

## ADVERTISEMENT

**No. : No.02 /Admn /2022**

The India Govt. Mint, Mumbai is one of the nine units under the "Security Printing and Minting Corporation of India Limited" (SPMCIL), a Miniratna Category-I, Central Public Sector Enterprise Company, wholly owned by Government of India, incorporated on 13.01.2006 under the Companies Act, 1956 with the objective of designing, manufacturing/printing security documents, currency and bank notes, non-judicial stamp papers, minting of coins, postage stamps, etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at Jawahar Vyapar Bhavan, Janpath, New Delhi 110001. It has four Minting Units at Mumbai, Kolkata, Hyderabad and Noida, four Currency/Security Printing Presses at Nashik, Dewas and Hyderabad besides a high quality Paper manufacturing Mill at Hoshangabad.

1. India Government Mint, Mumbai invites online applications from eligible and willing applicants for the various posts of **Secretarial Assistant, B-4 level – 1 No. Junior Bullion Assistant , B-3 level - 1 No. , Engravers, B-4 level : - Sculpture (03) Nos. Metal Works (02) Nos. Painting (01) No., Jr. Technicians, W-1 level : - Electronics (02) Nos. Fitter (01) No., Turner (01) No. and Gold Smith (03) Nos. "**

Applicants are advised to apply Online from 31.01.2022 to 01.03.2022 through the IGMM website at **igmmumbai.spmcil.com only**. Applicants are advised to go to the page "**Careers**" on the website and open the online application link and then apply Online by filling the Online Application Form. 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 fulfill all eligibility criteria as mentioned in the advertisement for the post. 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.

Applicants who do not fulfill age, educational qualification as on 01.03.2022 are not eligible and need not to apply for the post.

### Important dates:

Duration of website link for applying Online application	31.01.2022 to 01.03.2022
Payment of fees in online mode	31.01.2022 to 01.03.2022

### VACANCIES/RESERVATION

Sl. No.	Name of the Post/ Level	Scale of Pay	No. of Posts**	Qualifications (As on 01.03.2022)	Age Limit (As on 01.03.2022)
01	Secretarial Assistant (B-4 Level)	Rs. 23910/- - 85570/- in IDA Pattern of Pay Scale (Other allowances as admissible)	UR - 1 <hr/> <b>Total :1</b>	<b>Essential:</b> Graduate with at least 55% marks, computer knowledge, stenography/shorthand (English) @80 wpm and English typing @ 40 wpm.  <b>Desirable:</b> Proficiency in secretarial job.	28 Years

02	Junior Bullion Assistant (B-3 level)	Rs.21540/- - 77160/- in IDA Pattern of Pay Scale (Other allowances as admissible)	<b>UR – 1</b> <hr/> <b>Total :01</b>	<b>Essential:</b> Graduate with at least 55% marks and computer knowledge with typing speed in English @ 40 wpm./Hindi @30 wpm <b>Desirable:</b> Proficiency in office assistance.	28 Years
03	Engraver (B-4 Level)	Rs.23910/- - 85570/- in IDA Pattern of Pay Scale (Other allowances as admissible)	<b>Sculpture:03</b> <b>UR= 03</b>  <b>Metal Works:02</b> <b>UR= 02</b>  <b>Painting: 01</b> <b>UR = 01</b> <hr/> <b>TOTAL :06</b>	Bachelor of Fine Arts (Sculpture) with 55% marks.  Bachelor of Fine Arts (Metal Works) with 55% marks.  Bachelor of Fine Arts (Painting) with 55% marks	28 Years
04	Junior Technician W-1	Rs.18780/- - 67390/- in IDA Pattern of Pay Scale (Other allowances as admissible)	<b>Electronics : 2</b> <b>UR = 02</b>  <b>Fitter : 1</b> <b>UR = 01</b>  <b>Turner : 1</b> <b>UR = 01</b>  <b>Gold Smith:03</b> <b>UR = 03</b> <hr/> <b>TOTAL-07</b>	Essential : Full Time I.T.I. Certificate in Electronics Trade & 01 year NAC Certificate from NCVT. Desirable : Diploma Holders in the above respective trade.  Essential : : Full Time I.T.I. Certificate in Fitter Trade & 01 year NAC Certificate from NCVT.  Desirable: Diploma Holders in the above respective trade.  Essential : : Full Time I.T.I. Certificate in Turner Trade & 01 year NAC Certificate from NCVT.  Desirable: Diploma Holders in the above respective trade.  a) Full time I.T.I .Certificate in Gold Smith Trade along with one year NAC certificate from NCVT . OR b) 1. Matriculate + ITI in any trade (NCVT / SCVT Courses) . AND 2. Short-term courses based on Modular Employable Skills (MES) in Gems & Jewelry sector recognized by Director General of Employment & Training, Ministry of Labour & Employment. OR c) ITI 2 years course in Gold Smith Trade under the Non engineering category.	25 years

