

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

(A Joint Venture of SPMCIL – A Govt. of India Enterprise
and BRBNMPL – A Subsidiary of Reserve Bank of India)

Bangalore 560 029

Employment Notification No. 01/2011-2012 Dt.10.08.2011

Applications are invited from eligible candidates for the following Positions:

Sl No	Name of the Post	Approx. No of Posts
MANAGEMENT CADRE		
01	Manager (Engineering & Production)	02
02	Manager (Finance & Accounts)	02
03	Manager (HR & Admn.)	01
04	Asst. Manager (Engineering & Production)	04
05	Asst. Manager (Civil Engineering)	02
06	Asst. Manager (Finance & Accounts)	02
07	Asst. Manager (HR & Admn.)	02
08	Executive Asst. to MD Cum- Company Secretary (Asst. Manger Grade)	01
NON-EXECUTIVE CADRE		
09	Front Office Assistant ó Grade III	01
10	Secretarial Assistant (Steno cum Typist)- Grade III	01
11	Office Attendant - Grade I	02

Last Date of receipt of application : 31st August 2011.

For details please visit our website www.bnpmindia.com . Further notification in this regard will be issued and hosted in our website only.

Note: Employment Notification No.1/2010-2011 dated 14.03.2011 published in Times of India and hosted in www.brbnmpl.co.in earlier for the post of EA to MD stands withdrawn. The eligible candidates as per present notification may apply afresh.

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED,
(A Joint Venture of SPMCIL- A Govt. of India Enterprise
and BRBNMPL – A Subsidiary of Reserve Bank of India)
Registered and Corporate Office,
#2, Thavarakare Main Road, DR College Post,
Bangalore 560 029

Employment Notice No. 01/2011-2012 Date :10.08.2011

The Company is a Joint Venture of SPMCIL - Wholly owned by Govt. of India and BRBNMPL- wholly owned subsidiary of Reserve Bank of India having its Corporate Office at Bangalore engaged in setting up and running of a Bank Note Paper Mill at Mysore (Karnataka). In order to strengthen the project team the Company requires the following personnel for Mysore and Bangalore.

(1) DETAILS OF ESSENTIAL QUALIFICATIONS, EXPERIENCE AND AGE ETC FOR EACH POST ARE AS UNDER:

Sl No	Name of the Post	Essential Qualifications	Essential Experience as on 01.08.2011		
			Age as on 01.08.2011	No of Years (Minimum)	Nature of Experience
MANAGEMENT CADRE:					
01	Manager (Engineering & Production)	B.E/B.TECH in Mechanical/ Electrical/Electronics/ Instrumentation/Chemical Engg./Paper & Pulp with 60% marks in aggregate from recognised Indian University/AICTE approved institutions.	40 Yrs	10 Yrs	Experience is required in continuous Process Industry (Preferably in Paper & Pulp Industry) having worked in Production/Maintenance Dept. at operating and middle level for Manager and at operating level for Asst. Manager in a reputed organisation having annual turnover above Rs.50 crores. Experience in Project/Erection and commissioning shall have added advantage.
02	Asst. Manager (Engineering & Production)		30 Yrs	03 Yrs	
03	Asst. Manager (Civil Engineering)	B.E/B.TECH in Civil Engg with 60% marks in aggregate from recognised Indian University /AICTE approved institutions	30 Yrs	03 Yrs	Experience is required in Construction Industry/in civil Engg Dept. of a company having worked in civil construction project (Industrial Building /residential complex) in a reputed organisation having annual turnover above Rs.50 crores. Experience in Project/Erection and commissioning shall have added advantage.
04	Manager (Finance & Accounts)	Graduate with ACA(ICAI)/AICWA (ICWAI)/ First Class MBA (Two Years-Full Time course with Finance specialisation) from recognised Indian University/AICTE approved institutions/courses.	40 Yrs	10 Yrs	Experience is required in Manufacturing Industry having worked in Finance/Accounts/Costing Dept. at operating and middle level for Managers and at operating level for Asst. Manager in a reputed organisation having annual turnover above Rs.50 crores.

