



CURRENCY NOTE PRESS :: NASHIK ROAD
(A Unit of SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD)
Mini-Ratna Category -I CPSE
(Wholly owned by Govt.of India)

Advt.No. 05/2020

Security Printing & Minting Corporation of India Limited (SPMCIL), a Schedule "A" Mini-Ratna Category-I Central Public Sector Enterprise wholly owned by Government of India, started functioning as a Corporatized entity with effect from 13th January, 2006. 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.SPMCIL is 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 Operational units of the Company are strategically located across the Country having its four Mints at Mumbai, Kolkata, Hyderabad and Noida, four Currency/Security presses at Nasik, Dewas and Hyderabad, a high quality Paper Manufacturing mill at Hoshangabad and Company has recently commissioned CWBN paper Machine Project at SPM, Hoshangabad with a view to be self-sufficient in manufacturing of currency paper.

Currency Note Press, Nasik Road is one of the nine units under the Security Printing and Minting Corporation of India Limited (SPMCIL) invites applications for the post of Welfare Officer at A-2 level & Supervisor (Official Language) at A-1 level having all India transfer/posting liability.

Applicants are advised to apply online in the proforma given in the advertisement between **12.12.2020 to 11.01.2021** only through the Company's website at <http://cnpnashik.spmcil.com> under the page "Careers". Applicants may apply after carefully going through all the instructions given in this advertisement. **No other means/mode of application will be accepted.**

Before applying applicants should ensure that they fulfil all eligibility criteria as mentioned in the advertisement for the post. Company will take up verification of eligibility with reference to the original documents only after they have qualified in their written examination (Online) result. If the candidates are found 'Not eligible' during the document verification process, they will not be allowed for the next stage of selection process & their candidature will be summarily rejected. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement and the subsequent verification of all concerned documents etc. Applicants who do not fulfil age as on closing date of receipt of applications and the minimum educational qualification & experience as on closing date of receipt of applications are not eligible and need not apply for the post.

Important Dates:

Opening of website link for applying Online application.	<u>12.12.2020 to 11.01.2021</u>
Payment of fees in online mode	<u>12.12.2020 to 11.01.2021</u>
Tentative date of written examination which will be conducted "Online" at selected centres	February / March, 2021

1. Vacancies/Posts:

Indicative number of vacancies proposed to be filled up for the post of Welfare Officer at A-2 level & Supervisor (Official Language) at A-1 level is as detailed below:

Projected Vacancies					Reservation Status					
Sr. No	Name of the post	Level	No of Posts	Scale of Pay (IDA Pattern)	UR	SC	ST	OBC	EWS	Total
1	Welfare Officer	A-2	01	Revised pay scale as per 3 rd PRC Rs.29000-110000	01	--	--	--	--	01
2	Supervisor (Official Language)	A-1	01	Revised pay scale as per 3 rd PRC Rs.26000-100000	01	--	--	--	--	01

Full Form of abbreviations:

UR=Un-Reserved SC=Scheduled Caste ST= Scheduled Tribe OBC= Other Backward Class EWS=Economically Weaker Sections

- Posts reserved for Physically Handicapped (PWD) and Ex-servicemen will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/EWS/UR to which they belong. The posts are identified for suitable Physically Handicapped candidates i.e. Hearing Handicapped (HH-PD) and Orthopedically Handicapped OH- (OL -R or L, OA-R or L). VH candidates and any other type of Physically Handicapped candidates need not to apply.
HH= Hearing Impaired, OH= Orthopedically Handicapped (OL= One Leg- Right or Left, OA= One Arm, Right or Left)
 - Under Section 33 of the Persons with Disabilities (Equal Opportunities Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant Disability and are certified by the Competent Authority in the prescribed format as per the directives of Govt. of India.
1. The selected candidates will be initially posted at Currency Note Press, Nashik Road, Maharashtra, However they are liable for transfer to any of the Unit of SPMCIL as per requirement of the Company.
 2. **AGE** - The eligibility criteria for determination of age and qualification etc. will be calculated as on 11.01.2021 **Minimum age 18 years and maximum age 30 years as on** closing date of receipt of applications i.e 11-01-2021. i.e. a candidate must have been born not earlier than 12-01-1991 and not later than 11-01-2003.
 3. Initially Place of posting will be at Currency Note Press, Nashik and liable for transfer to any of the Units under SPMCIL (Hoshangabad/Dewas/Delhi/Noida/Mumbai/Hyderabad/Kolkata) as per requirement of the company.
 4. The selected candidates will have to work for 8 hours/day with 6 days a week working, and for 48 hours/week. They will not have any claim for O.T. hours etc.
 5. The post notified may be increased or decreased as per the need/requirement. The recruitment process for the posts or any particular post(s) can be

