



भारत सरकार टकसाल मुंबई

INDIA GOVERNMENT MINT MUMBAI

आईएसओ 9001:2008, आईएसओ 14001:2004 एवं  
एनएबीएल/आईएसओ 17025:2005 प्रमाणित इकाई  
भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई  
सीआईएन : U22213DL2006GO1144763  
मिनी-रत्न श्रेणी I सीपीएसई (भारत सरकार के पूर्ण स्वामित्वाधीन)  
शहीद भगत सिंह मार्ग, फोर्ट, मुंबई - 400 001

ISO 9001:2008, ISO 14001:2004 & NABL/ISO 17025:2005 Certified Unit

A Unit of Security Printing and Minting Corporation of India Limited

CIN : U22213DL2006GO1144763

Mini – Ratna Category – I CPSE (Wholly owned of Govt. of India)

Shahid Bhagat Singh Road, Fort, Mumbai-400 001



Tel: 022 -22703184/85 Fax: 022 - 22661450 Email: [igm.mumbai@spmcil.com](mailto:igm.mumbai@spmcil.com) Web : [igmmumbai.spmcil.com](http://igmmumbai.spmcil.com)

Advt. No.02 /Admn /2019

India Government Mint, Mumbai is a unit of Security Printing and Minting Corporation of India Limited (SPMCIL), a Miniratna Category-I, Central Public Sector Enterprise, wholly owned by Government of India and started functioning as a Corporatized entity with effect from 13<sup>th</sup> January, 2006, under the administrative control of the Ministry of Finance, Dept. of Economic Affairs. India Government Mint, Mumbai is engaged in the minting of the coins, manufacturing of weights and measures, medals and medallions etc. With the above background, India Government Mint, Mumbai Mint invites applications for filling up the following posts :-

Sl. No.	Name of the Post/ Level	Scale of Pay	No. of Posts	Qualifications	Age Limit (As on 05.04.2019)
01	Junior Office Assistant (Hindi) B-3	Rs.8350-20470/- in IDA Pattern of Pay Scale (Other allowances as admissible)	UR 1	<b>Essential:</b> Graduate with at least 55% marks and computer knowledge with typing speed in <b>Hindi @ 30 wpm.</b> <b>Desirable:</b> Proficiency in office assistance.	28 Years
			<b>Total :1</b>		

For further complete details and procedure please visit our website : [igmmumbai.spmcil.com](http://igmmumbai.spmcil.com)

Any corrigendum to this advertisement will be displayed only on the Company's website : [igmmumbai.spmcil.com](http://igmmumbai.spmcil.com) Therefore, applicants are advised to keep checking the above website for any updates/Important Dates:

Sd/-  
General Manager

#### How to Apply:

1. The application should be submitted in the Proforma given below, preferably typewritten.
2. The outer cover should be subscribed as (Application for the post of Jr. Office Assistant (Hindi)
3. A non-refundable Bank Demand Draft for Rs.472/-(Rs. 400 + 18% tax) drawn in favour of "India Government Mint Mumbai – Unit of SPMCIL Collection A/c" payable at Mumbai is to be enclosed. Candidates are advised to write their name on the reverse side of the DD. **No application fee is to be paid by candidates belonging to SC/ST/Physically Challenged category.**
4. The application should be accompanied with self-attested certificates in respect of educational qualifications, age and experience. Any misrepresentation/false representation of any information shall render the application to be summarily rejected at any stage without assigning any reason.
5. Duly completed application should be sent to the General Manager, India Government Mint, (Unit of Security Printing and Minting Corporation of India Limited), Shahid Bhagat Singh Road, Fort, Mumbai – 400001 through registered/speed post **so as to reach within 21 days from the publication of the advertisement.** Applications received late/incomplete will be rejected. The Mint management is not responsible for any postal delay/loss of documents during transit. (Last Date to receive applications **05.04.2019**).

#### General.

1. Mere conformity to the job requirement will not entitle a candidate to be called for the written test and typing test. Management reserves the right to reject the application without assigning any reason and to raise the standard of specification to restrict the number of candidates to be called for written test and typing test. 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.
2. Wherever applicable, candidates should send their application through proper channel. The employees of Central/State Govt./PSU/Autonomous Bodies, etc. should apply through proper channel.
3. Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date and also, applications not accompanied with requisite Demand Draft will not be entertained.
4. At any stage if it is found that the candidate is not fulfilling the required qualification, his candidature will be cancelled by the Competent Authority.
5. Computation of age and qualification shall be as on closing date of applications.
6. **Age Relaxation** : The upper age limit specified in the advertisement is for General candidates. Relaxation in upper age limit to Ex-Serviceman/PH shall be as per extant Govt. rules.
7. Reservation shall be provided to SC/ST/OBC/Ex-Serviceman as per extant Govt. rules.
8. **The in-service SPMCIL employees who fulfill the essential qualification and experience will be considered provided they have at least three years of service left on the date of the advertisement.**
9. In order to regulate the number of candidates to be called for written /typing test, if required, India Government Mint Management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility criteria/standards.
10. **The exam will be conducted in II phases. First Hindi typing test will be conducted. Those candidates who qualify in Hindi Typing Test @30 w.p.m. on Computer will be called for Written Test**
11. Canvassing in any form will be a disqualification.

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**Wholly owned by Govt. of India.**  
**Advt. No.01/ADMN/2012**

1. Name of the Post :
2. Name of the candidate:
3. Father's name:
4. Date of Birth:  
Age as on \_\_\_\_\_
5. Permanent address:

Passport size  
Photo

6. Address for correspondence:
7. Phone numbers & email address:
8. Religion:
9. Nationality
10. Category :

11. Details of Educational Qualifications :

S.No.	Details of Exam	Year of passing	Subjects	Marks	Board/University

12. Whether any relative already working in SPMCIL

If yes, specify the relationship

13. Details of Bank Draft for Rs.472/-

Name of Bank \_\_\_\_\_ DD No. \_\_\_\_\_

14. Copies of Certificates/Testimonials enclosed

1. \_\_\_\_\_ 3.
2. \_\_\_\_\_ 4.

**Declaration**

I hereby affirm and declare that the statements made 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.

Date  
Place

(Signature of the Candidate)