05	Asst. Manager (Finance & Accounts)	Graduate with ACA(ICAI)/ AICWA (ICWAI)/ First Class MBA (Two Years - Full Time course with Finance specialisation) from recognised Indian University/AICTE approved institutions/courses.	30 Yrs	03 Yrs	<i>Experience in project finance/ accounting is desirable.</i>
06	Manager (HR & Admn.)	1. Graduate with First Class MSW/ MBA (Two Years- Full Time course with HR/Personnel Management specialisation) from recognised Indian University/AICTE approved institutions/courses.	40 Yrs	10 Yrs	Experience is required in Manufacturing Industry having worked in HR & Admn. Dept. at operating and middle level for Managers and at operating level for Asst. Manager in a reputed organisation having annual turnover above Rs.50 crores and manpower strength of 100 and above. <i>Experience in IR management is desirable.</i>
07	Asst. Manager (HR & Admn.)	Desirable: 2. BE/B.Tech (Mech/Elec/Electronics /Instrumentation/Chem ical Engg) with 60% marks in aggregate and First Class MBA (Two Years- Full time) in HRM will be preferred.	30 Yrs	03 Yrs	
08	Executive Asst. to MD Cum- Company Secretary (Asst. Manager Grade)	1. Graduate with ACS (ICSI) . A pass in final examination of ICSI and Associate member ship of the Institute would be required. 2. A degree in Law will be desirable.	30 Yrs	03 Yrs	Experience is required in Company Secretarial work/ legal Dept./CEO's secretariat in a reputed organisation having annual turnover above Rs.50 crores. Candidate having 03 years experience in independent practice may also apply.
NON-EXECUTIVE CADRE					
09	Front Office Assistant ó Grade III	1.A Graduate with a Degree/Diploma in Hospitality services/ Mass Communication /Secretarial Practice from recognised Indian University /Institution. 2.Fluency in English and working knowledge of Hindi are essential. 3. Must be computer literate.	28 Yrs	05 Yrs	Five years Experience in Front Office Desk in an Industry/ Hotel Industry having annual turnover of the company above Rs.20 crores.
10	Secretarial Assistant (Steno cum Typist)- Grade III	1.Graduate with Diploma in Commercial Practice/ Stenography & Typing from recognised Indian University/Institution. 2. Fluency in English and working knowledge of Hindi are essential. 3. Must be computer literate.	28 Yrs	05 Yrs	Five years Experience in Stenography& typing in a reputed organisation having annual turnover above Rs.20 crores. Stenography speed should be 120 wpm and typing speed should be 40 wpm, which are essential.

11	Attendant - Grade I	1.Pass in SSLC/X class Board Exam conducted by State/Central Board. 2. Preference would be given to the candidates having ITI/ NTC (Fitter/Welder/Electrician/ Mechanics, Electronics- Mechanics) from a recognised Indian Institute. 3.Valid driving license for two wheelers is must.	28 Yrs	03 Yrs	Three years Experience of having worked in a factory/Office is essential for candidates having SSLC/X Board exam. Qualification. One year experience of having worked in a factory/Office is desirable (but not essential) for candidates having ITI qualification.
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Note: Required experience should be continuous and there should not be any break for the minimum period of experience. Computer literacy for all posts are essential.

2. PAY SCALE:

The Company at present follows the following pay scale and Central Govt. DA Pattern. (CDA).

Sl No	Name of the Post	Pay Band	Grade Pay
01	Manager	Rs.22500-46920 (PB3)	Rs.7920
02	Asst. Manager	Rs.15050-41760 (PB3)	Rs.5520
03	Industrial Workman Grade I	Rs.7000-24240 (PB1)	Rs.2280
04	Industrial Workman Grade III	Rs.10280-24240 (PB1)	Rs.3360

3. ALLOWANCES AND OTHER BENEFITS:

In addition to Basic pay and Grade pay, Dearness Allowance (CDA- at present 51%), HRA, @30% on Basic plus Grade Pay in case of posting at Bangalore and 20% in case of place of Posting at Mysore. Other allowances & benefits shall be as per Company Rules.

