



## CURRENCY NOTE PRESS, NASHIK

(A unit of Security Printing & Minting Corporation of India Limited)

(Wholly owned by Government of India)

Mini-Ratna Category-I CPSE

**Advt. No. CNPN/HR/Rect./01/2026**

**RECRUITMENT OF VARIOUS POSTS**

The Currency Note Press, Nashik (Maharashtra) is one of the units under the "Security Printing and Minting Corporation of India Limited" (SPMCIL), a Miniratna Category-I, a Central Public Sector Enterprise (CPSE), Wholly owned by Government of India, incorporated on 13<sup>th</sup> January, 2006 under the Companies Act, 1956 with the objective of designing and manufacturing of Currency Notes and Bank Notes etc.

SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance with its registered and corporate Office at 3rd floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110 029. The operational units of the company are strategically located across the country having its four Mints at Mumbai, Kolkata, Hyderabad & Noida and four Currency/Security Printing Presses at Nashik, Dewas & Hyderabad besides a high quality paper manufacturing Mill at Narmadapuram.

Currency Note Press, Nashik (Maharashtra) being a nodal unit for undertaking a centralized recruitment for following 04 Security Presses of SPMCIL:

- i. **CURRENCY NOTE PRESS, NASHIK, MAHARASHTRA (CNPN):** This unit is engaged in manufacturing of high quality Bank Notes and Currency Notes for the Government of India.
- ii. **INDIA SECURITY PRESS, NASHIK, MAHARASHTRA (ISPN):** This unit is engaged in the production and printing of various security products for the Government of India as well as for State Governments such as Indian Passports, Visa allied Stickers, Non-Judicial Stamp Papers, Judicial Stamps, MICR Cheques, Excise Adhesive Labels, University Degree Certificates, Seed Certification Tags etc.
- iii. **BANK NOTE PRESS, DEWAS, MADHYA PRADESH (BNPD):** This unit is engaged in printing of high quality Bank Notes for the Government of India.
- iv. **SECURITY PRINTING PRESS, HYDERABAD, TELANGANA (SPPH):** This unit is engaged in printing and supply of security documents for the Government of India as well as for State Governments such as Postal Stationery items, Excise Adhesive Labels, Non-Judicial Stamp Papers, Court Fee Stamps, Indian Postal Orders and Saving Instruments etc.

With the above background Currency Note Press, Nashik (Maharashtra) being a nodal unit for centralized recruitment is inviting online applications from the Indian citizens and looking forward to recruit high-caliber & talented professionals for filling-up the vacancies for aforesaid 04 presses through the Company's official website at **<https://cnpnashik.spmcil.com>** under the page "Career". No other means/ mode of application will be accepted.

Applicants may apply, after carefully going through all the instructions given in this advertisement and should ensure that they **must fulfill all eligibility criteria** as on the last date of online registration as mentioned in the advertisement against the respective post. The unit wise details of vacancies for various posts are as under:

A] RECRUITMENT OF VARIOUS POSTS AT CURRENCY NOTE PRESS, NASHIK, MAHARASHTRA- CNPN

Sl. No.	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
01	Safety Officer/ Level-P2	Rs.29,740-1,03,000/-	Total Post-01 UR-01	<p>a) Possesses 1<sup>st</sup> Class Degree in any branch of Engineering or Technology and practical experience of working in any factory in a supervisory capacity for a period of not less than two years, or experience of not less than five years in training education, consultancy or research in accident prevention in any industry : <b>or</b></p> <p>b) Possesses 1st Class Degree in Physics or Chemistry or 1st Class Diploma in any branch of Engineering or Technology and Practical experience of working in any factory in a Supervisory capacity for a period of not less than five years :</p> <p><b>And</b></p> <p>c) Possesses adequate knowledge of Marathi language.</p> <p>d) Diploma in Industrial Safety from the recognized Institution.</p>	18 years to 30 years	Computer Based Test (CBT) i.e. Online Test
02	Welfare Officer/ Level-A2	Rs.29,740-1,03,000/-	Total Post-01 UR-01	<p>a) Degree or Diploma course in Social Science: Master of Arts in Social work with specialization in Industrial Relations, Labour Welfare and Personnel Management/ Post Graduate Degree of Master of Social Work (M.S.W.)/Master's Degree in Personnel Management /Master Degree in Labour Law &amp; Labour Welfare/Master's Degree in Social Work with specialization in Labour Welfare and Personnel Management/Master of Industrial Relations of Personnel Management <b>or</b> Diploma in social service, Administration with Industrial Relations &amp; Personnel Management/ Diploma in Labour studies/ Diploma in Social Service Administration of Social Work with specialization in Industrial Relations, Labour Welfare and Personnel Management. The list of Degree's/Diploma's recognized by Govt. of Maharashtra, under Maharashtra Welfare Officers is enclosed as <b>Annexure -I</b></p> <p>b) Possesses adequate knowledge of Marathi language.</p>	18 years to 30 years	Computer Based Test (CBT) i.e. Online Test

Sl. No.	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
03	Supervisor (Technical Control)/ Level-S1	Rs.27,600-95,910/-	Total Posts-12 UR-06 EWS-01 OBC-03 SC-01 ST-01 PwBD-01(Hor. Res.)	1 <sup>st</sup> class full time (3) years Diploma in Printing Technology/ Printing & Packaging Technology. Higher Qualification i.e. B.Tech./B.E. in Printing Technology/ Printing & Packaging Technology will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
04	Supervisor (Technical Operation - Printing)/ Level-S1	Rs.27,600-95,910/-	Total Posts-12 UR-06 EWS-02 OBC-02 SC-01 ST-01	1 <sup>st</sup> class full time (3) years Diploma in Printing Technology/ Printing & Packaging Technology. Higher Qualification i.e. B.Tech./B.E. in Printing Technology/ Printing & Packaging Technology will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
05	Supervisor (Information Technology) / Level-S1	Rs.27,600-95,910/-	Total Posts-02 UR-02	1 <sup>st</sup> class full time Diploma in Information Technology/ Computer Science. Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Information Technology/ Computer Science will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
06	Supervisor (Technical Operation - Mechanical)/ Level-S1	Rs.27,600-95,910/-	Total Posts-02 UR-01 EWS-01	1 <sup>st</sup> class full time Diploma in Mechanical Engineering. Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Mechanical will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
07	Supervisor (Technical Operation - AC)/ Level-S1	Rs.27,600-95,910/-	Total Posts-01 UR-01	1 <sup>st</sup> class full time Diploma in Air Conditioning Engineering. Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Air Conditioning will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
08	Supervisor (Technical Operation - Electrical)/ Level-S1	Rs.27,600-95,910/-	Total Posts-03 UR-02 ST-01	1 <sup>st</sup> class full time Diploma in Electrical Engineering. Higher Qualification i.e. B.Tech./B.E./ B.Sc. (Engg.) in Electrical will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
09	Supervisor (Technical Operation - Electronics)/ Level-S1	Rs.27,600-95,910/-	Total Posts-02 UR-01 ST-01	1 <sup>st</sup> class full time Diploma in Electronics Engineering. Higher Qualification i.e. B.Tech./B.E./B.Sc. (Engg.) in Electronics will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
10	Supervisor (Technical Operation - Instrumentation) /Level-S1	Rs.27,600-95,910/-	Total Posts-01 UR-01	1 <sup>st</sup> class full time Diploma in Instrumentation Engineering. Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Instrumentation will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
11	Supervisor (Technical Operation-Civil)/Level-S1	Rs.27,600-95,910/-	Total Posts-01 UR-01	1 <sup>st</sup> class full time Diploma in Civil Engineering. Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Civil will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test

Sl. No.	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
12	Supervisor (Official Language)/ Level – A1	Rs.27,600-95,910/-	Total Post-01 UR-01	Master's Degree from a recognized University/Institute in Hindi or English with Hindi/English subject at Graduate level (i.e. Hindi in case of the candidate in post graduate in English & vice-versa.) AND - One year experience in translation from Hindi to English and vice-versa. <b>Desirable:</b> a. Knowledge of Sanskrit and/or any other modern language. b. Proficiency in working on Computers in Hindi language.	18 years to 30 years	Computer Based Test (CBT) i.e. Online Test
13	Artist (Graphic Design)/ Level-B4	Rs.23,910 - 85,570/-	Total Post-01 UR-01	Bachelor of Fine Arts /Bachelor of Visual Arts / Bachelor of Vocational (Graphics) with at least 55% marks in Graphic Design/Commercial Arts.	18 years to 28 years	Computer Based Test (CBT) i.e. Online Test
14	Junior Office Assistant / Level-B3	Rs.21,540 - 77,160/-	Total Post-12 UR-08 EWS-01 OBC-01 SC-01 ST-01 PwBD-01(Hor. Res.) Ex-SM-01(Hor. Res.)	Graduate in any discipline and computer knowledge with typing speed on computer in English @ 40 wpm / in Hindi @ 30 wpm as per requirement.	18 years to 28 years	Computer Based Test (CBT) i.e. Online Test & Typing Test
15	Junior Technician (Printing)/ Level-W1	Rs.18,780-67,390/-	Total Posts-25 UR-11 EWS-02 OBC-04 SC-03 ST-05 (04 Backlog) PwBD-01(Hor. Res.) Ex-SM-05 (Hor. Res.) (04 posts Backlog)	Full-time ITI (Industrial Training Institute) certificate recognized from NCVT/SCVT in trades Machinist/Electrical/Fitter/Electronics/Printing Trades i.e. Litho Offset machine minder/ Electroplating/ Letter Press machine minder/ Offset Printing / plate making/ plate maker-cum-impositor.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
16	Junior Technician (Control)/ Level-W1	Rs.18,780-67,390/-	Total Posts-25 UR-10 EWS-02 OBC-05 SC-03 ST-05 (04 Backlog) PwBD-01(Hor. Res.) Ex-SM-05 (Hor. Res.) (04 posts Backlog)	Full-time ITI (Industrial Training Institute) certificate recognized from NCVT/SCVT in trades Machinist/Electrical/Fitter/Electronics/Printing Trades i.e. Litho Offset machine minder/ Electroplating/ Letter Press machine minder/ Offset Printing / plate making/ plate maker-cum-impositor.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
17	Junior Technician (Electrical)/ Level-W1	Rs.18,780-67,390/-	Total Posts-05 UR-03 OBC-01 ST-01	Full time ITI certificate in Electrical Trade recognized from NCVT/SCVT.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
18	Junior Technician (Electronics)/ Level-W1	Rs.18,780-67,390/-	Total Posts-05 UR-02 EWS-01 OBC-01 SC-01	Full time ITI certificate in Electronics Trade recognized from NCVT/SCVT.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
19	Junior Technician (Machinist)/ Level-W1	Rs.18,780-67,390/-	Total Posts-05 UR-03 OBC-01 SC-01	Full time ITI certificate in Machinist Trade recognized from NCVT/SCVT.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
20	Junior Technician (Fitter)/ Level-W1	Rs.18,780-67,390/-	Total Posts-05 UR-03 OBC-01 SC-01	Full time ITI certificate in Fitter Trade recognized from NCVT/SCVT.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test

Sl. No.	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
21	Junior Technician (Air Conditioning)/ Level-W1	Rs.18,780-67,390/-	Total Posts-02 UR-01 SC-01	Full time ITI certificate in Air Conditioning Trade recognized from NCVT/SCVT.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test

**B] RECRUITMENT OF VARIOUS POSTS AT INDIA SECURITY PRESS, NASHIK, MAHARASHTRA, ISPN**

Sl. No.	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
01	Supervisor (Technical Operation-Mechanical)/ Level-S1	Rs.27,600-95,910/-	Total Posts-05 UR-01 EWS-01 OBC-02 SC-01	1st class full time Diploma in Mechanical Engineering. Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Mechanical will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
02	Supervisor (Technical Operation - AC-Plant)/ Level-S1	Rs.27,600-95,910/-	Total Posts-02 UR-02	1st class full time Diploma in Air Conditioning Engineering. Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Air Conditioning will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
03	Supervisor (Technical Operation - Electrical)/ Level-S1	Rs.27,600-95,910/-	Total Posts-05 UR-02 EWS-01 OBC-01 SC-01	1st class full time Diploma in Electrical Engineering. Higher Qualification i.e. B.Tech./B.E./B.Sc. (Engg.) in Electrical will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
04	Supervisor (Technical Operation - Electronics)/ Level-S1	Rs.27,600-95,910/-	Total Posts-07 UR-04 OBC-02 SC-01	1st class full time Diploma in Electronics Engineering. Higher Qualification i.e. B.Tech./B.E./B.Sc. (Engg.) in Electronics will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
05	Supervisor (Technical Operation-Civil)/ Level-S1	Rs.27,600-95,910/-	Total Posts-02 UR-02	1st class full time Diploma in Civil Engineering. Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Civil will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
06	Supervisor (Technical Control)/ Level-S1	Rs.27,600-95,910/-	Total Posts-11 UR-03 EWS-01 OBC-04 SC-03	1 <sup>st</sup> class full time (3) years Diploma in Printing Technology/ Printing & Packaging Technology. Higher Qualification i.e. B.Tech./B.E. in Printing Technology/ Printing & Packaging Technology will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
07	Supervisor (Technical Operation - Printing)/ Level-S1	Rs.27,600-95,910/-	Total Posts-12 UR-06 EWS-01 OBC-02 SC-03	1 <sup>st</sup> class full time (3) years Diploma in Printing Technology/ Printing & Packaging Technology. Higher Qualification i.e. B.Tech./B.E. in Printing Technology/ Printing & Packaging Technology will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test