cancelled/suspended/terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.

6. Those already working in Central Government/State Government PSU/Corporation should produce "**No Objection Certificate**" from their present employer at the time of Online Examination. A proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the candidate at the time of joining.
7. Management reserves the right to call for any additional documentary evidence in support of educational qualification, experience, age & domicile etc. of the applicant as the case may be.
8. Canvassing in any form will be a disqualification.
9. For any disputes the jurisdiction shall be Mumbai city only.
10. Person who has been dismissed from the service of any Govt./PSU/CPSE organization need not apply.
11. Candidates whose results are awaited as on 11.01.2021 need not apply. Applicant must have passed and possessed the full time Diploma/Degree from recognized university/college/institute as on 11.01.2021. All the required qualifications should be full time regular course recognized from University / Institute. Course offered through part time or distance mode will not be entertained for the purpose of the educational eligibility criteria.
12. In case, any candidate apply for more than one post or more than once for a single post, only the latest (last one) application will be considered.

UPPER AGE LIMIT IS RELAXABLE AS UNDER:

AGE: The eligibility criteria for determination of age and qualification etc. will be calculated as on 11.01.2021. **Minimum age 18 years and maximum age 30 years as on** closing date of receipt of applications i.e 11.01.2021. i.e. a candidate must have been born not earlier than 12-01-1991 and not later than 11-01-2003.

Upper age limit will be relaxed as under:

Sr.No	Category	Relaxation in Age
(i)	Scheduled Caste/Scheduled Tribe(SC/ST)	By 5 years, i.e. up to 35 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 33 years
(iii)	Persons with Disabilities(PWD)	By 10 years (GEN)13 years (OBC) & 15 years (SC/ST)
(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 50 years.
(v)	Widows/divorced women/ women judicially separated who are not re-married	Up to the age of 35 years(and 40 years for SC/ST)
(Vi)	Departmental candidates	No age bar for the in service SPMCIL employees who fulfil the essential qualification and experience provided at least three years service is left on the date of the advertisement.

- For any other category, the age relaxation as per extant Govt. rules as promulgated from time to time.

2. QUALIFICATION & EXPERIENCE as on 11.01.2021

- **Post : Welfare Officer**

Essential Qualification:

a) Degree or Diploma course recognized by Maharashtra State, as per Maharashtra Welfare Officers (duties, qualifications and conditions of service) Rules, 1966 (enclosed as Annexure -A) **and**

b) Possesses adequate knowledge of Marathi language.

Experience:

Minimum 2 years of post-qualification experience in any industry / Factory as Welfare Officer/Personnel Officer/HR Executive in HR or Welfare Dept.

- **Post : Supervisor (Official Language)**

ESSENTIAL: Master's Degree from a recognised University/Institute in Hindi or English with Hindi/English subject at Graduate level (i.e. Hindi in case of the candidate is post-graduate in English & vice-versa).

AND

One year experience in translation from Hindi to English and vice-versa.

DESIRABLE:

- a. Knowledge of Sanskrit and/or any other modern language.
- b. Proficiency in working on Computers in Hindi language.

3. EXAMINATION FEES:

RS.600/-for each post.