4. PROBATION:

Selected candidate will be placed on Probation for a period of one year and after successful and satisfactory completion of probation, the candidate may be confirmed in the services of the Company.

5. APPLICATION FEES PAYABLE:

For all candidates applying for the post in the Management Cadre: Rs.250/ and for the candidates applying for Non-Executive cadre- Rs.150/.

Requisite fee must be paid along with the application by means of Bank Pay order/Bank Draft (validity 6 months) issued by a Scheduled Commercial Bank drawn in favour of Bank Note Paper Mill India Private Limited payable at Bangalore. Payment in any other manner will not be accepted. Fees once paid will not be refunded.

6. EXEMPTION/ CONCESSION/ RELEXATION :

(A) Application Fees:

Exemption from payment of application fee is admissible to the candidates belonging to SC/ST, SPMCIL & BRBNMPL.

(B) Age:

Relaxation in Age is admissible to candidates belonging to SC/ST by 05 years and OBC by 03 years. Candidates belonging to SPMCIL & BRBNMPL are eligible for age relaxation up to their length of service in their parent organization plus 03 years subject to maximum age not exceeding 50 years. However, no cumulative age relaxation will be admissible.

(C) Educational Qualifications:

Relaxation is admissible to the candidates belonging to SPMCIL & BRBNMPL and SC/ST categories in percentage of marks only in the respective minimum educational qualification.

(D) Experience:

Experience of having worked at least for 03 years in next below comparable pay-scale in SPMCIL/BRBNMPL will be eligible to apply for the respective advertised post.

(E) Reservation(if any):

All the posts are un-reserved. The candidates belonging to SC/ ST and OBC may also apply in the normal course and depending upon merit and performance in written test/Interview, selection will be made in normal course. However, relaxation in age and other matters as stated above will be admissible to them.

(F) General:

Exceptionally deserving candidates may be offered higher initial pay. Depending upon qualification experience and past performance, candidates may be offered one post higher or lower as the case may be. However, this may not be presumed as a right or obligation.

7. SCHEME OF SELECTION:

For all posts in Managers Grade: Selection will be made through Interview including test of presentation skill/group discussion skill and written communication skills.

For all posts in Asst. Managers Grade: Selection will be made on the basis of written Test followed by Interview/Group discussion.

For all posts in Non-Executive cadre : Selection will be made on the basis of Interview and Trade Test.

8. IMPORTANT GENERAL INSTRUCTIONS:

i) Applicants should enclose a copy of certificates , testimonials etc. in support of age, educational qualification and experience along with application fee.

ii) The SC/ST/OBC applicants applying for the post should enclose a valid self- certified photo-copy of the Caste certificate issued by the Competent Authority, in the format prescribed by Govt. of India.

(iii) Applications received without requisite application fee except from those who have been exempted and applications not submitted strictly in required format/incomplete applications will be summarily rejected. The candidates belonging to SPMCIL & BRBNMPL should send their application through proper channel.

(iv) The decision of the company in all matters regarding eligibility, short listing of applicants for interview, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard. Mere fulfilling minimum eligible criteria shall not entitle any candidate to be short-listed/selected.

(v) The Company reserves the right to raise/relax minimum eligibility standard depending upon responses received. Number of posts may also vary. Company's decision in this regard will be final.

(vi) Selected candidates will be required to join duty immediately/within a short notice. Selected candidates will be liable to be posted in company's office at Mysore or Bangalore or at any other places as may be opened in future.

(vii) The Company shall take no responsibility for any delay in receipt or loss in transit of any application or communication in this regard.

(viii) Any resultant dispute arising out of this advertisement shall be subject to Jurisdiction of Courts in Bangalore.

(ix) Persons who have been dismissed from the services of any Govt/ PSUs/ semi-Govt. organization/ autonomous bodies / private organizations need not apply.

(x) Canvassing in any form/ way will be disqualification.