Sl. No.	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
08	Supervisor (Information Technology) / Level-S1	Rs.27,600-95,910/-	Total Posts-03 UR-03	1st class full time Diploma in Information Technology/ Computer Science. Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Information Technology/ Computer Science will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
09	Secretarial Assistant/ Level-B4	Rs.23,910 - 85,570/-	Total Post-01 UR-01	Graduate with at least 55% marks, Computer Knowledge, Stenography in English or Hindi @ 80 wpm and typing in English or Hindi @ 40 wpm. Desirable: Proficiency in Secretarial job.	18 years to 28 years	Computer Based Test (CBT) i.e. Online Test & Stenography/ Typing Test
10	Junior Office Assistant / Level-B3	Rs.21,540 - 77,160/-	Total Post-06 UR-03 EWS-02 ST-01 Ex-SM-02(Hor. Res.)	Graduate in any discipline and computer knowledge with typing speed on computer in English @ 40 wpm / in Hindi @ 30 wpm as per requirement.	18 years to 28 years	Computer Based Test (CBT) i.e. Online Test & Typing Test
11	Junior Technician (Control)/ Level-W1	Rs.18,780-67,390/-	Total Posts-157 UR-62 EWS-21 OBC-40 SC-20 ST-14 PwBD-07(Hor. Res.) Ex-SM-15 (Hor. Res.)	Full-time ITI (Industrial Training Institute) certificate recognized from NCVT/SCVT in trades Machinist/Electrical/Fitter/Electronics/Printing Trades i.e. Litho Offset machine minder/ Electroplating/ Letter Press machine minder/ Offset Printing / plate making/ plate maker-cum-impositor	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
12	Junior Technician (Printing)/ Level-W1	Rs.18,780-67,390/-	Total Posts-34 UR-08 EWS-11 OBC-09 ST-06 PwBD-02(Hor.Res.) Ex-SM-03 (Hor. Res.)	Full-time ITI (Industrial Training Institute) certificate recognized from NCVT/SCVT in trades Machinist/Electrical/Fitter/Electronics/Printing Trades i.e. Litho Offset machine minder/ Electroplating/ Letter Press machine minder/ Offset Printing / plate making/ plate maker-cum-impositor	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
13	Junior Technician (Fitter)/ Level-W1	Rs.18,780-67,390/-	Total Posts-15 UR-05 EWS-02 OBC-05 SC-02 ST-01 PwBD-01(Hor.Res.) Ex-SM-01(Hor.Res.)	Full time ITI certificate in Fitter Trade recognized from NCVT/SCVT.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
14	Junior Technician (Electrical)/ Level-W1	Rs.18,780-67,390/-	Total Posts-06 UR-03 EWS-01 OBC-01 SC-01	Full time ITI certificate in Electrical Trade recognized from NCVT/SCVT.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
15	Junior Technician (Machinist)/ Level-W1	Rs.18,780-67,390/-	Total Posts-03 UR-02 OBC-01	Full time ITI certificate in Machinist Trade recognized from NCVT/SCVT.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
16	Junior Technician (Electronics)/ Level-W1	Rs.18,780-67,390/-	Total Posts-10 UR-06 EWS-01 OBC-02 SC-01 Ex-SM-01(Hor.Res.)	Full time ITI certificate in Electronics Trade recognized from NCVT/SCVT.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test

**C] VACANCIES/POSTS AT BANK NOTE PRESS, DEWAS, MADHYA PRADESH- BNPD**

Sl. No.	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
01	Welfare Officer / Level-A2	Rs.29,740-1,03,000/-	Total Posts-01 UR-01	a) Possesses a degree of a university recognized by the State Government in this behalf. b) Has obtained a Degree or Diploma in Social Science from any institution recognized by the State Government in this behalf; and c) Has adequate knowledge of Hindi as also of the language spoken by the majority or the workers in the factory to which he is to be attached.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
02	Supervisor (Control)/ Level-S1	Rs.27,600-95,910/-	Total Posts-03 UR-02 OBC-01	1 <sup>st</sup> class full time (3) years Diploma in Printing Technology/ Printing & Packaging Technology.  Higher Qualification i.e. B.Tech./B.E. in Printing Technology/ Printing & Packaging Technology will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
03	Supervisor (Ink Factory)/ Level-S1	Rs.27,600-95,910/-	Total Posts-03 UR-01 EWS-01 OBC-01	1 <sup>st</sup> class full time Diploma in Dyestuff Technology /Paint Technology/Surface Coating Technology/Printing Ink Technology/Printing Technology <b>OR</b> Higher Qualification i.e. B.Tech./B.E./B.Sc. (Engg.) in the relevant trade will also be considered <b>OR</b> Full time B.Sc. in Chemistry.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
04	Supervisor (Mechanical/ Air-conditioning)/ Level-S1	Rs.27,600-95,910/-	Total Posts-03 UR-01 EWS-01 OBC-01	1 <sup>st</sup> class full time Diploma in Mechanical /Air Conditioning engineering from Government recognized institutes / polytechnics.  Higher Qualification i.e. B.Tech./ B.E. /B.Sc.(Engg.) in Mechanical /Air Conditioning will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
05	Supervisor (Electrical/ Electronics)/ Level-S1	Rs.27,600-95,910/-	Total Posts-03 UR-01 EWS-01 OBC-01	1 <sup>st</sup> class full time Diploma in the Electrical / Electronics engineering from Government recognized institutes/ polytechnics.  Higher Qualification i.e. B.Tech./B.E./B.Sc. (Engg.) in Electrical / Electronics will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
06	Junior Technician (Printing)/ Level-W1	Rs.18,780-67,390/-	Total Posts-25 UR-12 EWS-02 OBC-06 SC-03 ST-02 PwBD-01(OL) (Hor. Res.) Ex-SM-02(Hor. Res.)	Full-time ITI (Industrial Training Institute) certificate recognized from NCVT/SCVT in trades Machinist/Electrical/Fitter/Electronics/Printing Trades i.e. Litho Offset machine minder/ Electroplating/ Letter Press machine minder/ Offset Printing / plate making/ plate maker-cum-impositor.	18 years to 25 years	Computer Based Test (CBT) i.e. Online Test

Sl. No.	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
07	Junior Technician (Control)/ Level-W1	Rs.18,780-67,390/-	Total Posts-14 UR-06 EWS-01 OBC-03 SC-01 ST-03 Ex-SM-01(Hor.Res.)	Full-time ITI (Industrial Training Institute) certificate recognized from NCVT/SCVT in trades Machinist/Electrical/Fitter/Electronics/Printing Trades i.e. Litho Offset machine minder/ Electroplating/ Letter Press machine minder/ Offset Printing / plate making/ plate maker-cum-impositor.	18 years to 25 years	Computer Based Test (CBT) i.e. Online Test
08	Junior Technician (Ink Factory-Attendant Operator)/ Level-W1 *	Rs.18,780-67,390/-	Total Posts-03* UR-01 EWS-01 OBC-01	Full time ITI certificate recognized from NCVT/SCVT in Attendant Operator (Chemical Plant) trade.	18 years to 25 years	Computer Based Test (CBT) i.e. Online Test
09	Junior Technician (Ink Factory-Laboratory Assistant)/ Level-W1 *	Rs.18,780-67,390/-	Total Posts-03* UR-01 OBC-01 ST-01	Full time ITI certificate recognized from NCVT/SCVT in Laboratory Assistant (Chemical Plant) trade.	18 years to 25 years	Computer Based Test (CBT) i.e. Online Test
10	Junior Technician (Mechanical/ Air-conditioning)/ Level-W1 (Fitter-01 & Air Cond.-01)	Rs.18,780-67,390/-	Total Posts-02 SC-02 (Carry forwarded vacancies)	Full time ITI certificate recognized from NCVT/SCVT in Fitter/ Air Conditioning trade.	18 years to 25 years	Computer Based Test (CBT) i.e. Online Test
11	Junior Technician (Electrical/Electronics)/ Level-W1 (Electrical -01 & Electronics-01)	Rs.18,780-67,390/-	Total Posts-02 EWS-01 ST-01 (Carry forwarded vacancy)	Full time ITI certificate recognized from NCVT/SCVT in Electrical/Electronics trade.	18 years to 25 years	Computer Based Test (CBT) i.e. Online Test

\* The reservation considered as combined posts.

#### D] VACANCIES/POSTS AT SECURITY PRINTING PRESS, HYDERABAD, TELANGANA- SPPH

Post Code	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
01	Supervisor (Technical Operation - Printing)/ Level-S1	Rs.27,600-95,910/-	Total Posts-01 UR-01	1 <sup>st</sup> class full time (3) years Diploma in Printing Technology/ Printing & Packaging Technology from recognized Institution /University.  Higher Qualification i.e. B.Tech./B.E. in Printing Technology/ Printing & Packaging Technology will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test

Post Code	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
02	Supervisor (Technical Control)/ Level-S1	Rs.27,600-95,910/-	Total Posts-01 UR-01	1 <sup>st</sup> class full time (3) years Diploma in Printing Technology/ Printing & Packaging Technology from recognized Institution /University.  Higher Qualification i.e. B.Tech./B.E. in Printing Technology/ Printing & Packaging Technology will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
03	Supervisor (Information Technology) / Level-S1	Rs.27,600-95,910/-	Total Posts-01 UR-01	1 <sup>st</sup> class full time Diploma in Information Technology/ Computer Science from recognized Institution /University.  Higher Qualification i.e. B.Tech./ B.E./B.Sc. (Engg.) in Information Technology/ Computer Science will also be considered.	18 years to 30 years.	Computer Based Test (CBT) i.e. Online Test
04	Junior Office Assistant / Level-B3	Rs.21,540 - 77,160/-	Total Post-04 UR-02 OBC-01 SC-01	Graduate in any discipline and computer knowledge with typing speed on computer in English @ 40 wpm / in Hindi @ 30 wpm as per requirement.	18 years to 28 years	Computer Based Test (CBT) i.e. Online Test & Typing Test
05	Junior Technician (Printing)/ Level-W1	Rs.18,780-67,390/-	Total Posts-24 UR-10 EWS-02 OBC-06 SC-04 ST-02 PwBD-01*(Hor. Res) Ex-SM-02(Hor. Res)	Full-time ITI (Industrial Training Institute) certificate recognized from NCVT/SCVT in trades Machinist/Electrical/Fitter/Electronics/Printing Trades i.e. Litho Offset machine minder/ Electroplating/ Letter Press machine minder/ Offset Printing / plate making/ plate maker-cum-impositor.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
06	Junior Technician (Control)/ Level-W1	Rs.18,780-67,390/-	Total Posts-31 UR-13 EWS-03 OBC-06 SC-06 ST-03 PwBD-01#(Hor. Res) Ex-SM-03(Hor. Res)	Full-time ITI (Industrial Training Institute) certificate recognized from NCVT/SCVT in trades Machinist/Electrical/Fitter/Electronics/Printing Trades i.e. Litho Offset machine minder/ Electroplating/ Letter Press machine minder/ Offset Printing / plate making/ plate maker-cum-impositor.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
07	Junior Technician (Mechanic Machine Tool Maintenance/ Fitter)/ Level-W1	Rs.18,780-67,390/-	Total Posts-03 UR-02 SC-01	Full time ITI certificate recognized from NCVT/SCVT in Mechanic Machine Tool Maintenance/Fitter Trade.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
08	Junior Technician (Electrical)/ Level-W1	Rs.18,780-67,390/-	Total Posts-01 UR-01	Full time ITI certificate recognized from NCVT/SCVT in Electrical Trade.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test