- i) The number of vacancies and the number of reserved vacancies mentioned above are provisional and may increase or decrease according to the actual requirement of India Govt. Mint, Mumbai.
- ii) 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/UR to which they belong.
- iii) 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.

iv) **Full Form of abbreviations (Legends):**

UR=Un-Reserved	SC=Scheduled Caste	ST= Scheduled Tribe
OBC= Other Backward Class	PWD=Persons with Disability	

2. **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

(i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe should be from an academic stream different from that of the candidate.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above.  
Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

ii) **Guidelines for Candidates with locomotor disability and cerebral palsy**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

(iii) **Guidelines for Visually Impaired candidates**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

**3. Upper age limit is relaxable as under:**

- Upto a maximum of 5 years for SC/ST candidates.
- Upto a maximum of 3 years for candidates belonging to OBC.
- Upto a maximum of 10 years if the candidate is a physically handicapped person.
- For candidates belonging to SC/ST who are physically handicapped, the maximum age relaxation is 15 years.
- For candidates belonging to OBC who are physically handicapped, the maximum age relaxation is 13 years.
- Upto a maximum of 3 years (8 years for SC/ST and 6 years for OBCs candidates) for Ex-Servicemen. This is in addition to the period of their service in the Defence force. However, they should not have crossed 50 years of age.
- Departmental candidates: No age bar for the in service SPMCIL employees who fulfill the essential qualification and experience provided, at least three years service is left on the date of the advertisement.
- No relaxation in the upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.** Relaxation in upper age limit to Ex-Serviceman/PWD shall be as per extant Govt. rules.

**4. EXAMINATION FEE :**

Registration charges of Rs. 600/- (including GST) for candidates belonging to UR/ OBC/ EWS category and

No Application fees is required to be paid by SC/ST/PWD candidate but Intimation charges of Rs. 200/- (including GST) is to be paid by candidates belonging to SC / ST /PWD category for each posts.

The applicants (wherever applicable) have to pay the application fees, online as per the method explained in Para 7 (B). 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. Fees once paid will neither be refunded nor kept in reserve for future exam/selection.

**5. (a) The exam for Secretarial Assistant (B-4 level) & Jr. Bullion Assistant (B-3 Level) will be conducted in 02 phases:**

**1. For Jr. Bullion Assistant at B-3 level :**

1. First Computer based English/Hindi typing (English @ 40 wpm/Hindi @30 wpm) test will be conducted.
2. Those candidates who qualify English/Hindi Typing Test (English @ 40 wpm/Hindi @30 wpm) on Computer will be called for online Written Test.

**2. For Secretarial Assistant at B-4 Level :**

1. First Stenography/shorthand (English) @80 wpm and Computer based English typing @ 40 wpm. will be conducted.
2. Those candidates who qualify in stenography/shorthand (English) @80 wpm and English typing @ 40 wpm on Computer will be called for online Written Test.

Selection to the posts of **Secretarial Assistant at B-4 level , Jr. Bullion Assistant at B-3 Level** will be done in 02 phases:

- i. The Objective type Online examination will consists of tests on Logical Reasoning, General awareness, Quantitative Aptitude and English Language.
- ii. Total marks of the online test will be 160. There will be no negative marking for online examination. The duration of the examination is 120 minutes.