(xi) Any corrigendum/ subsequent notification in this regard will be displayed in the Company's website i.e www.bnpmindia.com

(xii) Out-station candidates called for interview will be paid To and Fro A/C Two Tier (for Management Cadre Post) and Second Class (Sleeper) train fare for other posts on production of documentary proof.

(XIII) Errors & omissions excused.

Note: Employment Notification No.1/2010-2011 dated 14.03.2011 published in Times of India and hosted in www.brbnmpl.co.in earlier for the post of EA to MD stands withdrawn. The eligible candidates as per present notification may apply afresh.

09. HOW TO APPLY

Those who satisfy the aforesaid eligibility criteria submit their applications strictly in the prescribed format published herewith on one side only on A4 size paper along with requisite fee, photocopies of certificates in respect of their age, qualification mark sheets of years/semesters, Degree certificate experience certificate issued by the employer on his letterhead, caste certificate in the Govt. of India format etc.

b) Incomplete application in any form and not in the prescribed Format shall be rejected. No correspondence will be entertained in the matter.

c) Applicants should ensure that all the entries have been correctly filled in and the application is duly signed including pasting of recent photograph.

d) On the cover containing the application, the post applied for should be clearly indicated as "Application for the Post of ----- Ref.: Advt. No.01/2011-2012"

(e) Application in any other format will be rejected. Applications, complete in all respects along with enclosures should be sent only to the following address by ordinary post so as to reach on **or before 31st August 2011.**

Address:

**The Managing Director,
Bank Note Paper Mill India Private Limited,
1st Floor, S.R.Complex,
#2, Thavakare Main Road, D.R College Post,
Bangalore 560 029.**

Place: Bangalore
Date: 10.08.2011

Sd/xxxx
MANAGING DIRECTOR

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED,
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Registered and Corporate Office,
#2, Thavarakare Main Road, DR College Post,
Bangalore 560 029

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and sign across

01	Name of the Post applied for	:	
02	Name (in BLOCK LETTERS (as appearing in SSLC / SSC / Matriculation / 10th Standard Certificate)	:	
03	Father's/Husband's Name	:	
04	Address for communication	:	Pin: Email:
05	Date of Birth (As per School Leaving Certificate-SSLC / SSC / Matriculation / 10th Standard)	:	
06	Place & State of Domicile	:	
07	Nationality	:	
08	(a) Whether you belong to SC/ST/OBC category	:	Yes/ No
	b) If, yes, write the name of the category	:	SC/ST/OBC Caste &Community -----
09	Are you a Candidate from SPMCIL or BRBNMPL?	:	Yes/No.
	(a) If yes, Please indicate Date of appointment, Emp No and Post Held and name of the organization and present place of posting.	:	Date of appointment : Emp/ Staff No. : Name of the post held : Name of the organization : Present place of posting :
	(b) Period of service in the parent organization as on 01.08.2011	:	-----Yrs -----Months -----Days

(10) Educational Qualifications:

Name of the University	Examination passed with Division / Class / Grade	Main subjects offered	Year of passing	Percentage of marks in the aggregate (up to 2 decimals)

11. Experience gained as on 01.08.2011 & Details.

Name of the Office/organization and category of Industry	Position Held	Nature of Job/work	Period of employment From To	Emoluments received/ Scale of pay with Basic Pay.	Annual Turnover (in Rupees crore) and total manpower (in Number).

12. Particulars of Bank's Pay order/Demand Draft:

Name of the Issuing Bank	Date of Issue	Pay order/Banker's Cheque/Demand Draft No.	Amount (in Rupees)

DECLARATION

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or suppressed or I do not satisfy the eligibility criteria, my candidature / appointment, at any stage, is liable to be cancelled/ terminated. I am willing to serve anywhere in India. I hereby agree that any legal proceedings in respect of any matter or claim or dispute arising out of this application and / or out of the said advertisement can be instituted by me only in courts / tribunal / forums at Bangalore . I undertake to abide by all the terms and conditions mentioned in the Advertisement No.01 / 2011-2012 issued by the Company and Rules and Regulations as may be framed by the Company.

Place:

Date:

(Signature of the applicant)