(Candidates belonging to SC/ST/PWD/Ex-Servicemen are required to pay application fees of Rs.200/- only)

- The candidates belonging to General/OBC(NCL)/ EWS category are required to pay application fees of Rs.600/- only.
- The applicants (wherever applicable) have to pay the application fees online as per the method explained in para 8B. Transaction charge (if any) levied by the bank for the payment of above application fees is to be borne by the applicants. Payment in any other manner will not be accepted and the applicant will be considered not eligible. Applicants paying lesser fees will also be not eligible. Fees once paid will not be refunded in any case.

- 4. **Probation:** The selected candidates will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. If the performance of the candidate is not found suitable during the extended period of probation also, his service will be terminated.

- 5. **EXECUTION OF BOND:** Supervisors directly recruited from the open market, they shall be liable to execute a Bond of Rupees Two lacks to serve in the Company for a minimum period of 3 years. Such Supervisors shall have to provide two sureties. In the event of their leaving the Company before completion of minimum period of 3 years, such Supervisors failing which the sureties will have to indemnify the Company by making the payment of Bond amount.

6. ACCOMMODATION: All the selected candidates on appointment will be eligible for allotment of Quarters as per the allotment rules of the Company subject to availability.

7. SELECTION PROCEDURE:

i) Selection for the posts will be done through examination which will be conducted "Online". The online test will be of objective type comprise of (1) concerned discipline area (2) Other subject. The online examination shall be the qualify based examination for merit purpose.

ii) The Objective type Online examination will consists as follows. Total marks of the online test will be 240. There will be no negative marking for Online examination. The duration of the examination is 02 hours.

a) WELFARE OFFICER

Sr.No	Name of Test	No.of Qs.	Marks	Duration
1	Professional knowledge (Labour Welfare & Labour Laws - Factories Act, EPF, ESI, Trade Union Act, ID Act, Collective Bargaining, Wage & Recognition, Industrial Relations, working conditions Safety, Health & Environment, Social Security issues etc.)	40	80	120 Minutes
2	General Awareness	40	40	
3	English Language	40	40	
4	Logical Reasoning	40	40	
5	Quantitative Aptitude	40	40	
Total :-		200	240	

b) SUPERVISOR (OFFICIAL LANGUAGE)

Sr.No	Name of Test	No.of Qs.	Marks	Duration
1	Professional knowledge Test of Domain knowledge which includes Hindi to English and vice-versa translation skills (Which includes Hindi & English comprehension).	40	80	120 Minutes
2	General Awareness (with special emphasis on Computer knowledge)	40	40	
3	General Hindi	40	40	
4	General English	40	40	
5	General Knowledge / Current Affairs	40	40	
Total :-		200	240	

The test will be in bilingual form i.e. Hindi & English language except the English language section which will be available only in English.

- iii) In the Selection process, an applicant has to obtain high marks in each section/category of the test as per the qualifying marks made in this respect to meet the selection criteria and accordingly sufficiently high rank shall be allowed for next stage of selection process. The final merit list will be drawn based on the marks obtained in the online written examination.
- iv) The online written examination will be held tentatively in the month of February / March, 2021. The exact date, session, reporting time of examination will be intimated in the call letter. The written examination will be conducted online in the venues given in the call letters. The applicants will have to attend the examination as per date and time schedule as indicated in the call letter at their own cost. The applicants are requested to visit the Company's website <http://cnpnashik.spmcil.com>. for any change in the examination date, amendment, addition deletion etc.
- v) The online written Examination will be conducted tentatively at the following centres:
1)Bhopal 2)Nashik(Maharashtra) 3)Hyderabad 4)Kolkata 5)Mumbai 6)New Delhi-NCR
- vi) Applicants should select only one centre. Choice of centre once exercised by the applicant will be final. No request for further change of centre/venue/date/session for online written examination shall be entertained. If sufficient number of applicants do not opt for a particular centre for written examination, the Company reserves the right to allot any other adjacent centre to those applicants OR if the number of applicants is more than the capacity available for written examination for a centre. The Company reserves the right to allot any other centre to the candidate. The Company reserves the right to cancel any of the centres and/or add some other centres at its discretion, depending upon the response, administrative feasibility etc. The Company also reserves the right to allot the applicants to any of the centres other than the one he/she has opted for either within the state or outside the state.
- vii) All applicants will have to appear for the written examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.
- viii) Admission to the written examination will be purely provisional without verification of Age /qualification/ experience/ category (SC/ST/OBC/EWS/PWD/Ex-S) etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfils the eligibility criteria before fill up the application form and the particulars furnished in the application are complete and correct in all respects. In case it is decided at any stage that an applicant does not fulfil the eligibility criteria and/ or has furnished incorrect/ false information or has suppressed any material facts of information, his/her candidature will be cancelled without giving any notice to the applicant. If any of these short comings are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- ix) **Download of Call letter** - Applicants who have registered Online will be allowed to download online call letters for the "Online" examination on the basis of the information furnished In the Online application. No detail scrutiny of application will be carried out at the time of issuing call letters Online. The call letters can be downloaded from the Company's website <http://cnpnashik.spmcil.com>. Once the applicant clicks the relevant link, he/she can access the window for call letter download. The applicant is required to use (I) Registration Number/Roll Number, (II) Password/Date of Birth for downloading the call letter. Applicants are required to affix