Sr. No.	Test Name	No. of Qs.	Max. Marks	Version and penalty	Duration
1	Logical Reasoning	40	40	Bilingual with 5 options and No penalty	120 minutes
2	General Awareness	40	40		
3	English Language	40	40		
4	Quantitative Aptitude	40	40		
	Total	160	160		

iii. The Scores of Online Examination will be obtained by adopting the following procedure for the posts of **Secretarial Assistant at B-4 Level and Jr. Bullion Assistant at B-3 Level** :

- Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.
- In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher as the final merit list will be drawn by the marks obtained in the online examination only.
- No negative marking
- No sectional cut offs
- The minimum qualifying marks i.e. cut off marks (applied on total score) required to consider for placement in different categories are

UR & EWS Category	55%
OBC Category	50%
SC/ST Category	45%

Merely qualifying in the online examination will not entitle an applicant to appointment to the posts of **Secretarial Assistant at B-4 Level, Jr. Bullion Assistant at B-3 Level** in the India Government Mint, Mumbai.

**5 (b)** Selection to the posts of **Engraver (B-4 Level)** will be done on the basis of Online examination and will be of objective Type.

- Professional knowledge (in the respective branch)
- Total marks of the online test will be 125. There will be no negative marking for Online examination. The duration of the examination is 02 hour.

Sr. No.	Test Name	No. of Qs.	Max. Marks	Version and penalty	Duration
1	Professional knowledge (in the respective category-Sculpture, Metal Works and Painting)	50	75	Bilingual with 5 options and No penalty	120 minutes with no pre- determined cut offs
2	Logical Reasoning	10	10		
3	General Awareness	15	15		
4	English Language	15	15		
5	Quantitative Aptitude	10	10		
	Total	100	125		

i. The Scores of Online Examination will be obtained by adopting the following procedure for the posts of **Engraver at B-4 Level**:

- Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.
- In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher as the final merit list will be drawn by the marks obtained in the online examination only.
- No negative marking
- No sectional cut offs

- The minimum qualifying marks i.e. cut off marks (applied on total score) required to consider for placement in different categories are

UR & EWS Category	55%
OBC Category	50%
SC/ST Category	45%

Merely qualifying in the online examination will not entitle an applicant to appointment to the posts of **B-4 Level** in the India Government Mint, Mumbai.

**5.(c)** Selection to the posts of **Jr. Technician at W-1 Level** will be done on the basis of Online examination and will be of objective type.

- The Objective type Online examination will consists of tests on, Professional knowledge ( Electronics, Gold Smith) Logical Reasoning, General awareness, Quantitative Aptitude and English Language.
- Total marks of the online test will be 125. There will be no negative marking for Online examination. The duration of the examination is 02 hour.

Sr. No.	Test Name	No. of Qs.	Max. Marks	Version and penalty	Duration
1	Professional knowledge in the respective trade i.e. Electronics, Gold Smith.	50	75	Bilingual with 5 options and No penalty	120 minutes with no pre- determined cut offs
2	Logical Reasoning	10	10		
3	General Awareness	15	15		
4	English Language	15	15		
5	Quantitative Aptitude	10	10		
	Total	100	125		

iii. The Scores of Online Examination will be obtained by adopting the following procedure for the posts of Jr. Technicians at W-1 Level:

- Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.
- In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher as the final merit list will be drawn by the marks obtained in the online examination only.
- No negative marking
- No sectional cut offs
- The minimum qualifying marks i.e. cut off marks (applied on total score) required to consider for placement in different categories are

UR & EWS Category	55%
OBC Category	50%
SC/ST Category	45%

Merely qualifying in the online examination will not entitle an applicant to appointment to the posts of **Jr. Technician at Level W-1** in the India Government Mint, Mumbai.

**6. General Instructions:**

- The Online examination will be held tentatively in **April/May -2022**. The exact date, session, reporting time of examination will be mentioned in the call letter. The Online examination will be conducted online in venues given in the respective call letters. The applicants will have to take the examination on the date and time as indicated in the call letter at their own cost. However, for SC/ST candidates, Travelling Allowance only Second class ordinary fare (to & fro) shall be reimbursed as per Rules on production of journey details including Railway/Bus Tickets by

the shortest route. The distance should not be less than 30 Kms. The SC/ST candidates are required to fill their bank details online (Bank Account No., IFSC Code, Branch Name, Bank Name) for the payment at the time of applying for the above posts. The applicants are requested to keep checking the India Government Mint, Mumbai website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com) for any change in the examination date.