Post Code	Name of the Post & Level	Scale of Pay in IDA Pattern	No. of Posts/ Category wise	Educational Qualifications (As on the last date of online registration)	Age Limit (As on the last date of online registration)	Method of selection
09	Junior Technician (Electronics/ Instrumentation)/ Level-W1	Rs.18,780-67,390/-	Total Posts-01 UR-01	Full time ITI certificate recognized from NCVT/SCVT in Electronic Mechanic /Instrument Mechanic Trade.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test
10	Junior Technician (Stores)/ Level-W1	Rs.18,780-67,390/-	Total Posts-02 UR-02	Full-time ITI (Industrial Training Institute) certificate recognized from NCVT/SCVT in trades Machinist/Electrical/Fitter/Electronics/Printing Trades i.e. Litho Offset machine minder/ Electroplating/ Letter Press machine minder/ Offset Printing / plate making/ plate maker-cum-impositor.	18 years to 25 years.	Computer Based Test (CBT) i.e. Online Test

\* Backlog vacancy in PwBDs under Clause C

# Backlog vacancy in PwBDs under Clause B

**Note:** i. Colour Blindness shall be a disqualification for the posts of all Technical/ Control / Maintenance posts.

ii. Hor. Res. – Horizontal Reservation

2. The details of Consolidated vacancies of all 04 Currency/Security Presses of SPMCIL, Wholly owned by Government of India i.e. Currency Note Press, Nashik (CNP), Bank Note Press, Dewas (BNPD), India Security Press, Nashik (ISPN) & Security Printing Press, Hyderabad (SPPH), are as under:

Post Code	Name of post, Level, IDA Pay Scale as per 3 <sup>rd</sup> PRC	Unit Option	No. of Posts	Break up of vacancies					Horizontal Reservation		Age
				UR	EWS	SC	ST	OBC	PwBD	Ex-SM	
1	Welfare Officer, A-2, Rs.29,740-1,03,000	BNPD	1	1	0	0	0	0	0	0	18 yrs to 30 yrs
		CNP	1	1	0	0	0	0	0	0	
2	Safety Officer, P-2, Rs.29,740-1,03,000	CNP	1	1	0	0	0	0	0	0	18 yrs to 30 yrs
3	Supervisor (Technical -Control) S-1, Rs.27,600-95,910	BNPD	3	2	0	0	0	1	0	0	18 yrs to 30 yrs
		CNP	12	6	1	1	1	3	1	0	
		ISPN	11	3	1	3	0	4	0	0	
		SPPH	1	1	0	0	0	0	0	0	
4	Supervisor (TO- Printing), S-1, Rs.27,600-95,910	CNP	12	6	2	1	1	2	0	0	18 yrs to 30 yrs
		ISPN	12	6	1	3	0	2	0	0	
		SPPH	1	1	0	0	0	0	0	0	
5	Supervisor (IT), S-1, Rs.27,600-95,910	CNP	2	2	0	0	0	0	0	0	18 yrs to 30 yrs
		ISPN	3	3	0	0	0	0	0	0	
		SPPH	1	1	0	0	0	0	0	0	
6	Supervisor (TO-Mechanical), S-1, Rs.27,600-95,910	CNP	2	1	1	0	0	0	0	0	18 yrs to 30 yrs
		ISPN	5	1	1	1	0	2	0	0	
7	Supervisor (TO-AC), S-1, Rs.27,600-95,910	CNP	1	1	0	0	0	0	0	0	18 yrs to 30 yrs
		ISPN	2	2	0	0	0	0	0	0	
8	Supervisor (TO- Electrical), S-1, Rs.27,600-95,910	CNP	3	2	0	0	1	0	0	0	18 yrs to 30 yrs
		ISPN	5	2	1	1	0	1	0	0	
9	Supervisor (TO-Electronics), S-1, Rs.27,600-95,910	CNP	2	1	0	0	1	0	0	0	18 yrs to 30 yrs
		ISPN	7	4	0	1	0	2	0	0	

Post Code	Name of post, Level, IDA Pay Scale as per 3 <sup>rd</sup> PRC	Unit Option	No. of Posts	Break up of vacancies					Horizontal Reservation		Age
				UR	EWS	SC	ST	OBC	PwBD	Ex-SM	
10	Supervisor (Ink Factory), S-1, Rs.27,600-95,910	BNPD	3	1	1	0	0	1	0	0	18 yrs to 30 yrs
11	Supervisor (Mechanical /Air Conditioning) S-1, Rs.27,600-95,910	BNPD	3	1	1	0	0	1	0	0	18 yrs to 30 yrs
12	Supervisor (Electrical / Electronics), S-1, Rs.27,600-95,910	BNPD	3	1	1	0	0	1	0	0	18 yrs to 30 yrs
13	Supervisor (TO-Civil), S-1, Rs.27,600-95,910	CNPN	1	1	0	0	0	0	0	0	18 yrs to 30 yrs
		ISPN	2	2	0	0	0	0	0	0	
14	Supervisor (TO- Instrumentation), S-1, Rs.27,600-95,910	CNPN	1	1	0	0	0	0	0	0	18 yrs to 30 yrs
15	Supervisor (Official Language), A-1, Rs.27,600-95,910	CNPN	1	1	0	0	0	0	0	0	18 yrs to 30 yrs
16	Secretarial Assistant, B-4, Rs.23,910- 85,570	ISPN	1	1	0	0	0	0	0	0	18 yrs to 28 yrs
17	Artist (Graphic Design), B-4, Rs.23,910- 85,570	CNPN	1	1	0	0	0	0	0	0	18 yrs to 28 yrs
18	Junior Office Assistant, B-3, Rs.21,540- 77,160	CNPN	12	8	1	1	1	1	1	1	18 yrs to 28 yrs
		ISPN	6	3	2	0	1	0	0	2	
		SPPH	4	2	0	1	0	1	0	0	
19	Junior Technician (Printing), W-1, Rs.18,780-67,390	BNPD	25	12	2	3	2	6	1	2	18 yrs to 25 yrs
		CNPN	25	11	2	3	5	4	1	5	
		ISPN	34	8	11	0	6	9	2	3	
		SPPH	24	10	2	4	2	6	1	2	
20	Junior Technician (Control), W-1, Rs.18,780-67,390	BNPD	14	6	1	1	3	3	0	1	18 yrs to 25 yrs
		CNPN	25	10	2	3	5	5	1	5	
		ISPN	157	62	21	20	14	40	7	15	
		SPPH	31	13	3	6	3	6	1	3	
21	Junior Technician (Electrical), W-1, Rs.18,780-67,390	CNPN	5	3	0	0	1	1	0	0	18 yrs to 25 yrs
		ISPN	6	3	1	1	0	1	0	0	
		SPPH	1	1	0	0	0	0	0	0	
22	Junior Technician (Electronics), W-1, Rs.18,780-67,390	CNPN	5	2	1	1	0	1	0	0	18 yrs to 25 yrs
		ISPN	10	6	1	1	0	2	0	1	
23	Junior Technician (Machinist), W-1, Rs.18,780-67,390	CNPN	5	3	0	1	0	1	0	0	18 yrs to 25 yrs
		ISPN	3	2	0	0	0	1	0	0	
24	Junior Technician (Fitter), W-1, Rs.18,780-67,390	CNPN	5	3	0	1	0	1	0	0	18 yrs to 25 yrs
		ISPN	15	5	2	2	1	5	1	1	
25	Junior Technician (Mechanic Machine Tool Maintenance / Fitter), W-1, Rs.18,780-67,390	SPPH	3	2	0	1	0	0	0	0	18 yrs to 25 yrs
26	Junior Technician (Electronics/Instrumentation), W-1, Rs.18,780-67,390	SPPH	1	1	0	0	0	0	0	0	18 yrs to 25 yrs
27	Junior Technician (Store), W-1, Rs.18,780-67,390	SPPH	2	2	0	0	0	0	0	0	18 yrs to 25 yrs
28	Junior Technician (Air Conditioning), W-1, Rs.18,780-67,390	CNPN	2	1	0	1	0	0	0	0	18 yrs to 25 yrs

Post Code	Name of post, Level, IDA Pay Scale as per 3 <sup>rd</sup> PRC	Unit Option	No. of Posts	Break up of vacancies					Horizontal Reservation		Age
				UR	EWS	SC	ST	OBC	PwBD	Ex-SM	
29	Junior Technician (Ink Factory -Attendant Operator), W-1, Rs.18,780-67,390	BNPD	3	1	1	0	0	1	0	0	18 yrs to 25 yrs
30	Junior Technician (Ink Factory- Laboratory Assistant), W-1, Rs.18,780-67,390	BNPD	3	1	0	0	1	1	0	0	18 yrs to 25 yrs
31	Junior Technician (Mechanical/Air Conditioning), W-1, Rs.18,780-67,390	BNPD	2	0	0	2	0	0	0	0	18 yrs to 25 yrs
32	Junior Technician (Electrical /Electronics), W-1, Rs.18,780-67,390	BNPD	2	0	1	0	1	0	0	0	18 yrs to 25 yrs
<b>Total</b>			<b>534</b>	<b>239</b>	<b>65</b>	<b>64</b>	<b>50</b>	<b>116</b>	<b>17</b>	<b>41</b>	

**Note:**

- **Applicants should wisely select the post along with the preference option of the unit in Online application form. After submitting of online application, no changes are allowed at any stage.**
- While applying online application, unit preference is available against each post. However, in case of selection, Unit is allocated based on the preference and merit of the candidates. Further seniority will be maintained as per the place of posting i.e. respective unit.
- The number of vacancies mentioned above is provisional and may increase/ decrease according to the actual requirement of the Company.
- Posts reserved for Persons with Benchmark Disabilities (PwBD) as per RPwD Act, 2016 and Ex-Servicemen will be adjusted by Horizontal Reservation (Hor. Res.) against the respective categories i.e. UR/EWS/SC/ST/OBC to which they belong.
- **Ex-Servicemen** – Only those candidates shall be treated as Ex-Servicemen who fulfills the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel and Administrative Reforms notification No. 36034/5/85-Estt.(SCT), dated 27/10/1986 as amended from time to time.
- Persons with Benchmark Disability – Persons suffering from not less than 40% of relevant disability shall be eligible for the benefit of Reservation as permissible to the extent of Rules.
- Colour Blindness of candidate shall be disqualification for all Technical/ Control / Maintenance posts.
- 1<sup>st</sup> class means 1<sup>st</sup> class awarded by the University/ Institute irrespective of the percentage of marks. In case a University/Institute does not award any class or percentage then minimum 60% will be required to be considered for Eligibility in case where First Class is required. Further, wherever CGPA/OGPA/CPI or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institute. Candidate is required to obtain a certificate to this effect from the University/Institute.
- The IDA Pay Scales indicated against the posts are in accordance with the Third Pay Revision Committee (3rd PRC) guidelines issued by the Department of Public Enterprises (DPE), Ministry of Finance, Govt. of India and shall be revised from time to time.

**3. GUIDELINES FOR EWS (ECONOMICALLY WEAKER SECTIONS)-**

- 10% of Vacancies are reserved for the EWS as per the instructions of Government of India issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 31st January, 2019.
- Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Scheduled Tribes and the socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture,

business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- 5 acres of Agricultural Land and above;
- Residential flat of 1000 sq. ft. and above;
- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- The income and assets of the families as mentioned in Para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.
- The reservation of EWS shall be governed as per the instructions issued by the Govt. of India in this regard from time to time.
- Format for declaration of EWS candidate as per Govt. of India.

#### **4. (i) GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE**

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 and essential required qualification should be one step below of the candidate.
- 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.
- 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.

##### **Use of Scribe & Compensatory time (Persons having less than 40% disability)**

In addition to instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2 (r) of the said Act i.e. persons having less than 40% disability and having difficulty in writing:

A. The facility of scribe and /or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per Proforma at **Appendix-II**.

B. The qualification of the scribe should be one step below the essential required qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per Proforma at **Appendix-III**.

**(ii) Guidelines for Candidates with loco motor disability and cerebral palsy**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with loco motor 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.