recent recognizable photograph on the call letter preferably the same as provided during registration. Applicants have to appear at the examination centre with (i) Original Call Letter and (ii) Original Photo Identity Proof as specified and mentioned in call letter. Applicants are also required to bring one photocopy of the original photo identity proof. Necessary intimation for downloading call letter will also be sent through email/SMS to the email id and mobile number as given by them in the online application form. However, applicants should keep checking the above website for latest updates.

- x) **Applicants reporting late for online examination:** Applicants reporting late for online examination i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, applicants may be required to present at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions for online test.
- xi) The possibility of occurrence of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process in all respect.
- xii) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any applicant.
- xiii) In order to overcome the possibility of applicants seeking help of other applicants during the written examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the written examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Company reserves the right to cancel the candidature of the concerned applicant and the result of such applicants (disqualified) will be withheld. Hence the applicants are advised not to indulge in any unfair practice/ malpractice in the examination.
- xiv) Instances for providing incorrect Information and/or process violation by an applicant detected at any stage of the selection process will lead of disqualification of the applicant from the selection process and he/she will not be allowed to appear in any SPMCIL recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

8. HOW TO APPLY:

Applicants are requested to follow the detailed procedures/guidelines as Indicated below:

- A. Application Registration Procedure**
- B. Payment of fees Procedure**
- C. Guidelines for Photograph & Signature Scan and Upload**

D. Other Guidelines

Applicants can apply online only from 12.12.2020 to 11.01.2021 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, applicants should-

- Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send call letters for the Examination etc. through the registered e-mail ID. In case an applicant does not have a valid personal e-mail id, he/she should create his/her new e-mail id and mobile no. before applying on-line and must maintain that email account and mobile number till the completion of this Recruitment. Under no circumstances, he/she should share/mention email id to/or of any other person.
- PAYMENT OF FEE ON LINE: 12.12.2020 TO 11.01.2021
- Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the applicant.

A) Application Registration Procedure

- I. Applicants have to visit Company's website <http://cnpnashik.spmcil.com> and open the link for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.
- II. To apply online, choose the tab "Registration and enter Name, Contact details and Email id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- III. In case the applicant is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- IV. Applicants are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- V. The Name of the applicant or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets /Identity proof. Any change/alteration found may disqualify the candidature.
- VI. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- VII. Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point - 8 C.
- VIII. Applicants can proceed to fill other details of the Application Form.

- IX. Click on the *Preview* Tab to preview and verify the entire application form before FINAL SUBMIT.
- X. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- XI. Click on 'Payment' Tab and proceed for payment.
- XII. Click on 'Submit' button.