- ii. The online written test will be conducted at **Mumbai/ Navi Mumbai**. The online written test will be in bilingual form (In Hindi and English).
- iii. **Application can be submitted once and against only one of the posts, which means that a candidate can apply for any one post as the exam is likely to be conducted on the same day. Hence it is advised to apply for the post most suitable to your qualification and experience.**
- iv. No request for change of centers/venues/date/session for examination shall be entertained. India Government Mint, Mumbai, reserves the right to cancel any of the examination center and/or else some other center at its discretion depending upon the response, administrative feasibility etc. IGM, Mumbai also reserves the right to allot the candidate to any center other than the one he/she opted for. Choice, if asked for center once exercised by the candidate will be final.
- v. All applicants will have to appear for the examination at their own risks and expenses. India Government Mint, Mumbai will not be responsible for any injury or losses etc. of any nature.
- vi. Admission to the examination will be purely provisional without verification of age/qualification/experience/category (SC/ST/OBC/PWD/Ex-SM) etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that 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 fulfill the eligibility criteria and/or has furnished incorrect/false information or has suppressed any material information, his/her candidature will be cancelled. If any of these shortcomings is /are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- vii. The selected candidates are required to perform the duties as per directions of their superiors and have to perform the duties of any Section/Sub Section in IGMM as directed and also have to perform the duties of higher / lower posts as per the requirement of the organization. The selected candidates at **W-1 Level** are also liable to be posted on the machines in any section/sub-section of IGMM and they have to perform their duty as per directions and are required to work physically on the machine plant/equipment etc. Selected candidates are required to work anywhere at IGMM depending on the requirement of the organization.
- viii. The selected candidates have to follow the Shift wise timings and they can be deployed on any of the shifts. They are required to work for 08 hours per shift as per the Factories Act, 1948.
- ix. The selected candidates will be placed on probation for **a period of one year**. The period of probation may be extended by a further period of one year at the discretion of competent authority of the India Government Mint, Mumbai.
- x. The decision of IGM, Mumbai in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by IGM, Mumbai in this behalf.
- xi. **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. Though the duration of the examination for the post of “**Engraver B-4 level, Jr. Technician, W-1 level & Jr. Bullion Assistant at B-3 level , Secretarial Assistant at B-4 Level**” is of **02 hour**, applicants may be required to be at the venue for about 03 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

- xii. The possibility of occurrence of some problem in the 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 IGM, Mumbai. 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.
- xiii. In order to overcome the possibility of applicants seeking help of other applicants during the Online examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the Online 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 India Government Mint, Mumbai 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 in their own interests 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's 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.

## **7. 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 31.01.2022 to 01.03.2022 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 e-mail ID and mobile no., which should be kept active till the completion of this Recruitment Process. India Government Mint, Mumbai may send call letters through SMS,e-mail for the Examination etc., through the registered e-mail ID. In case an applicant does not have a valid personal e-mail, he/she should share/mention valid email ID to /or of any other person.
- APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE).
  - Registration charges of Rs. 600/- (including GST) for candidates belonging to UR/ OBC/ EWS category and
  - No Application fees is required to be paid by SC/ST/PWD candidate but Intimation charges of Rs. 200/- (including GST) is to be paid by candidates belonging to SC / ST /PWD category for each posts.
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- **PAYMENT OF FEE ONLINE :**
  - Bank Transaction charge for Online Payment of application fees/intimation charges will have to be borne by the applicant.

#### **A. Application Registration Procedure**



Applicants to visit India Government Mint, Mumbai's website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com) and open the online application link Apply Online for filling the Online Application Form.

- (i) To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and E-mail 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. A valid Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (ii) 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.
- (iii) 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 "COMPLETE REGISTRATION" BUTTON.
- (iv) 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.
- (v) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (vi) 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.
- (vii) Applicants can proceed to fill other details of the Application Form.
- (viii) Click on the Preview Tab to preview and verify the entire application form before "COMPLETE REGISTRATION".
- (ix) Modify details, if required, and click on "COMPLETE REGISTRATION" only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (x) Click on 'Payment' Tab and proceed for payment.
- (xi) Click on 'Submit' button.

