghdoot Post cards, advertisement on Envelopes, Inland letters and postal items. Other products of the unit are Commemorative postage stamps, Central Excise stamps, Non-Judicial Stamps, Court Fee Stamps, Indian Postal Orders, MICR & Non-MICR Cheques, Saving Instruments, State Warehousing receipts.

With the above background, the SPP, Hyderabad is looking forward for engaging retired employees as Security Officer on contract basis to look after the Security needs of the SPP, Hyderabad.

Sl. No	Department	Equivalence of posts as per SPMCIL guidelines	No. of Vacancies	Contract Period
1	Security Officer	E1-E2 level	1	One Year

Eligibility criteria:

Sl. No.	Name of the Post	Eligibility Criteria
1	Security Officer	Holding analogous post on regular basis at level 10 of the 7 th CPC pay matrix at the time of retirement from Defence / Para Military / State Police Forces.

Other Conditions:

- Period of engagement: Initially for a period of one year which may be extended as per the exigency and performance of the individual.
- Candidates applying should be less than 62 years of age as on the last date of receipt of application.
- The compensation is paid as Rs.50,000/- per month (E-1 to E-2 level) (inclusive of all other benefits).
- There shall be no criminal case pending against the candidate. 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.

Key responsibilities of the engaged Security Officer:

- a) Liaisoning with TS SPF/ CISF, IB and local Police administration.
- b) Verification / cross verification of attendance of outsourced /contractual employees.
- c) Keeping the Management informed about the security needs & threat perception, if any.
- d) Any other work assigned from time to time by Management.

HOW TO APPLY:

1. The Application should be submitted in the pro-forma given in the advertisement, preferably type written.
2. The outer cover should be subscribed as **APPLICATION FOR THE POST OF SECURITY OFFICER.**
3. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience.
4. Duly Completed applications should be sent to the General Manger, Security Printing Press, Hyderabad, Mint Compound, Saifabad, Hyderabad-500 063. Through registered/speed post on or before **08.02.2020**
5. The date of Interview will be intimated later on official website.
6. Applications received late/incomplete will be rejected. SPP Management will not be responsible for any postal delay/loss of documents during transit.

General Conditions:

- The selected candidate will not have any claim over other emoluments/benefits/compensation 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 travelling, lodging and boarding (as per SPMCIL Travel rules/policies) will be borne by SPP, Hyderabad.
- The selection will be as per the terms and conditions in this advertisement and the candidates will be required to appear for interview.

- No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of SPMCIL would be final and binding.
- Management reserves the right to reject the applications without assigning any reason. The selection process can be cancelled / Suspended / terminated without assigning any reasons. The decision of the management will be final and no claim or appeal will be entertained.
- Applications that are not in conformity with the advertisement, incomplete applications and those received after the date will not be entertained.
- In order to regulate the number of candidates to be called for interview, if so required, SPP, Hyderabad reserves the right to raise the minimum eligibility criteria/ Standards.
- Canvassing in any form will results in disqualification.

Sd/-

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