**5. GUIDELINES FOR SC/ST/OBC & PwBD CANDIDATES**

- (i) The SC/ST applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe Certificate issued by the Competent Authority in 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 stage of document verification or at any date after being advised about the same.
- (ii) In case of the applicants belonging to OBC Category, the Certificate to that effect should not have been obtained one (01) year earlier from the last date of online registration. Candidates 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 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 on the last date of application. The OBC applicants coming under 'Creamy Layer' will be treated as "UN-RESERVED" category applicant and hence they should select their category in online application as 'UN-RESERVED'. It may be noted that only the castes/sub-castes figuring in the Central List (Govt. of India) will be considered, and accordingly OBC caste /Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category.
- (iii) The candidates belonging to PwBD category must produce a copy of the certificate/UDID card of their disability in the Government of India format issued by the authorities empowered to issue the certificate at the time of verification or at any date after being advised about the same.
- (iv) All shortlisted PwBD candidates shall appear before the Regional Medical Board for assessment of disability as per Disability Certificate submitted, in accordance with existing DoPT and SPMCIL guidelines. Further, Management reserves the right to refer to the shortlisted candidates to the regional Medical Board on a case-to-case basis, based on the recommendations of Document verification committee and Competent Authority.
- (v) Disability Certificate must clearly indicate that the disability is permanent in nature and Certificate reflecting temporary disability shall not be considered for availing PwBD reservation and age relaxation benefits.
- (vi) As per OM No.36035/02/2017-Estt (Res) dated January 15, 2018 issued by Department of Personnel & Training (DoPT), Government of India regarding 'Reservation for the Persons with Benchmark Disabilities', the four categories of disabilities are as under:

(A) Blindness and low vision	(B) Deaf and Hard of hearing
(C) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	(D&E) Autism, intellectual disability, specific learning disability and mental illness & Multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness

**FULL FORM OF ABBREVIATIONS (LEGENDS):**

UR – Un-Reserved	SC – Scheduled Caste	ST – Scheduled Tribe
OBC – NCL -Other Backward Class-Non Creamy Layer	PwBD – Persons with Benchmark Disability	Ex-SM – Ex-Servicemen
EWS- Economically Weaker Sections		RM- Resource Management

**POSTS IDENTIFIED SUITABLE FOR PERSONS WITH BENCHMARK DISABILITY (PwBD):**

<b>Sl No</b>	<b>Name of Post</b>	<b>Categories for which identified</b>	<b>Physical Requirements</b>
01	Safety Officer at P-2 level	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD,MI e) MD involving (a) to (d) above	S, ST, W, RW, SE, H, C, MF
02	Welfare Officer at A-2 level	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD,MI e) MD involving (a) to (d) above	S, ST, W, RW, SE, H, C, MF
03	Supervisor (TO Printing)/(Technical Control) at S-1 level	a) D, HH b) OL, Dw, AAV c) ASD (M, MoD), ID,SLD, MI d)MD involving (a) to (c)above	S, ST, W, BN, L, KC, PP,MF, RW,SE, H
04	Supervisor (IT) at S-1 level	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD,MI e) MD involving (a) to (d) above	S, ST, W, BN, RW,SE, H, C
05	Supervisor (Mechanical)/(AC) at S-1 level	b) D, HH c) OA, OL, Dw, AAV d) SLD,MI e) MD involving (a) to (c) above	S, ST, W, BN, RW MF, SE, H, C
06	Supervisor (Electrical)/(Electronics) at S-1 level	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	S, ST, W, BN, L, KC, PP, MF, RW, SE, C
07	Supervisor (Instrumentation) at S-1 level	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	S, ST, W, BN, L, KC, PP, MF, SE, C
08	Supervisor (Civil) at S-1 level	a) D, HH b) OA, OL, LC, Dw, AAV c) SLD,MI d) MD involving (a) to (c) above	S, ST, BN, KC, MF, RW, SE, H, C
09	Supervisor (Official Language) at A-1 level	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD,MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF
10	Supervisor (Ink Factory) at S-1 level	a) HH b) OA, OL, CP, Dw, AAV d) SLD,MI e) MD involving (a) to (c) above	S, ST, BN, RW, SE, C
11	Junior Office Assistant at B-3 level	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) SLD,MI e) MD involving (a) to (d) above	S, ST, W, BN, RW,SE, H, C
12	Secretarial Assistant at B-4 level	a) B, LV b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) SLD,MI e) MD involving (a) to (d) above	S, ST, W, L, MF, BN, RW,SE, H, C
13	Artist (Graphic Design) at B-4 level	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above	S, W, BN, MF, RE, SE

Sl No	Name of Post	Categories for which identified	Physical Requirements
14	Jr. Technician (Printing/ Control /Store/ Mechanic Machine Tool Maintenance/ Fitter/ Welder/ Electrical/ Electronics/Instrumentation/ AC) at W-1 Level	a) D, HH b) OL, Dw, AAV d) ASD (M, MoD), ID, SLD,MI e) MD involving (a) to (d) above	S, ST, W, BN, L, KC, PP, MF, RW, SE, H
15	Junior Technician (Ink Factory -Attendant Operator)	a) D, HH b) OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (c) above	S, ST, BN, MF, RW, SE
16	Junior Technician (Ink Factory- Laboratory Assistant)	a) D, HH b) OA, OL, BL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (c) above	S, ST, W, BN, MF, H, C

**CATEGORY ABBREVIATIONS USED:** B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OL=One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities, S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, PP= Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

Persons with Benchmark Disability – Persons suffering from not less than 40 % of relevant disability shall be eligible for the benefit of Reservation as permissible to the extent of Rules.

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

**IMPORTANT DATES:**

Opening date of online registration	<b>20.04.2026</b>
Closing date for online registration	<b>19.05.2026 (till 23:59 hrs.)</b>
Duration of opening of website link for applying online application	From 20.04.2026 to 19.05.2026
Payment of fees in online mode	From 20.04.2026 to 19.05.2026
Tentative Date of Online Examination which will be conducted Online.	June/July 2026
Link for download of admit cards from the website.	Applicants are advised to keep checking the Currency Note Press, Nashik website <a href="https://cnpnashik.spmcil.com">https://cnpnashik.spmcil.com</a> for any updates, downloading Admit Card, Corrigendum etc.
If facing any difficulty while filling / submission of online application form	helpdesk number: <b>+918064526229</b>

**6. UPPER AGE LIMIT IS RELAXABLE AS UNDER:**

- (i) Upto a maximum of 5 years in respect of SC / ST candidates;
- (ii) Upto a maximum of 3 years in respect of OBC-NCL applicants;
- (iii) Upto a maximum of 3 years (8 years for SC/ST and 6 years for OBC 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.
- (iv) Upto a maximum of 10 years for PwBD Unreserved candidates, 15 years for PwBD SC/ST candidates and 13 years for PwBD OBC candidates (as per central list) for posts where reservation for PwBD is admissible.
- (v) Relaxation of age would be permissible to Persons with Benchmark Disabilities (PwBD) as per RPwD Act, 2016 as per the extant rules only to such persons who have minimum 40% disability.
- (vi) No relaxation in upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.

- (vii) Relaxation of age would be permissible to OBC applicants belonging to Non-creamy layer only. A certificate to this effect issued by the competent authority to be produced by the candidate.
- (viii) For any other cases not covered in the above category, the age relaxation will be as per extant Govt. rules as promulgated from time to time.
- (ix) There shall be no age bar for the in-service SPMCIL employees who fulfill the essential qualification and experience provided they have at least three years of service left as on the date of advertisement.

Further, Internal Candidates of SPMCIL who have acquired higher qualification through part time courses will be eligible for higher positions if the same has been acquired during the service in SPMCIL with the prior approval of Competent Authority, provided they have rendered minimum length of 5 years service in SPMCIL on the closing date of application process. This exemption will not be applicable if the process of acquiring qualification was commenced or completed before joining SPMCIL.

- (x) The Age relaxation in respect of Widows/Divorced Women/ Women Judicially Separated who are not re-married shall be relaxed only for Group 'C' & erstwhile Group 'D' equivalent posts as per DoPT OM dated 30.01.2014.

Accordingly, the age relaxation is to be extended for Jr. Technician at W-1 level, Jr. Office Assistant at B-3 level and Secretarial Assistant at B-4 level & Artist (Graphic Design) at B-4 level in following manner:

Widows/divorced women/women judicially separated who are not re- married (For posts at W-1/B-3 and B-4 level posts)	Upto 35 years for (UR/EWS/OBC) 40 Years for (SC/ST)
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**Note:** Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Categories /Classes who are also covered under any other clauses of above, viz. those coming under the category of Ex-servicemen, Persons with Benchmark Disabilities etc. will be eligible for grant of cumulative age-relaxation under both the categories subject to maximum age limit prescribed and relevant Government rules.

## 7. EXAMINATION FEES AND INTIMATION CHARGES:

- Rs.1000/-**(Non-Refundable) for candidates belonging to Un-reserved, EWS and OBC Categories.
- Candidates belongs to SC/ST/PwBD are required to pay a non –refundable fee of **Rs. 200** towards service expenses.
- The above prescribed fee is inclusive of GST.
- 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 not be eligible.
- Fees once paid will not be refunded. Candidates are therefore, requested to verify their eligibility before payment of the application fee.

## 8. SELECTION PROCEDURE:

**A.** The method of selection is mentioned in the above table provided in Para 1 of this advertisement against each post. The final selection will be made on the basis of Merit List as per marks obtained in Online Examination only. However, the details are as under:

- Selection to the posts of Welfare Officer at A-2 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1	Professional knowledge in the respective stream	90	90	120 Minutes
2.	Basic Computer knowledge & English Language	30	30	
3.	Logical Reasoning & Quantitative Aptitude	30	30	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

- ii. **Selection to the post of Safety Officer at P-2 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1	Professional knowledge in the respective stream	90	90	120 Minutes
2.	Basic Computer knowledge & English Language	30	30	
3.	Logical Reasoning & Quantitative Aptitude	30	30	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

- iii) **Selection to the posts of Supervisor (Technical Control) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

- iv) **Selection to the posts of Supervisor (T.O.-Printing) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

- v) **Selection to the posts of Supervisor (Information Technology) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

- vi) **Selection to the posts of Supervisor (T.O.-Mechanical) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

- vii) **Selection to the posts of Supervisor (T.O.-AC Plant) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

viii) **Selection to the posts of Supervisor (T.O.-Electrical) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

ix) **Selection to the posts of Supervisor (T.O.-Electronics) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

x) **Selection to the posts of Supervisor (Ink Factory) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

xi) **Selection to the posts of Supervisor (Mechanical/Air Conditioning) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

xii) **Selection to the posts of Supervisor (Electrical/Electronics) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

xiii) **Selection to the posts of Supervisor (T.O.-Civil) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

**xiv) Selection to the posts of Supervisor (TO- Instrumentation) at S-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	105	105	120 Minutes
2.	Quantitative Aptitude	25	25	
3.	Logical Reasoning	20	20	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

**xv) Selection to the post Supervisor (Official Language) at A-1 Level** will be done on the basis of online examination which will be of objective type. The duration of the examination is 120 minutes. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1	<b>Professional knowledge</b> Test of Domain knowledge which includes Hindi to English and vice-versa translation skills (Which includes Hindi & English comprehension).	30	30	120 Minutes
2.	General Awareness with special emphasis on Computer knowledge	30	30	
3.	General Hindi	30	30	
4.	General English	30	30	
5.	General Knowledge / Current Affairs.	30	30	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

**xvi) Selection to the post Secretarial Assistant at B-4 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	General Awareness	30	30	120 Minutes
2.	English Language	30	30	
3.	Logical Reasoning	30	30	
4.	Quantitative Aptitude	30	30	
5.	Computer Knowledge	30	30	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

➤ For the post of Secretarial Assistant at B-4 Level, first Computer Based Test (CBT) i.e. Online Test will be conducted for all the Candidates who have applied, those candidates who qualify the written test will be called for Skill test i.e. Stenography Test. Further, that the merit list will comprise only those candidates who have qualified proficiency test in computer typing which is qualifying in nature and the final merit shall be prepared on the basis of the performance of candidates in the Computer Based Test (CBT) i.e. Online Test.

➤ **For Stenography (Shorthand) Test :**

**Duration:** 40 Mins. (10 Minutes for dictation of 800 words to measure shorthand @ 80 wpm and 30 minutes for transcription).

**Evaluation Criteria:** The details regarding nature of mistakes and General Instruction are given. Additional the formula for calculation of typing speed as notified at **Annexure II**.

**xvii) Selection to the post of Artist (Graphic Design) at B-4 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Professional knowledge in the respective stream	85	85	120 Minutes
2.	Quantitative Aptitude	20	20	
3.	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120</b>

**xviii) Selection to the post Jr. Office Assistant at B-3 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	General Awareness	30	30	120 Minutes
2.	English Language	30	30	
3.	Logical Reasoning	30	30	
4.	Quantitative Aptitude	30	30	
5.	Computer Knowledge	30	30	
<b>Total</b>		<b>150</b>	<b>150</b>	<b>120 Minutes</b>

➤ For the post of Jr. Office Assistant at B-3 level, first Computer Based Test (CBT) i.e. online test will be conducted for all the Candidates who have applied, those candidates who qualify the written test will be called for typing test. Further, that the merit list will comprise only those candidates who have qualified proficiency test in computer typing which is qualifying in nature and the final merit shall be prepared on the basis of the performance of candidates in the Computer Based Test (CBT) i.e. Online Test.

➤ **For Typing Test**

**Duration:** 10 Mins.

**Evaluation Criteria:** The details regarding nature of mistakes and General Instruction are given. Additional the formula for calculation of typing speed as notified at **Annexure II**.