#### **B. Payment of Fees procedure (Online Mode)**

- i) The application form is integrated with 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 Wallet.
- 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, 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 "red-eye".
- 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.
- Dimension 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 the upload 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: image01.jpg or image01.jpeg Image dimension 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 or .jpeg 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 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/unsuccessful fee payment will not be considered as valid.

(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 India Government Mint, Mumbai website on account of heavy load on internet/website jam. IGMM 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 IGMM.

- 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. IGMM 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 the candidate has to bring the any one of the following documents along-with the call letter in original and a photocopy of the currently valid photo identity such as PAN Card/Passport/Driving License/Voter's Card/Bank Passbook with photograph/Photo identity proof issued by a Gazetted Officer on official letterhead/Photo identity proof issued by a recognized College /University/Aadhar card with a photograph/Employee ID card with photograph 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 and Learner's Driving License are not valid id proof.**
- v. Please note that e-Aadhar Card is valid ID proof 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 take up 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, 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 SPMCIL.
  - (c) for termination of service, if he/she has already joined SPMCIL.

2. **Applicants are advised to take a printout of the system generated application form, paste a photograph beside the scanned photograph and sign across. Candidates are supposed to sign on the call letter in front of Invigilator, at the time of exam**

a. **They should keep the following documents ready with them.**

- i) Self-attested copies of the certificates pertaining to age, educational qualification i.e. Copies of all the mark-sheets of all semesters/years and experience i.e. Experience certificate on the letterhead of employer.
- ii) Self-attested copies of Caste/Tribe certificates for SC/ST/OBC 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.

- iii) 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.
- iv) Ex-Servicemen applicants should keep a copy of discharge certificate. 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 records, New Delhi.
- v) Ex-Servicemen who have already secured regular employment under the Central Government in a Civil Post or Service are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Government. However such applicants will not be eligible for the benefit of reservation, if any, for Ex-servicemen in the Company's services.
- b. Applicants in their own interest should keep all the above documents ready with them and submit if shortlisted on the basis of online examination. 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 India Government Mint, Mumbai 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 India Government Mint, Mumbai website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com) which may be downloaded along with the call letter for online examination.

**3. 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 in the Government of India format for claiming the benefits of reservation in Posts and services for these categories under the Government of India at the time of joining or at any date after being advised about the same.
- ii) 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 Posts and services under the Government of India at the time of joining 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/sub castes 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.
- iii) Applicants already in service of Govt. / Quasi Govt. Organizations, Public Sector Banks/ Undertakings and Autonomous Bodies will have to keep a photocopy of **the "No Objection Certificate" from** their employer along with the printout of the application and submit the original for verification at the time of joining, if selected for the same. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in the absence of which he/she will not be allowed to join the India Government Mint, Mumbai.
- iv) Persons who have been dismissed from the service of any organization need not apply.
- v) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published or available on India Government Mint, Mumbai website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com) shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction at Hon'ble High Court, Mumbai.
- vi) Appointments of selected candidates will be subject to his/her being declared medically fit by District Civil Surgeon satisfactory report, about his/her character and antecedents by the Police Authorities/SDM, 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 India Government Mint, Mumbai. Further, such appointment shall also be subject to SPMCIL RECURITMENT POLICY 2012 as amended from time to time.

- vii) Canvassing in any form will be treated as a disqualification.
- viii) No correspondence from applicants regarding their eligibilities to apply for the above posts will be entertained. The decision of IGM, Mumbai in all matters related to this advertisement will be final and binding on the applicants. No correspondence or personal enquiry shall be entertained by IGM, Mumbai in this behalf.
- ix) No applicant is permitted to have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- x) Please also refer to "How to apply" and "Frequently asked question" section under the link "**Click here for applying online**" in case of any difficulty in applying online.
- xi) The Chief General Manager, India Government Mint, Mumbai reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the India Government Mint, Mumbai will be displayed only on the India Government Mint, Mumbai website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com). It will not be intimated to the applicants individually. However, in case of cancellation, Examination fees (if any) paid by the applicants will not be refunded to them.
- xii) The Chief General Manager, India Govt. Mint, Mumbai reserves the right to increase or decrease the notified posts depending upon the requirement of the organization.
- xiii) Any corrigendum to this advisement will be displayed only on the Company's website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com). Therefore, applicants are advised to keep checking the Company's website for any update.

Sd/-

Manager (HR)  
IGM Mumbai

