



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)
CIN:U21090KA2010PTCO55475

**Corporate Office, Paper Mill Compound, Note Mudran Nagar,
Mysuru - 570 003**

EMPLOYMENT NOTIFICATION NO. 01/2017-18 DT.22.12.2017

THE COMPANY INVITES APPLICATIONS FOR THE FOLLOWING POST FROM ELIGIBLE CANDIDATES

Sl.No.	Name of the Post	Approx. No. of Post	Category
Middle Management Cadre			
1	Company Secretary (Manager Grade)	01	Unreserved

Candidates satisfying eligibility criteria may submit their application in the prescribed format before due date.

1. ELIGIBILITY CRITERIA:

QUALIFICATION, EXPERIENCE, AGE ETC.FOR THE POST IS AS UNDER:

Post Code	Name of the Post	Approx No.of vacancy	Max Age (as on (01.01.2018))	Essential Educational Qualifications (as on 01.01.2018)	Post Qualification Minimum experience (as on 01.01.2018)
01	<u>Middle Management Grade(MMG)</u> Company Secretary (Manager Grade)	01	45 Years	Graduate with ACS (ICSI). A pass in final examination of ICSI and Associate membership of the Institute of Company Secretaries of India would be required. Desirable: A Degree in Law/Degree or Diploma in Corporate Communication from a Govt. recognized Indian University /Institute.	10 years of post-qualification experience as a Company Secretary/Deputy Company Secretary/Assistant Company Secretary of a company incorporated under the Companies Act 1956/2013. Persons working in Govt.sector/Public sector applying for the post should have out of the total experience minimum 2 years regular service in one grade below i.e., CDA pattern of Pay scale of Rs.15,600-39,100 with Grade Pay of Rs.6,600/- (pre-revised)/Rs.67,700-2,08,700 in Pay level 11 in 7 th pay structure

					<p style="text-align: center;">OR</p> <p>equivalent IDA pattern of Pay scale of Rs.29100-54500/- (pre-revised)</p> <p style="text-align: center;">OR</p> <p>at equivalent level of scale of Pay with CTC of around Rs.12 lacs per annum in a Private Sector Company</p> <p style="text-align: center;">OR</p> <p>in a Private Sector Organisation having a turnover of Rs.100 Crores or more.</p>
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Note:

Post-qualification experience means the period of experience gained after acquiring the essential qualifications. The experience gained/claimed before the period of prescribed qualification shall not be considered for the purpose of post-qualification experience.

2. RELAXATION:

- Relaxation in upper age limit as on **01.01.2018** will be extended as per Government guidelines which is as below at present.

i	Scheduled Caste / Scheduled Tribe candidates –	5 years
ii	Other Backward Classes candidates-Relaxation in age only	3 years
iii	Persons with Disability (PWD) – Relaxation in age only	5 years
iv	Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released.	3 years in addition to number of years of service in Defence Forces subject to a maximum of 55 years.

Note:

1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
2. Date of birth as per Secondary School Certificate (SSC) or equivalent examination should be mentioned.
3. Persons suffering from not less than 40% of relevant disability certified by Competent Authority shall alone be considered for age relaxation.
4. The SC/ST/PWD applicants should submit Caste/Tribe/Disability Certificate issued by the Competent Authority as in Government of India format for availing the benefit of relaxation at the time of interview.
5. The Candidates under OBC category are required to meet the following conditions:
 - The candidate must not belong to creamy layer/socially advanced sections.
 - The name of caste and community of the candidate must appear in the 'Central list of Backward classes'.
 - The candidate need to furnish their OBC certificate as per the format prescribed by the Government of India (not older than six months as on **01.01.2018**), from the Competent Authority, at the time of interview.
 - The OBC applicants coming under 'Creamy Layer' will be treated as 'General' Category

- candidates and hence should indicate their category as 'General'.
6. An Ex-serviceman should produce a certificate in the prescribed proforma to the Company that he/she has been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency from the Defence Forces.
 7. A certificate for Ex-Servicemen should be signed by the appropriate Authority specified below and should also specify the period of Service in the armed forces;
In case of JCOs/ORs and equivalent rank of navy and air force – Army: By concerned regimental record office, Navy: Naval records, Mumbai, and Air Force : Air force record, New Delhi.
 8. An ex-serviceman who has once joined the Government job on the Civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his Ex-serviceman status for the purpose of re-employment in Government ceases and thus will not be eligible to seek relaxation in upper age limit as detailed above.
 9. In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis subject to maximum of 55 years.
 10. Once the category is notified in the application form, it cannot be changed at any stage later on.