B) Payment of Fees procedure (Online Mode)

- I. The application form is integrated with the payment gateway and the payment process can be completed by following the Instructions.
- II. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
- III. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- IV. On successful completion of the transaction, an e-Receipt will be generated.
- V. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Applicants are *advised* to login again using their Provisional Registration Number and Password and repeat the process of payment.
- VI. Applicants are required to take a printout of the e-Receipt and online Application Form.
Please note that if the same cannot be generated online transaction may not have been successful.
- VII. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- VIII. To ensure the security of your data, please close the browser window once your transaction is completed.
- IX. There is facility to print application form containing fee details after payment of fees.
- X. No other mode of payment of fees will be accepted.

C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR AND THE APPLICATION MAY BE REJECTED.

APPLICANT MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/SIGNATURE IN SUCH CASE.

I. PHOTOGRAPH IMAGE: Photograph must be a recent passport size colour picture. The picture should be in colour, against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.

If you have to use flash, ensure there's no "redeye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 200 x 230 pixels (preferred). Size of file should be

between 20kb-50kb, Ensure that the size of the scanned Image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

II. SIGNATURE IMAGE:

The applicant has to sign on white paper with Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded Signature. In case of mismatch, the applicant may be disqualified.

Dimensions

140 x 60 pixels (preferred).

Size of file should be between 10kb -20kb. Ensure that the size of the scanned Image is not more than 20KB.

III. SCANNING THE PHOTOGRAPH & SIGNATURE:

Set the scanner resolution to a minimum of 200 dpi (dots per inch).

Set Colour to True Colour,

File Size as specified above.

Crop the Image in the scanner to the edge of the photograph/signature, then use theupload editor to crop the image to the final size (as specified above).

The image file should be JPG or JPEG format. An example file name is: image 01 .jpg or image 01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager, Scanned photograph and signature in any format Can be saved in .jpg format by using 'Save As' option In the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling In the Online Application Form the applicant will be provided with a link to upload his photograph and signature.

IV. Procedure for Uploading the Photograph and Signature

There will be two separate links for uploading Photograph and Signature.

Click on the respective link "Upload Photograph / Signature".

Browse & Select the location where the Scanned Photo/ Signature file has been saved.

Select the file by clicking on it.

Click the 'Upload' button

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccesful fee payment will not be considered as valid and will be rejected accordingly.

D. Other Guidelines

- I. Applicants are advised In their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection /inability/failure to log on to the Company's website on account of heavy load on internet website jam. CNP takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the CNP,
- II. Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution / civil consequences in case the information /details furnished by him /her are found to be false at a later stage.
- III. CNP shall not be responsible for any application made/wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.
- IV. Identity Verification -In the examination hall as well as at the time of verification of certificates & Medical Examination, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card /Passport/Driving Licence/Voter's Card/Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letter head/ Photo identity proof issued by a People's Representative on official letter head/ valid recent Identity Card issued by a recognized College/University/Aadhar card/e-aadhar with a photograph/ Employee ID card should be submitted to the invigilator for verification. The applicant's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the applicant is in doubt the applicant may not be allowed to appear for the Examination. Ration Card is not valid id proofs for this recruitment exercise.

Note: Applicants have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to appear in the examination. Applicants must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female applicants who have changed first/last middle name post marriage must take special note of this.

If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the applicant will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/their original marriage certificate / affidavit in original.

v) **Action Against Applicants Found Guilty of Misconduct Use of Unfair means**

Applicants are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, verification of certificates or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for

any purpose or resorting to any irregular or improper means in connection with his/her candidature or obtaining support for his/her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) to be disqualified from the examination
 - b) to be debarred either permanently or for a specified period from any examination conducted by CNP
 - c) for termination of service, if he/ she has already joined CNP
9. Applicants are advised to take a printout of the system generated application form, paste a photograph below the scanned photograph and sign across. Applicant should also sign at appropriate places.
- a) They should attach the following documents and keep them ready with them.
 - Self-attested copies of the certificates pertaining to age, educational qualification i.e Copies of all the marks sheets of all semesters/years and experience i.e Experience certificate on the letter head of employer.
 - Self-attested copies of Caste/Tribe certificates for SC/ST/OBC/EWS applicants. The Certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India
 - A copy of the Disability certificate Issued by the Competent Authority as prescribed by Government of India from PWD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PWD candidates.
 - Ex-Servicemen applicants should keep a copy of discharge certificate. They should note that they are having post qualification experience in Production/ Manufacturing unit to be eligible for the post. A copy of the specific certificate on the letter head of the employer that they have worked in Production/Manufacturing Unit should be kept ready with them.
 - b) Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of verification or if advised to submit at any date after being shortlisted for further selection process on the basis of written examination results. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. in online application, call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.
 - c) An 'Information Handout' booklet will be made available to the applicants on the Company's website <http://cnpnashik.spmcil.com> which may be downloaded along with the call letter for online examination.