**xix) Selection to the posts Junior Technician (Control)/ Junior Technician (Printing)/Junior Technician (Store) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xx) Selection to the posts Junior Technician (Electrical) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxi) Selection to the posts Junior Technician (Electronics) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxii) Selection to the posts Junior Technician (Machinist) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxiii) Selection to the posts Junior Technician (Fitter) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxiv) Selection to the posts Junior Technician (Mechanic Machine Tool Maintenance/Fitter) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxv) Selection to the posts Junior Technician (Electronics/ Instrumentation) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxvi) Selection to the posts Junior Technician (Air Conditioning) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxvii) Selection to the posts Junior Technician (Ink Factory- Attendant Operator) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxviii) Selection to the posts Junior Technician (Ink Factory- Laboratory Assistant) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxix) Selection to the posts Junior Technician (Mechanical/Air Conditioning) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**xxx) Selection to the posts Junior Technician (Electrical/Electronics) at W-1 Level** will be done on the basis of online examination which will be of objective type. The details are as under:

Sr. No	Name of Test	No. of Qs.	Marks	Duration
1	Professional Knowledge in respective trade	85	85	120 Minutes
2	Quantitative Aptitude	20	20	
3	Logical Reasoning	15	15	
<b>Total</b>		<b>120</b>	<b>120</b>	<b>120 Minutes</b>

**B. Procedure for arriving at Scores in online examination:-**

- i. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.
- ii. In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher to be allowed for next stage for further process of selection wherever skill test is applicable.
- iii. Merely qualifying in the online examination will not entitle an applicant to appointment to the posts mentioned above in the respective unit as per their preference and merit.
- iv. **There will be no negative marking** for wrong answer for online examination. The final merit list will be drawn by the marks obtained in the online examination. The minimum qualifying marks i.e., cut-off marks required to consider on order of merit for different categories of candidates are as under:

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

v. In the event of a tie (equal marks) in online examination scores, then the Resolution of Tie shall be made in the following order of preference:

- a) The Candidate Scoring Higher Marks in the Professional Knowledge.
- b) The Candidate older in age will get preference.
- c) The Candidate Scoring Higher Marks in Essential Qualification.

**C. Download of Call Letter/Admit Card:** Applicants who have successfully completed online registration process will be allowed to download 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 <https://cnpnashik.spmcil.com>. Once the applicant clicks the relevant link, he/she can access the window for downloading call letter. The applicant is required to use (1) Application Number (2) Password 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 (1) Original Call Letter and (2) 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. 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.

**D. 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 be 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 and briefing of instructions for Computer Based Test (CBT) i.e. Online Test.

- The possibility for occurrences 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 the problem, which may include movement of candidate, delay in test. Conduct of re-examination is at the absolute discretion of test conducting body. Candidates will not have any claim for 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.
  - 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 center or for any applicant.
  - 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 Currency Note Press, Nashik being Nodal Unit 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.
  - 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 recruitment process of the organization in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.
- ii) The Corrected Scores obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores.
- \* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- iii) Test wise Scores and scores on total is reported with decimal point up to two digits.
- iv) Even after the online examination, the test paper will not be shared to anybody.
- v) There is no Negative Marking.
- vi) The Online Examination for the posts will be conducted at the following centers:
- |              |                 |              |
|--------------|-----------------|--------------|
| 1. Nashik    | 2. Mumbai       | 3. Kolkata   |
| 4. Hyderabad | 5. Delhi (NCR), | 6. Bhopal    |
| 7. Indore    | 8. Chennai      | 9. Bangalore |
- vii) Applicants should wisely select the preference option of 04 examination centers in Online Application Form. After submitting of online application, no changes are allowed at any stage. However, the candidate will be allotted only one center as per the availability and once center will be allotted, it will not be changed.
- viii) Applicants will be allotted only one exam centre. Choice of centre once exercised by the applicant will be final. No request for change of centre/venue/date/session shall be entertained. Efforts will be made to allot candidates to the opted centre. However, if sufficient number of applicants does not opt for a particular centre, 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 Online 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 centers and/or add some other centers at its discretion, depending upon the response, administrative feasibility etc. The Company also reserves the right to allot the applicants to any of the centers other than the one he/she has opted for either within the state or outside the state.

- ix) All applicants will have to appear for the Online Examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.
- x) Admission to the examination will be purely provisional without verification of age/qualification/experience/category (SC/ST/OBC/PwBD/EWS/Ex-SM)/Character & Antecedents etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria 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 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 are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.

#### **GENERAL CONDITIONS:**

- (i) Applicants who do not fulfill age criteria and the minimum educational qualification etc. as on closing date of submission of applications need not apply for the post.
- (ii) At the time of Document Verification, the shortlisted candidates need to submit their educational qualification proofs duly verified by the concerned Institute in the prescribed format provided by this organization. However, in case of joining your appointment will be provisional till verification of the documents from concern authorities/institute/ college etc. or probation period, which may be later.
- (iii) Please note that in the event of selection, applicant's appointment will be considered provisional. The final confirmation of appointment will be subject to the successful/ correct verification of all documents from the concern authorities only.
- (iv) Applicant must have possessed the required essential educational qualifications from a recognized university/college/institute as on closing date of online registration.
- (v) If the candidates are not found eligible during the document verification process, their candidature will be rejected.
- (vi) If any of these shortcomings i.e. wrong /suppressed/ in-correct information is detected during provisional appointment, his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- (vii) Candidate's admission to all the stages of recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement as well as till verification of all the documents i.e. educational, cast/community, PwBD, Ex-SM/EWS etc. from the concern authorities.
- (viii) 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.
- (ix) The final selection will be on Merit Basis as per marks obtained in On-line Examination only.
- (x) All posts will be required to perform their work/duties on shift duty i.e. day & night shift as per requirement and place of posting i.e. Shop floor/Non-Shop floor area.
- (xi) Junior Technician will be involved in manual work, loading/unloading of material and the other work as assigned time to time.
- (xii) The syllabus of the examination of the respective posts attached at **Annexure - III** and Duties & Responsibilities attached at **Annexure - IV**.
- (xiii) The selected candidates are required to work for 8 hours (excluding lunch hour/recess hour) per day with 6 days a week working, i.e. 48 hours per week as per the Factories Act, 1948 or as per the applicable Codes, which have been recently notified. However, the working hours may be increased as and when need basis.
- (xiv) Online application can be submitted by a candidate separately against each post, which means that candidate can apply for more than one post provided eligibility criteria is fulfilled. Candidates will have to deposit examination fees separately for each post.

- (xv) The provisionally 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 the discretion of the Concern Unit where candidate will be joined.
- (xvi) The candidates will be recruited for Currency Note Press, Nashik (Maharashtra), India Security Press, Nashik (Maharashtra), Bank Note Press, Dewas (Madhya Pradesh) and Security Printing Press, Hyderabad (Telangana). However, as per the organizational requirement, candidates are liable for transfer to any of the units under SPMCIL.
- (xvii) The exact date of online examination, session, reporting time for 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 are requested to keep checking the Currency Note Press, Nashik website <https://cnpnashik.spmcil.com> for any updates.
- (xviii) The Currency Note Press, Nashik being Nodal Unit reserves the right to cancel any of the examination centers and/or add some other centers at its discretion, depending upon the response, administrative feasibility etc.
- (xix) No request for change of centre/venue/date/session for online examination shall be entertained. The Currency Note Press, Nashik being Nodal Unit reserves the right to allot any other centre other than the one opted for to the candidate.
- (xx) If sufficient number of candidates does not opt for a particular centre for “online” examination, Currency Note Press, Nashik reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online examination for a centre, Currency Note Press, Nashik reserves the right to allot any other centre to the candidate.
- (xxi) No TA/DA will be provided for appearing for Online Examination/Skill Test.
- (xxii) Ex-Servicemen applicants should keep a copy of discharge certificate. They should note that they are having required qualification/experience to be eligible for the post.
- (xxiii) Applicants already in service of Govt./Quasi Govt. Organizations/Public Sector Banks/ Undertakings/Autonomous Bodies will have to keep a photocopy of the “No Objection Certificate (NOC)” from their employer along with the printout of the application and submit the original for verification, if shortlisted for document verification. 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 absence of which he/she will not be allowed to join at any of the aforesaid four units mentioned.
- (xxiv) Persons who have been dismissed from the service of any organization need not apply.
- (xxv) The decision of Currency Note Press, Nashik, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by Currency Note Press, Nashik in this behalf.
- (xxvi) Canvassing during recruitment/ selection process in any form will be treated as a disqualification.
- (xxvii) Appointments of selected candidates will be subject to his/her being declared medically fit by District Civil Surgeon and his/her character and antecedents certificate issued by the concerned District Police Authorities/SDM.
- (xxviii) No correspondence from applicants regarding their eligibility/ recruitment process for the above posts will be entertained.
- (xxix) No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- (xxx) Any corrigendum to this advertisement will be displayed only on the Currency Note Press, Nashik website <https://cnpnashik.spmcil.com>. Therefore, applicants are advised to keep checking the Currency Note Press, Nashik website for any update.
- (xxxi) The Currency Note Press, Nashik 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 Currency Note Press, Nashik website <https://cnpnashik.spmcil.com>. It will not be intimated to the applicants individually.
- (xxxii) Appointment and Service rules shall be governed by SPMCIL Rules and Policies time to time.
- (xxxiii) The selected candidate will have to execute a Bond of Rupees Two lakhs (for A-2, P-2, S-1 and A-1 level) to serve in the Company for a minimum period of 3 (three) years and have to provide two sureties. In the event of his/her leaving the Organization before completion of the stipulated period,

himself and on his/her failure, the sureties will have to indemnify the Organization by making the payment of Bond amount. However the management reserves the right whether to consider the request of the candidate as per the necessity of the organization.

- (xxxiv) The management reserves the right to amend/change the selection process at any time without assigning any reasons.
- (xxxv) 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 Currency Note Press, Nashik website <https://cnpnashik.spmcil.com> shall prevail.
- (xxxvi) Any dispute arising out of this recruitment shall be subject to the sole jurisdiction of the courts situated in Nashik.
- (xxxvii) Online examination for the aforesaid posts shall be conducted in English and Hindi (wherever applicable).
- (xxxviii) Applicants are advised to fill out online application forms with utmost care. Please read the instructions thoroughly and ensure that all details such as name, date of birth, percentage of marks, educational qualifications, and uploaded documents match your official records. Even minor errors can lead to rejection of the application. Before final submission, review the form carefully and keep a copy of the submitted application for your records.
- (xxxix) As per DoP&T OM No. 15012/8/82/Estt(D) dated 12.02.1986, Ex-Servicemen who has obtained the Indian Army Special Certificate of Education or corresponding certificate in the Navy & Air Force and has put not less than 15 years of service in the Armed Force may be considered eligible for appointment to any reserved vacancy in Group 'C' post for which the essential qualification is Graduation. Therefore, Ex. Serviceman is considered eligible for applying to the post of Jr. Office Assistant at B-3 level in SPMCIL.

(xl) Candidates are advised to submit only single online application for each post. However, if somehow, he/she submits multiple Online Applications, then he/she must ensure that Online Application with the higher "Application Number" is complete in all respects including fee.

(xli) The Candidates, who submit multiple Online Applications, should note that only the Online Application with higher "**Application Number**" shall be entertained and fee paid against one "**Application Number**" shall not adjusted against any other "**Application Number**". Further, it is also informed that the fee once paid, including in case of multiple application, shall not be refunded in any circumstances.

**9. CANDIDATES SHOULD KEEP THE FOLLOWING DOCUMENTS READY & SCAN WITH THEM AT THE TIME OF APPLYING / SUBMITTING OF APPLICATION.**

DocID	Doc Name	Allowed Format	File Size Limit
1	Original latest Self-Photograph	JPG/JPEG	20 KB – 50 KB
2	Live photo to be captured and submit during filling of online application	-	-
3	Signature of the candidate (in running hand)	JPG/JPEG	10 KB -20 KB
4	Caste Certificate of the candidate	PDF	100 KB – 300 KB
5	DOB proof of the candidate (Birth Certificate / 10 <sup>th</sup> certificate)	PDF	100 KB – 300 KB
6	10 <sup>th</sup> Pass Certificate and Marks Sheet of the candidate	PDF	100 KB – 300 KB
7	Essential Qualification Pass Certificate of the candidate	PDF	100 KB – 300 KB
8	Essential Qualification Pass Mark sheet of the candidate	PDF	100 KB – 300 KB
9	Ex-SM Discharge Certificate of the candidate	PDF	100 KB – 300 KB
10	PwBD certificate of the candidate	PDF	100 KB – 300 KB
11	II. Left hand thumb impression of the candidate	JPG/JPEG	20 KB – 50 KB
12	III. Hand-written declaration of the candidate	JPG/JPEG	50 KB – 100 KB

- (i) Self-attested copies of the certificates pertaining to age, educational qualification i.e. copies of all the mark-sheets of all semesters/years.