3. APPLICATION FEE PAYABLE (NON-REFUNDABLE

Category	Application Fees
For SC/ST/PWD	Rs. 200/-
For all others (including OBC)	Rs. 600/-

Requisite fee must be paid along with the application by means of Banker's cheque/Demand Draft (Validity 03 months) issued by a Scheduled Commercial Bank drawn in favour of "**BNPM Recruitment Account**" payable at **Mysuru**. Payment in any other manner will not be accepted.

4. PAY SCALE AND EMOLUMENT

- Pay level 12 of 7th CPC Pay Matrix (Rs.78,800 – Rs.2,09,200)
- The selected candidate will be placed with higher initial Basic Pay of Rs.83,600/- per month in the Pay level 12 in cell 03 of 7th CPC Pay matrix. The approximate CTC is Rs.17 lacs per annum.
- *Higher initial pay may also be considered for the deserving candidate having most relevant experience and at present drawing higher pay in their present employment. Candidates fulfilling the requirement and desiring to be considered at a higher initial pay may indicate the same in their application. This may be granted at the discretion of the Management on the recommendation of the Selection Panel. This, however, may not be treated as a right.*

Other Allowances and Benefits: In addition to Basic Pay, DA (Central DA @ 5% at present), HRA- depending on the place of posting i.e @16%(on Basic Pay) for Mysuru. Company Leased accommodation subject to ceiling prescribed for the post of Manager may be provided in lieu of HRA. Other benefits and perquisites shall be as per the rules of the company.

Note:

1. *Please note that presently the Company follows CDA pattern of Pay with scales of pay as per 7th CPC Pay matrix but the company reserves the right to change over to scale of pay on Industrial D.A. Patterns or any other scale of pay formulated by the Company.*
2. *Cost to the Company (CTC) includes all allowances and identifiable costs including Retirement benefits and other benefits which are subject to conditions as per the rules of the Company.*

5. SELECTION PROCEDURE:

Selection for the above mentioned posts will be done through Assessment center exercise including Personal Interview. Depending upon the number of valid applications received, selection procedure may vary and shall be intimated in due course.

6. HOW TO APPLY

Pre- Requisites for Sending Application:

The Candidates applying for the post mentioned above are advised to submit the application in the prescribed format published herewith on one side only on A4- size paper along with a requisite fee, self-certified copy of testimonials/certificates in support of educational qualifications, experience, caste category and any other relevant certificates along with a self-certified recent passport size photograph and should enclose a **DD for Rs.600/- for General /OBC candidates and Rs. 200 /- for SC/ST/PWD candidates** , drawn in favour of "**B N P M Recruitment Account**" payable at Mysuru issued by any Nationalized Bank.

Applications, complete in all respects along with enclosures should be sent only to the following address by Ordinary/Speed post so as to reach on or before **29.01.2018** The envelope should be superscribed as

Application for the Post of Company Secretary (Manager Grade)

Ref : A d v t .No . 01/2017-18 dt.22.12.2017

The Managing Director

Bank Note Paper Mill India Private Limited,

Administration Building

Paper Mill compound

Note Mudran Nagar

Mysuru -570003

BNPM will not be responsible for Postal delay or loss/ Non-delivery thereof.

No correspondence in this regard will be entertained.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Note:

- The version of the detailed advertisement given in the Company's website shall be treated as final and shall supersede any other versions for all purposes. Any corrigendum/addendum relating to this advertisement/ recruitment shall be hosted/notified in our web site only. Accordingly, the candidates are advised to visit Company's website www.bnpmindia.com regularly.
- Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form. At the time of interview, if a candidate is (or has been) found guilty of 1. Impersonating or procuring impersonation by any person or 2. Resorting to any other irregular or improper means in connection with his /her candidature for the selection or 3. Obtaining the support of his/her candidature by any means; such candidate (a) to be disqualified from the interview for which he/she is the candidate (b) to be debarred either permanently or for a specific period from any examination or selection held by the Company. Please note

importantly that a candidate who has been declared successful but subsequently found ineligible will not be allowed to take part in the process / join the services of the Company and the inconvenience caused thereby will be at his/her cost and consequences