10. The applicants may note the following:

- I. The SC/ST/PWD applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe/ Disability Certificate issued by the Competent Authority, the Government of India format for claiming the benefits of reservation in Civil Posts and services for these categories

under the Government of India at the time of verification or at any date after being advised about the same.

- II. Persons with Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of verification or on any date after being advised about the same.
- III. PwD candidates having more than 40% disability availing concession meant for PwD candidate may register their name during filling online application form for availing additional time for examination, failing which they shall not be eligible for availing such additional time as prescribed for them.
- IV. The applicants belonging to OBC should submit a photocopy of the certificate Issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes in Civil Posts and services under the Government of India at the time of certificates verification or on any date after being advised about the same. The certificate, inter alia, must specifically state that the applicant does not belong to the socially advanced sections/Creamy Layer. The certificate should have been obtained from the Competent Authority. The applicant should not belong to the socially advanced sections/Creamy Layer as on the last date of application. The OBC applicants coming under 'Creamy Layer' will be treated as "GENERAL" category applicant and hence they should select their category in online application as 'GENERAL'. It may be noted that only the castes/subcastes figuring in the Central List (Govt. of India) will be considered. Accordingly OBC caste/Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category.
- V. Ex-Servicemen applicants should keep a copy of discharge certificate. They should note that they are having post qualification experience in related field to be eligible for the post.
- VI. Applicants already in service of Govt./Quasi Govt. Organisations. Public Sector Banks/Undertakings and Autonomous Bodies will have to keep a photocopy of the **"No Objection Certificate"** from their employer along with the print out of the application and submit the original for verification at the time of online Test. However, at the time of reporting for joining after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in absence of which he/she will not be allowed to join the Company.
- VII. Persons who have been dismissed from the service of any organisation need not apply.
- VIII. The decision of CNP, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by CNP in this behalf.
- IX. Selected candidates are liable to be posted to any of the Mint/Presses of SPMCIL.
- X. The seniority of the candidates on appointment will be as decided by the Company.
- XI. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and available on Company's website <http://cnpnashik.spmcil.com> shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Mumbai.

- XII. Appointments of selected candidates will be subject to medical fitness certificate issued from the Competent Medical Board/Authorities, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer and referees, verification of caste/tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the Company. Further, such appointment shall also be subject to Service rules and Standing orders of the Company.
- XIII. Canvassing in any form will be treated as a disqualification.
- XIV. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- XV. No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- XVI. Any corrigendum to this advertisement will be displayed only on the Company's website <http://cnpnashik.spmcil.com>. Therefore, applicants are advised to keep checking the Company's website for any update.
- XVII. The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be displayed only on the Company's website <http://cnpnashik.spmcil.com>. It will not be intimated to the applicants individually.

Sd/-
Dy. General Manager -HR
For Chief General Manager



**RECOGNITION OF DEGREES AND DIPLOMAS INDUSTRIES AND
LABOUR DEPARTMENT**

Sachivalaya, Bombay-32, 14th April, 1971

**MAHARASHTRA WELFARE OFFICERS (DUTIES, QUALIFICATIONS
AND CONDITIONS OF SERVICE) RULES, 1966**

No. WOR.1567/111449/Lab.III.- In pursuance of clause (a) sub-rule (1) of rule 3 of the Maharashtra Welfare Officers, (Duties, Qualifications and Conditions of Service) Rules, 1966, and in supersession of all Notifications issued in this behalf the Government of Maharashtra hereby recognises the following degrees and diplomas mentioned in the Schedule appended hereto for the purposes of the said sub-rule, namely:-