- (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 PwBD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PwBD 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 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.
- (vi) In case, the Board/ Institute issued one certificate for the purpose of 10th Pass Certificate and 10<sup>th</sup> Mark sheets, advised to upload the same for both options Doc ID 06.

**Note:**

- a) Applicants should keep all relevant documents as stated in their application ready with them and submit if shortlisted on the basis of online examination. Any discrepancy found in the online application and documents submitted, the selection of the candidature shall be liable for rejection. 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 correspondence with the Currency Note Press, Nashik in future should be same and there should be no variation/deviation.
- b) Management reserves the right to call for any additional documentary evidence in support of educational qualification & experience of the applicant.
- c) An 'Information Handout' booklet will be made available to the applicants on the Currency Note Press, Nashik website <https://cnpnashik.spmcil.com> which may be downloaded along with the call letter for online examination.

**10. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

- (i) Before applying online, applicants should scan there:
  - a) **Latest Passport size Photograph**
  - b) **Live Photo**
  - c) Signature (with black ink)
  - d) Left thumb impression (on a white paper with black / blue ink)
  - e) The left thumb impression should be properly scabbed and not smudged. (If a candidate is not having left thumb, he/she may use his/her right thumb for applying).
  - f) A hand written declaration (on a white paper with black ink) (text given below)
  - g) The text for the hand written declaration is as follows –
 

**“I, \_\_\_\_\_ (Name of the Candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”**
- (ii) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (iii) The applicant should ensure that the above scanned documents adhere to the required specifications as given below:
  - a) The Signature of the candidate should be in running hand. The Signature in Capital will not be accepted.

- b) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for examination etc., through the self-registered and valid 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. Under no circumstances, he/she should share/ mention email id to/or of any other person.

## **11. Procedure to Apply:**

Applicants are requested to follow the detailed procedures/guidelines as Indicated below, candidates must upload the required documents as per the specifications given below failure to follow the instructions may lead to rejection of the application.

### **Application Registration Procedure**

Applicants have to visit Currency Note Press, Nashik website <https://cnpnashik.spmcil.com> and open the link under "Career" for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.

#### **A. General Instructions**

- I. Before filling the application, keep the following ready:
  - Valid Email ID, Mobile Number & Adhaar
  - Recent passport-size photograph (not older than 3 weeks)
  - Scanned Signature/ Thumb/ hand written declaration
  - Educational & category certificates
- II. Category once selected will not be changed under any circumstances.

#### **B. How to Apply**

- Email ID & Mobile Number must remain valid for at least two years.
- Details can be edited only before final submission.
- Application Process:

Step-I: Verify Email ID & Mobile Number

Step-II: Personal Details

Step-III: Qualification Details

Step-IV: Upload Documents

Step-V: Application Fee Payment

#### **Step-I: Verify Email ID & Mobile Number**

- Enter Email ID & Mobile Number and click Send OTP.
- OTP will be sent to Email & Mobile.
- Verify both OTPs and submit.

#### **Step-II: Personal Details**

- Enter all personal information correctly as required in the application form.
- Details such as name, date of birth, gender, category, and nationality must match official records.
- Carefully verify all entered details before proceeding to the next step.
- Once submitted, personal details cannot be modified at later stages.

#### **Step-III: Qualification Details**

- Fill qualification details carefully.
- Re-verify details before final submission.

#### **Step-IV: Upload Documents**

- Upload the document the all requisite documents in the prescribed format and size mentioned above.

## Step-V: Application Fee Payment

Sl. No.	Category	Amount
1	UR/EWS/OBC/ESM	₹1000 /-
2	SC/ST and PWBD	₹200 /-

NOTE: Application fee once paid will not be refunded under any circumstances.

### **Payment of Fees procedure (Online Mode) :**

- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using Debit Cards, Credit Cards, Internet Banking & UPI.
- After submitting your payment information in the online application form, Please wait for the intimation form the server. Do not press back or refresh button in order to avoid double charge.
- On successful completion of the transaction, a confirmation e-mail will be sent to the applicant.
- Payment Failure – On failure of payment, applicants are advised to login again using their application number and password and repeat the process of payment.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- No other mode of payment of fees will be accepted.
- Bank transaction charges for online payment of application fees / intimation charges will have to be borne by the applicant.
- Application once submitted cannot be withdrawn application fee and other charges, as applicable once paid will not be refunded in any case / circumstances and neither the same shall be held reserved for any other recruitment or selection process.
- After successful payment, the candidate will be able to download / take a printout of the complete application form containing payment details.
- Currency Note Press, Nashik will not be responsible for failed, multiple, or duplicate payments arising due to technical or network-related issues.

### **(c) Guidelines for Photograph & Signature Scan and Upload**

- (i) The candidate should ensure that the uploaded document photograph and signature should be clear and appropriately visible. In case of unclear/improper, the application may be summarily rejected.
- (ii) 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 with 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.
- Ensure that the size of the scanned image is 20 KB to 50KB.

#### **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.

### III. **Left thumb impression and hand-written declaration Image:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- If left thumb is not available, right thumb may be used.
- The applicant has to write the hand written declaration in English clearly on a white paper with black ink.
- Left thumb impression and the hand written declaration should be of the applicant and not any other person.
- Hand written declaration in CAPITAL LETTERS shall not be accepted.

#### **(d) Other Guidelines in respect of online application:**

- 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. Currency Note Press, Nashik 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 Currency Note Press, Nashik.
- 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.
- Currency Note Press, Nashik 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.
- **Identity Verification** - In the examination hall as well as at the time of subsequent selection procedure, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/Passport/Driving License/Voter's ID 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 with a photograph/Employee ID/Bar Council. Identity 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.

**Please note that Ration Card and Learner's Driving License are not 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 full 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. 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.

## **12. 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 –

- (i) using unfair means or
- (ii) 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
- (iii) resorting to any irregular or improper means in connection with his/her candidature and producing any false document in support of age/ qualification / caste/category etc. or
- (iv) obtaining support for his/her candidature by unfair means, or
- (v) 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 Currency Note Press, Nashik.
  - c) for termination/removal of service as the case may be and necessary legal action deemed fit, if he/she has already joined at any of unit i.e. Currency Note Press, Nashik (Maharashtra), India Security Press, Nashik (Maharashtra), Bank Note Press, Dewas (Madhya Pradesh) and Security Printing Press, Hyderabad (Telangana State).

**Note:** 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 for future purposes. Applicants are not required to send anything through post. Only online mode is accepted.

Sd/-  
Joint General Manager (HR)  
For Chief General Manager

**List of Diploma's/Degree's recognized by the Government of Maharashtra  
for the post of "Welfare Officers" under Maharashtra Welfare Officers**

**(A) MUMBAI DIVISION**

**(I) DEGREE**

1. The Degree of Master of Arts in Social work of the Tata Institute of Social Sciences, Mumbai (with specialization in Industrial Relations, Labour Welfare and Personnel Management).
2. The Degree of Master of Arts in Personnel Management and Labour Welfare of the Tata Institute of Social Sciences, Mumbai.
3. The Degree of Master of Labour Welfare of the Mumbai University, Mumbai.

Foot Note: The above Degree Courses are recognized by Govt. of Maharashtra under Government Notification No. WOR-1567/111449/LAB-III, dated 14<sup>th</sup> April, 1971.

4. The Degree of Master of Arts in Social Work of Tata Institute of Social Science, Mumbai (with specialization in Industrial Relations and Labour Welfare)  
Notification Industries, energy and Labour Department No.WOR-1078/204078/Lab-III-B, dated 21-02-1975.
5. M.A. Degree in Personnel Management and Industrial Relations of the Tata Institute of Social Science, Mumbai.  
Government Notification Industries, energy and Labour Department, No.WOR-1576/668/ Lab-7, dated 30-09-1975.
6. The Master of Labour Studies Degree Course of the Mumbai University conducted by Maharashtra Institute of Labour Studies, Mumbai-400 012.  
Government Notification Industries, energy and Labour Department, No. WOR-1578/ 1193/Lab-II, dated 25-01-1979.
7. Master of Personal Management conducted by S. N. D. T. University, Mumbai.  
Notification No. FAC-05/1420/Lab-4, dated 15-05-2007.

**(II) DIPLOMA**

1. Diploma in social service, Administration with Industrial Relations and Personnel Management of the Tata Institute of Social Science, Mumbai.
2. The Diploma in Labour Welfare of Shri Dorabje Graduate School of Social Work, Mumbai.
3. Two years course (Diploma in Labour Welfare) of the Institute for Labour Welfare Workers, Mumbai.
4. The Pre-1949 Diploma in Social Service Administration with Industries Relations as the subject passed and field work in Labour Welfare or Industrial Relationship of the Tata Institute of Social Sciences, Mumbai.

Foot Note: The above diploma courses are recognized by Government of Maharashtra under Government Notification No. WOR-1567/111449/Lab-III, dated 14<sup>th</sup> April, 1971.

**(B) PUNE DIVISION**

**DEGREES**

1. The Post Graduate Degree of Master of Social Work (M.S.W.) of the Shivaji University, (The revised Course)  
Notification No.WOR-1571/163298/Lab-III-B, dated 25-04-1973.
2. The Master of Social Work (with Labour Welfare) Degree Course of the University of Poona.  
Notification No.WOR-1176/163/Lab-II, dated 27-10-1976 as amended by Govt. Notification, I.E. & L. Deptt. No.WOR-1081/8210/Lab-4, dated 13-10-1984.
3. Master's Degree in Personnel Management (M.P.M) by Poona University.  
Notification No.WOR-1084/(9495)/Lab-4, dated 17<sup>th</sup> April, 1985.

4. Master Degree in Labour Law & Labour Welfare, Pune.  
Notification No.WOR-1087/787/Lab-4, dated 24-09-1992.
5. Master Degree of Social Work form Bharati Vidyapeeth Deemed University, Pune.  
Notification No. WOR-5099/326/Lab-4, dated 25-08-2000.
6. Master Degree of Social work with specialization in HRM from University of Pune.  
Notification No.FAC-2012/37/Lab-4, dated 02-01-2014.
7. Master Degree of Social work University of Solapur.  
Notification No.FAC-2014/19/Lab-4, dated 17-02-2014.

**(C) NAGPUR DIVISION**

**(I) DEGREE**

1. Master's Degree in Social Work with specialization in Labour Welfare and personnel Management of Nagpur University, Nagpur.  
Govt. Notification, Industries, Energy and Labour Department NoWOR-1030/(6678)/Lab-4, dated 31-07-1981.
2. Master's Degree in social Work with specialization in Labour Welfare & Personnel Management of Amravati University.  
Notification No. WOR-1086/451/Lab-4, dated 4<sup>th</sup> August, 1987.
3. Master's Degree in Industries Relations & Personnel Management of Amravati University.  
Notification No. WOR-2087/5143/(673)/Lab-4, dated 5<sup>th</sup> Sept., 1988.
4. Master of Industrial Relation of Personal Management conduct by the Athavale Collage, Bhandara.  
Notification No. WOR-5093/110/Lab-4, dated 06-04-1994.
5. The Degree of Master of Labour Studies in Regional Labour Institute, Nagpur.  
Notification No. FAC-102001/(725)/Lab-4, dated 19-03-2002.
6. Master of Social Work (only choice L: Social Work with Organized Labour) of Nagpur University, Nagpur.  
Notification No. FAC-2013/C.R.No.70/Lab-4, dated 02-01-2014.
7. The Degree of Master of Labour Studies of Shantaram Potdukhe Collage of Law, Chandrapur.  
Notification No. FAC-2013/C.R.No.70/Lab-4, dated 02-01-2014.

**(II) DIPLOMA**

1. The Diploma in Social Work with Labour Welfare as a Special subject of Nagpur University.

Foot Note: The above Diploma course is recognized by the Government of Maharashtra under Govt. Notification No. WOR-1567/111449/Lab-III, dated 14<sup>th</sup> April, 1971.

2. Diploma in Labour studies (DIPL's) of the Regional Labour Institute, Nagpur.  
Notification No. WOR-1085/9820/Lab-4, dated 4<sup>th</sup> October, 1985.
3. Master of Industrial Relations of Personnel Management conducted by the Athavale collage, Bhandara.