8. IMPORTANT GENERAL INSTRUCTIONS:

1. **Prescribed qualifications and experience are minimum and mere possession of the same does not entitle a candidate to be called for interview. Management reserves the right to reject any application without assigning any reason and to raise or relax the standard of specifications depending upon response.** The recruitment process can be cancelled/suspended/deferred/terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.
2. **In the absence of sufficient number of eligible candidates applying for the advertised post, the Company reserves the right to lower the post and call the applicants who are found eligible for that lower post for recruitment and selection. In such circumstances the pay and allowances shall be as applicable to that post. This however may not be presumed as a right on the part of the applicant or an obligation on the part of the Company.**
3. If the candidate knowingly or willfully furnishes incorrect or false particulars/In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
4. Candidates seeking relaxation in Fee/Age must produce certificates in original in support of his/her claim at the time of interview.
5. Applications received without requisite application fee and applications not submitted strictly in required format /incomplete applications will be summarily rejected.
6. Applications received after the due date as mentioned above will not be considered and will be summarily rejected.
7. Admission to the Interview/Assessment Center exercise will be purely provisional without verification of age/ qualification/experience/category (SC/ST/OBC/PWD/Ex-Ser.) etc. of the applicants. Each applicant should therefore, ensure that he/she fulfils the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case it is detected at any stage that an applicant does not fulfil the eligibility criteria and /or has furnished incorrect information or suppressed any material information, his/her candidature will be cancelled and, if already appointed, his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
8. All educational qualifications should be obtained from recognized Indian universities/institutions. **If grades are awarded instead of marks i.e CGPA/DGPA/OGPA/SGPA etc, candidates should clearly indicate its numerical equivalent (upto two decimal points) and submit documentary proof by relevant college/university/educational institute stating the corresponding percentage obtained. In the absence of such information applications are liable for rejection.**
9. The percentage of marks is to be calculated as aggregate of all the semesters/trimesters/years taken together. Accordingly, statement(s) showing marks obtained in all the semesters/trimesters/years should be enclosed along with the application.
10. Candidates should enclose experience certificate(s) issued by their employers clearly mentioning the duration of their experience in their respective employment. In case of present employment, copy of appointment letter/latest salary statement issued by the employer, indicating their date of joining should be enclosed. In the absence of such

information applications are liable for rejection.

11. Candidates serving in Government/Public Sector Undertakings should produce "No Objection Certificate" from their employer at the time of interview.
12. Persons who have been dismissed from the service of any organization need not apply.
13. 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.
14. Selected candidates will be liable to be posted in company's office at Mysuru or at any other places as may be existing/opened.
15. Company takes no responsibility to collect any certificate/remittance sent separately. Candidates are advised, in their own interest, to ensure that all the required certificates/testimonials are enclosed along with their application form.
16. The Company shall not be responsible for any application being rejected which is based on wrong information provided in any advertisement issued by unauthorized person/institution.
17. Any resultant dispute arising out of this advertisement shall be subject to Jurisdiction of Courts in **Mysuru**.
18. Outstation Candidates called for interview will be paid II AC class (Mail/Express) railway return fare by the shortest route on production of evidence of travel, i.e. railway receipt/ticket as per the extant rules of the company.
19. Only those candidates who meets the eligibility criteria and who are short-listed for appearing in the selection process including Personal Interview will be intimated through e-mail address furnished by them. The names of candidates who are finally short- listed for selection process including interview will also be available on the Company's Website www.bnpmindia.com. Applicants are requested to keep track of the same by visiting Company's website from time to time. Similarly final selection result will be available on the Company's website for candidates selected for appointment.
20. Appointment of selected candidates is subject to his/her being declared medically fit and verification of character and antecedents as per the requirement of the Company. Such appointment will also be subject to the Service & Conduct Rules of the Company.
21. Candidates selected and appointed will be placed on probation for a period of one year which may be extended for a further maximum period of one year at the discretion of the company.
22. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
23. Errors & omissions excused.
24. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

[CLICK HERE FOR
APPLICATION FORMAT](#)

[CERTIFICATE FORM -
SC/ST/OBC/PWD/EX-SERVICEMEN](#)