1. The Diploma in Labour Welfare of the Bombay University, Bombay.
2. The Diploma of the Institute for Labour Welfare Workers, Bombay awarded to a person who has undergone course for nine months of the Institute for Labour Welfare Workers, Bombay.
3. Diploma in Social Services Administration with Industrial Relations and Personnel Management, of the Tata Institute of Social Sciences, Bombay.
4. The Diploma in Labour Welfare of Shri Dorabjee Graduate School of Social Work, Bombay.
5. The Degree of Master of Arts in Social Work of the Tata Institute of Social Sciences, Bombay (with specialisation in Industrial Relations, Labour Welfare and Personnel Management).
6. Two year course (Diploma in Labour Welfare) of the Institute for Labour Welfare Workers, Bombay.
7. The Pre-1949 Diploma in Social Service Administration with Industrial Relations as the subject passed and field work in Labour Welfare or Industrial Relationship of the Tata Institute of Social Sciences, Bombay.
8. The Degree of Master of Arts in Personnel Management and Labour Welfare of the Tata Institute of Social Sciences, Bombay.
9. The Degree of Master of Labour Welfare of the Bombay University, Bombay.
10. The Diploma in Social Work with Labour Welfare as a special subject of Nagpur University, Nagpur.
11. The Diploma in Social Service Administration of the Madras School of Social Work, Madras with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
12. The Degree of Master of Arts in Social Work of the Andhra University with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
13. The Diploma in Industrial (Labour) Relation and Welfare of the St. Xavier Labour Relations Institute, Jamshedpur, Bihar.
14. The Degree of Master of Arts in Labour and Social Welfare of the Patna University, Patna.
15. The Degree of Master of Arts in Special Work of the Delhi School of Social Works, Delhi with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
16. The Degree of Master of Social Work of the Agra University, Agra with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
17. The Degree of Master of Social Work of the Maharaja Sayajirao's University of Baroda, Baroda with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
18. The Diploma in Labour Welfare of the Gujarat University.

19. The Degree of Master of Social Work of the Kerala University with specialisation in Industrial Relations, Labour Welfare and Personnel Management.

20. The Master of Social Work of University of Lucknow with concentration courses in Industrial Relations, Labour Welfare and Personnel Management and Apprenticeship Training in an Industrial Establishment as and/or Trade Unions Organisation of the Lucknow University, Lucknow.

21. M.A. Degree in Social Work, Udaipur University, Udaipur with specialisation in Industrial Relations, Labour Welfare and Personnel Management.

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Sachivalaya, Bombay-32, 16th November, 1971

MAHARASHTRA WELFARE OFFICERS (DUTIES, QUALIFICATIONS AND CONDITIONS OF SERVICE) RULES, 1966

No. WOR.1271/139853-Lab.III-B.- In pursuance of clause (a) of Sub-rule (i) of Rule 3 of the Maharashtra Welfare Officers (Duties, Qualifications and Conditions of Service) Rules, 1966, the Government of Maharashtra hereby recognised the M.A. degree in Social Work of the Kashi Vidyapith, with specialisation in Industrial Relations and Welfare, for the purposes of the said sub-rule.

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Mantralaya, Bombay-32, 6th April, 1994

MAHARASHTRA WELFARE OFFICERS (DUTIES, QUALIFICATIONS AND CONDITIONS OF SERVICE) RULES, 1966

No. WOR.5093/110/Lab-4.- In pursuance of clause (a) of Sub-rule (1) of Rule 3 of the Maharashtra Welfare Officers (Duties, Qualifications and Conditions of Service) Rules, 1966, the Government of Maharashtra hereby recognises the Master Degree Course in Industrial Relations and Personnel Management conducted by the Athavale College of Social work, Bogan Villa, Station Road, Bhandara-441 904, District Bhandara for the purpose of the said sub-rule.