**(D) AURANGABAD DIVISION**

**(I) DEGREE**

1. Master Degree in Social work of Marathwada University with specializations in Labour Welfare.  
(Govt. Notification No.WOR-1081/(8039)/Lab-4, dated 06-06-1984)  
Notification No. WOR-1084/9600/Lab-4, dated 3<sup>rd</sup> July, 1985.
2. The Degree of Master of Social work in Ramanand Tirtha Vidyapeeth, Nanded.  
Notification No.FAC-102000/449/Lab-4, dated 08-03-2002.

**(II) DIPLOMA**

1. The post Graduate Diploma in Labour Laws of Marathwada University.  
Govt. Notification No.WOR-1080/(6381)/Lab-4, dated 04-02-1981.

**(E) JALGAON**

**(I) DEGREE**

1. Master Degree in Personnel Management from North Maharashtra University, Jalgaon.  
Notification No.WOR-5096/525/588/Lab-4, dated 29-01-2000.
2. Master Degree of Social Welfare, North Maharashtra University, Jalgaon.  
Notification No.WOR-502000/2997/514/Lab-4, dated 05-03-2002.

**(F) OTHER STATES**

**(I) DEGREE**

1. The Degree of Master of Arts in Social work of the **Andhra University** with specialization in Industrial Relations, Labour Welfare and Personnel Management.
2. The Degree of Master of Arts in Labour and Social Welfare of the **Patna University**, Patna.
3. The Degree of Master of Arts in Social Work of the Delhi School of social work, **Delhi** with specialization in Industrial Relations, Labour Welfare and Personnel Management.
4. The Degree of Master of Social work of the Agra University, Agra with specialization in Industrial Relations, Labour Welfare and Personnel Management.
5. The Degree of Master of Social work of the Maharaja Sayajirao **University of Baroda**, with specialization in Industrial Relations, Labour Welfare and Personnel Management.
6. The Degree of Master of Social work of the **Kerala University** with specialization in Industrial Relations, Labour Welfare and Personnel Management.
7. The Master of Social Work of **University of Lucknow** with concentration course in Industrial Relations Welfare and Personnel Management and Apprenticeship Training in a Industrial Establishments as and/or Trade Unions Organization of the Lucknow University, Lucknow.
8. M.A. Degree in Social work **Udaipur University**, Udaipur with specialization in Industrial Relations, Labour Welfare and Personnel Management.

Foot Note: The above Degree courses are recognized by the Government of Maharashtra under Govt. Notification No.WOR-1567/111449/Lab-III, dated 14<sup>th</sup> April, 1971.

9. M.A. Degree in Social work, **Kashi Vidyapith** with specialization in Industrial Relations, Labour Welfare.  
Govt. corrigendum, Industries, Energy and Labour Department No.WOR-1202/8448/Lab-4, dated 27-01-1983, Welfare (Notification No. WOR-1271/139853/Lab-III-D, dated 16-11-1971)
10. The Degree of Master of Arts in Social work with Personnel Management and Labour Relations as special subject of the **Karnatak University**.  
(Notification No.: WOR-1073/197769/Lab-III-B, dated 15-11-1973)
11. Master of Arts in Social welfare, Udaipur School of social welfare **Rajasthan University** (upto April 1964).  
(Notification No. WOR-1572-189323/Lab-III-B, dated 31<sup>st</sup> December, 1973)
12. The Degree of Master of Arts Industrial Relations and Labour Welfare of **Andhra University, Andhra**.  
(Govt. Notification No.WOR-011781/(5686)/Lab-4 dated 28<sup>th</sup> Nov. 1979)
13. The Degree of Master of Arts in Social work with specialization in Labour welfare and Personnel Management of the **Indore University**.  
(Govt. Notification No.WOR-1078/(5697)/Lab-4, dated 7<sup>th</sup> September 1981)

14. The Degree of Master of Social work of **Gujrat University, Gujrat.**  
(Govt. Notification No.FAC/10200/628/Lab-4, dated 17-05-2002.)

**(II) DIPLOMA**

1. The Diploma in Social Service Administration of the Madras School of Social Work, **Madras** with specialization in Industrial Relations, Labour Welfare and Personnel Management.
2. The Diploma in Industrial (Labour) Relation and Welfare and of the St. Zavier Labour Relations Institute, Jamshedpur, **Bihar**
3. The Diploma in Labour Welfare of Gujrat University.

Foot Note: The above Diploma course is recognized by the Government of Maharashtra under Govt. Notification No.WOR-1567/111449/Lab-III, dated 14<sup>th</sup> April, 1971.

4. The Diploma in Social Science Administration with specialization in Personnel Management, Labour Welfare of the National Institute of Social Sciences, **Banglore.**  
(Notification No.WOR-1073/197769/Lab-III, dated 15<sup>th</sup> November, 1973)
5. The Post Graduate Diploma Course in Social Service with specialization in Personnel Management and Industrial Relations of the Xavier Institute of Social Service St. Xavier Collage, **Ranchi.**  
(Notification No.WOR-1572-654/Lab-7, dated 30-09-1975)
6. The Diploma in Personnel Management of National Institute, **Kolkata.**

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_(it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority (Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

I \_\_\_\_\_, a candidate with \_\_\_\_\_( nature of disability/condition) appearing for the \_\_\_\_\_( name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ ( name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_ . in case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/ diploma / degree and claims relating thereto.

(Signature of the Candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place :

Date:

**EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS - NATURE OF MISTAKES**

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:-

- a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. **HALF MISTAKES:** The following are treated as half mistakes:-

- a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

**NOTE**

- a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. - all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.
- e) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

## **EVALUATION OF TYPING TEST/DEST SCRIPTS (ENGLISH/HINDI)**

### **NATURE OF MISTAKES**

A. **Full Mistakes**: The following errors are treated as full mistakes:

- i. For every omission of a word/figure.
- ii. For every substitution of a wrong word/figure, except transposition of words.
- iii. For every addition of a word/figure not found in the passage.
- iv. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; seplling; speling, seepling; spelling etc.
- v. For repetition of word/figure, e.g. 'I shall shall be grateful .....
- vi. Incomplete words (half typed words will be treated as mistake).

B. **Half Mistakes**: The following errors are treated as half mistakes :-

- i. **Spacing Errors**: Where no space is provided between two words, e.g. 'Ihope', or undesired space is provided between the words or letters of a word e.g. 'I have', 'I h ave' (space left between a word).
- ii. **Wrong Capitalisation** : Wrong typing of a capital letter for small letter or vice-versa. (This does not apply in respect of Hindi Typewriting scripts)
- iii. **Punctuation Errors**: Where the punctuation mark is omitted or added or substituted by another.
- iv. **Transposition Errors**: Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
- v. **Paragraphic Errors**: Half mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e paragraph given manual spaces; without pressing the **Tab Key**, will be treated half-mistake.

### **NOTE:**

Any corrections made by pen or pencil will be treated as a Mistake.

Enclosures: Instructions to the Candidates (Appendix-A).

### **INSTRUCTIONS TO THE CANDIDATES**

- The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.
- The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. No credit will be given if a candidate types in the Medium not opted by him.
- Candidates are required to use **Tab Key** for beginning of any Para; rather than giving spaces manually. Every Para, where the space given without pressing the **Tab Key**, will be treated as a half-mistake.
- Candidates are **Not** required to repeat the passage, if he/she has completed the passage once and has time in his/her disposal, however they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.
- After every Punctuation mark, only **One** space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.
- Any irrelevant matter/numerical typed will be treated as a mistake.
- Any incomplete word arising due to any reason, will be treated as one full mistake

### **IMPORTANT INSTRUCTION FOR SKILL/TYPING TEST**

#### **A) Criteria for Calculation of Typing Speed and Error-**

##### **I. The Criteria for evaluation of typing speed & error is illustrated below as-**

Note: **1 word = 5 key strokes, 1 error = 5 key strokes.**

Net Speed (WPM) = [(Gross Strokes - Error Hits)/5]/ Total Test Time (Min).

Duration: 10 min.

Gross Strokes = Total Stokes Typed in 10 Min. e.g. 2000.

Words Typed (2000/5)=400.

Gross Speed 400/10 = 40 WPM.

##### **II. Criteria for Calculation of Error**

Mistakes / Error Stokes = 250.

Error Words = 250/5=50.

Net Errors = 50/10= 5 WPM.

**Net Speed = 40-5 = 35 WPM.**

#### **B) Percentage of Error allowed -**

i. Relaxation of 5% error for UR Category.

ii. Relaxation of 7% error for other Categories.

### Indicative syllabus

#### **Syllabus for Supervisor (TO – Printing) & Supervisor (Technical Control) at S-1 level**

1. **Basics of Printing:** Types of printing processes, Offset Printing, Letter press printing, Screen Printing, Flexography, Gravure Printing.
2. **Pre-Press:** Image processing & colour separation, Plate making techniques, Computer to Plate (CTP), conventional plate making, Layout & design basics etc.
3. **Press (Machine Section):** Printing machines & working principles, Machine maintenance basics, Ink-water balance (offset), Registration & colour control etc.
4. **Post-Press:** Cutting, binding, finishing, Numbering, perforation, Packaging basics etc.
5. **Printing Materials:** Types of paper (security paper, coated/uncoated), Inks (security inks, UV inks, etc.), Plates, blankets, chemicals etc.
6. **Quality Control:** Colour measurement (densitometer/spectrophotometer basics), Defects in printing & troubleshooting, ISO standards basics etc.
7. **Industrial Safety & Security:** Industrial safety acts, Security printing concepts (All documents related to security printing i.e. currency, stamps etc.).
8. **Supervisory & Management Skills:** Production planning & control, Manpower handling, Shift management, Inventory control (raw materials & finished goods), Basic industrial laws & discipline.
9. Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).

#### **Syllabus for Supervisor (Ink Factory) at S-1 level:**

1. **Physical Chemistry:** Thermodynamics (laws, enthalpy, entropy, free energy, chemical potential, joule-thomson coefficient etc.), Chemical kinetics, Surface chemistry (adsorption, catalysis), chemical & ionic equilibrium, electrochemistry, Ideal & non-ideal solutions, colligative properties, Gas laws & Real gases,  
**Organic Chemistry:** Polymers, resins, binders, Solvents and additives used in inks, Aliphatic and aromatic carbon compounds, General Organic Chemistry (IUPAC nomenclature, Isomerism, Homologues series, various electronic effects, Hyperconjugation, Neighbouring Group participation, Reaction mechanisms of simple reactions – SN1, SN2, SN2', SNi, E1, E2, E1cB; organic named reactions.  
**Inorganic Chemistry:** Pigments (organic & inorganic) Metallic compounds used in security inks, Colloids & dispersion systems, Mole concept, Redox reactions, laws of chemical combination, Equivalence, Volumetric analysis, Periodic classification & properties, Atomic structure & Chemical bonding.
2. **Printing Ink Technology:** Ink formulation principles.  
**Raw materials:** Pigments, dyes, Binders (resins, varnishes), Solvents & additives.  
**Types of inks:** Offset inks, Screen printing inks, UV-curable inks.  
**Ink properties:** Rheology (flow behaviour), Viscosity & tack, Curing mechanisms (oxidation, solvent evaporation, UV curing), Colour science: Colour matching, Shade control, CIE indices etc.
3. **Ink Manufacturing Process:** Batch & continuous manufacturing.  
**Process flow:** Pre-mixing, Grinding & dispersion, Milling (ball mill, bead mill, triple roll mill), Filtration & finishing.  
**Process parameters:** Temperature, pressure, shear rate.  
Troubleshooting: Shade variation, Poor dispersion, Drying issues.
4. **Equipment & Engineering Knowledge:**  
Machines used in ink plants: High-speed dispersers, Ball mills, Bead mills, Triple roll mills.  
**Maintenance basics:** Preventive maintenance, Breakdown handling.  
Basics knowledge of Mechanical systems, Electrical motors & drives, Pumps and valves.
5. **Quality Control & Assurance:**  
**Testing methods:** Viscosity (viscometer), Colour measurement (spectrophotometer), Gloss, drying time, Particle size (Hegman gauge), Tack (Tackometer).  
**QA systems:** ISO standards (ISO 9001 basics), Documentation & SOPs, Statistical Quality Control (SQC) basics.
6. **Security Printing & Special Inks:** UV/IR fluorescent inks, Magnetic inks, Optically variable inks
7. **Industrial Safety & Environmental Management:** Chemical safety & MSDS, Hazardous material handling, Fire & explosion safety.  
**Pollution control:** Air, water, solid waste, PPE and safety audits.
8. **Supervisory & Management Skills:** Production planning & control, Manpower handling, Shift

management, Inventory control (raw materials & finished goods), Basic industrial laws & discipline.

9. Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).

### **Syllabus for Junior Technician (Printing)/ (Control)/ (Store) at W-1 level**

1. Basics of Printing Technology: Introduction to printing processes, Offset printing, Letterpress Printing, Gravure printing, Flexography printing, Screen printing.
2. Printing workflow (Pre-press → Press → Post-press).
  - i) Pre-Press Operations:** Types of artwork and design basics, Image processing and colour correction, Plate making methods (CTP – Computer to Plate), Fonts, layout, imposition, Basics of software like: Adobe Photoshop, Corel DRAW, Adobe Illustrator.
  - ii) Press (Machine) Operations:** Offset printing machine parts and functions, Feeding system, dampening system, inking system, Registration and alignment, Printing defects and trouble-shooting, Preventive maintenance of machines.
  - iii) Post-Press Operations:** Cutting, folding, binding, Lamination, varnishing, embossing, Packaging and finishing techniques.
3. **Ink, Paper & Materials:** Types of printing inks and properties, Paper types (GSM, coatings), Ink–paper compatibility, Drying methods.
4. **Quality Control:** Print quality parameters, Colour matching and density control, Common defects (ghosting, smudging, mis-registration), Inspection tools.
5. **Mechanical & Electrical Basics:** Basic mechanical concepts (gears, bearings), Electrical safety and basics, Machine handling and safety practices.
6. **Industrial Safety:** Workplace safety rules, Fire safety, Use of PPE (Personal Protective Equipment).
7. Basic electrical concepts like current, voltage, resistance, Ohm's law, AC/DC circuits, wiring systems, earthing, electrical safety, and use of measuring instruments like multimeter.
8. Basic Electrician practical includes house wiring, cable joints, testing circuits, fuse and MCB installation, and basic motor connections.
9. Basics of electronics such as components (resistors, capacitors, diodes, transistors), circuit theory, soldering, PCB, and measuring instruments.
10. Basic Electronics practical includes circuit assembly, testing with multimeter, rectifier circuits, amplifier basics and troubleshooting simple electronic devices.
11. Basic Workshop practices like marking, filing, fitting, drilling, welding, grinding, and use of measuring tools such as Vernier calliper and micrometre.

### **Syllabus for Junior Technician (Ink Factory - Attendant Operator) at W-1 level**

1. **Basic Chemistry:** Dalton's atomic theory, Bohr atom model (qualitative only without any mathematical treatment), elements, compounds, mixtures, Acids, bases, salts, pH scale, Chemical bonding (Ionic & covalent - qualitative only without any mathematical treatment and restricted to Lewis dot structures only).  
**General chemistry:** Volumetric analysis, Gravimetry, Chemical reactions & equations.
2. **Chemical Plant Operations:** Introduction to chemical plant processes, Batch & continuous process  
**Unit operations:** Mixing, Handling of chemicals, Process control basics.
3. **Equipment & Machinery:** Pumps: Centrifugal pump, Gear pump.  
**Valves:** Gate valve, Globe valve, Check valve, Compressors, blowers, Pipes & fittings, Maintenance basics.
4. **Instrumentation & Measurement:** Pressure measurement, Temperature, Flow measurement (Ford cup), Level measurement.
5. **Industrial Safety:** PPE (helmet, gloves, goggles).  
**Fire:** Types of fire, Fire extinguishers, Hazard & risk, MSDS (Material Safety Data Sheet), First aid, Accident prevention.
6. **Workshop & Fitting Basics:** Hand tools (file, hammer, chisel), Drilling, tapping, reaming  
**Measuring instruments:** Vernier calliper, Micrometre.
7. **Environmental & Utility Systems:** Ambient air quality, manufacturing wastes (chemical) disposal.
8. **Ink manufacturing basics:** Mixing & grinding process, particle size, colour shade etc.

### **Syllabus for Junior Technician (Ink Factory – Laboratory Assistant) at W-1 level**

1. **Basic & Applied Chemistry:** Dalton's atomic theory, Bohr atom model (qualitative only without any mathematical treatment), elements, compounds, mixtures, Acids, bases, salts, pH scale, Chemical bonding (Ionic & covalent - qualitative only without any mathematical treatment and restricted to Lewis dot

structures only).

**General chemistry:** Volumetric analysis, Gravimetry, Chemical reactions & equations.

- Laboratory Practices** - Use of glassware: Beaker, burette, pipette, flask, Preparation of solutions, Titration (acid-base, redox, complexometric), Sampling techniques.
- Analytical Techniques:** Qualitative inorganic & organic analysis.  
Instrumental analysis (basic idea on operational methods only): Conductometer, potentiometer, pH meter, Spectrophotometer, Weighing balance, Muffle furnace, Calibration of instruments, Thermometer, Pressure gauge.
- Ink & Chemical Testing  
**Ink components:** Pigments, dyes, resins, solvents.  
**Testing of inks:** Viscosity, Colour matching, Drying time, Quality control methods.
- Safety in Laboratory:** Lab safety rules, PPE (gloves, goggles, lab coat), Handling hazardous chemicals, MSDS (Material safety Data Sheet), First aid in lab
- Environmental & Utility Systems:** Ambient air quality, manufacturing wastes (chemical) disposal.
- Ink Factory Specific Knowledge:** Ink manufacturing basics, Mixing & dispersion, Security inks

### **Syllabus for Artist (Graphic Design) at B-4 level**

- Fundamentals of Art & Design.**  
**Elements of design:** Line, shape, colour, texture etc.  
**Principles of design:** Balance, contrast, rhythm, hierarchy, Drawing & sketching techniques, Visual composition etc.
- Art & Design History:** History of art & architecture, Evolution of graphic design, Indian & Western art styles, Contemporary design trends etc.
- Typography:** Fonts & typefaces, Layout design, Text composition etc.
- Illustration & Visualization:** Manual illustration, Digital illustration, Character design etc.
- Digital Graphic Design Tools:** Adobe Photoshop, Adobe Illustrator, CorelDRAW.
- Web & Digital Media Design:** Web design basics, UI/UX fundamentals, Interactive design, Multimedia design.
- Animation & Motion Graphics:** Basics of animation, 2D / 3D animation, Visual effects (VFX), Motion graphics.
- Visual Communication & Branding:** Logo design, Brand identity, Advertising design  
Packaging design.
- Printing & Publication Design:** Layout design (magazines, books), Printing techniques Colour theory & colour correction, Pre-press & post-press basics.
- Visual Arts (BVA / BA Visual Arts):** Drawing & painting, Sculpture basics, Photography, Digital art etc.
- Supporting Subjects:** Communication skills Environmental studies, Computer basics, Design research & methodology.
- Important Skills Required:** Creativity & visualization, Colour sense, Software skills, Layout & composition understanding.

### **Supervisor (Air Conditioning)**

- Fundamentals of Refrigeration :**  
Definition, need and applications of refrigeration, Units of refrigeration (TR, kW), Methods of refrigeration (natural & artificial), Refrigeration cycles, Carnot Cycle  
Bell-Coleman Cycle, Coefficient of Performance (COP), Limitations and practical considerations
- Vapour Compression & Absorption Systems**  
Vapour Compression Refrigeration System (VCRS):Components: compressor, condenser, expansion valve, evaporator, Working principle, Wet vs dry compression, Effects of Sub cooling and Superheating, Vapour Absorption System (VAS):Working principle, Comparison with VCRS, Use of P-H diagrams
- Refrigerants and Environmental Aspects**  
Definition and classification of refrigerants, Primary vs secondary refrigerants, Properties of ideal refrigerant, Common refrigerants: Ammonia (NH<sub>3</sub>), CO<sub>2</sub>, Freons (R-12, R-22, R-134a), Environmental impact: ODP (Ozone Depletion Potential), GWP (Global Warming Potential), Safe handling and storage.
- Psychrometry and Air Properties**  
Composition of air, Psychrometric terms: Dry bulb temperature, Wet bulb temperature, Dew point, Relative humidity, Specific humidity & enthalpy, Psychrometric chart: Reading and applications, Air conditioning processes: Heating, Cooling, Humidification
- Air Conditioning Systems & Applications**  
Definition and objectives of air conditioning, Types of systems: Window AC, Split AC, Packaged AC, Central AC, Components of AC systems, Year-round air conditioning, Applications: Residential, Commercial, Industrial

6. **Heat Load Calculation**  
Concept of heat load, Types: Sensible heat, Latent heat, Sources of heat gain: Occupants, Equipment, Solar radiation, Sensible Heat Factor (SHF), Basic cooling load estimation methods
7. **RAC Installation Techniques**  
Installation procedures :Window AC and Split AC, Piping layout and insulation, Electrical connections, Charging of refrigerant, Leak detection methods, Commissioning procedures
8. **Maintenance & Troubleshooting of RAC Systems**  
Preventive maintenance, Breakdown maintenance, Fault diagnosis: Compressor faults, Refrigerant leakage, Electrical faults, Tools & instruments used, Performance testing
9. **RAC Piping, Materials & Components**  
Types of piping materials (copper, steel), Insulation materials, Valves and fittings, Compressors: Reciprocating, Rotary, Condensers and evaporators, Expansion devices
10. **Industrial Management, Safety & Quality**  
Basics of industrial management, Total Quality Management (TQM), Work planning & supervision, Safety practices: Electrical safety, Refrigerant handling safety, Emergency procedures, Entrepreneurship basics
11. **Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).**

### Syllabus for Supervisor (Civil Engineering)

1. **Building Planning & Drawing**  
Principles of building planning: orientation, ventilation, sanitation, Types of buildings: residential, public, industrial, Building bye-laws and regulations, Preparation and interpretation of drawings, Floor plans, elevations, and sections, Basics of Computer-Aided Drafting (CAD)
2. **Engineering Mechanics & Strength of Materials**  
Force systems and equilibrium, Stress and strain, Elastic constants, Bending moment and shear force, Torsion and buckling of columns
3. **Concrete Technology**  
Ingredients of concrete, Properties of fresh and hardened concrete, Mix design basics, Workability and compaction, Curing methods, Admixtures and quality control
4. **Construction Engineering & Management**  
Construction planning and scheduling (CPM, PERT), Resource management, Site supervision and organization, Contracts and tendering, Safety management, Quality control
5. **Surveying & Geomatics**  
Chain and compass surveying, Levelling and contouring, Theodolite surveying, Total station and GPS basics, Errors and adjustments
6. **Fluid Mechanics & Hydraulics**  
Properties of fluids, Fluid statics and dynamics, Bernoulli's theorem, Flow through pipes, Open channel flow, Hydraulic machines basics
7. **Geotechnical Engineering**  
Soil properties and classification, Permeability and seepage, Shear strength, Compaction and consolidation, Bearing capacity, Types of foundations
8. **Structural Analysis**  
Types of loads, Analysis of determinate structures, Shear force and bending moment diagrams, Deflection of beams, Basic indeterminate structures
9. **Environmental Engineering**  
Water supply systems, Water treatment, Sewage and wastewater treatment, Solid waste management, Pollution control
10. **Estimation, Costing & Engineering Economics**  
Types of estimates, Quantity take-off, Rate analysis, Preparation of BOQ, Costing and budgeting, Basics of economics
11. **Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).**

### Supervisor (Electrical and Electronics)

1. **Basic Electrical & Electronics Engineering**  
Ohm's Law, Kirchhoff's Laws, AC/DC fundamentals, Basic circuit components (R, L, C, diode, transistor)
2. **Network Analysis**  
Nodal & Mesh analysis, Network theorems (Thevenin, Norton), Transient & steady-state analysis
3. **Electrical Measurements & Instruments**  
Ammeter, Voltmeter, Wattmeter, DMM, CRO/DSO basics, Measurement errors & calibration
4. **Electrical Machines (Basics)**  
Transformer fundamentals, DC machines, Induction motors (basic operation)
5. **Basic Electronics**  
Semiconductor basics, Diodes, Transistors, Rectifiers & Amplifiers

6. **Digital Electronics**  
Logic gates, Number systems, Flip-flops and basic circuits
7. **Signals & Systems (Basics)**  
Types of signals, Fourier & Laplace basics, Sampling concept
8. **Power & Energy Basics**  
Electrical power concepts, Energy conversion principles, Basics of batteries & energy systems
9. **Electrical Safety & Protection**  
Earthing, Protective devices (MCB, fuse, relay), Safety practices in LT/HT systems
10. **Basic Workshop / Practical Knowledge**  
Tools & equipment, Wiring basics, PCB / circuit assembly basics
11. **Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).**

### Supervisor (Electrical)

1. **Basic Electrical Circuits**  
DC circuits: Ohm's Law, Kirchhoff's Laws, Series & parallel circuits analysis, Electrical power and energy concepts, Electromagnetism basics: Faraday's Law, Lenz's Law, Inductance: self & mutual
2. **AC Circuits & Three-Phase Systems**  
Sinusoidal waveform, RMS & average values, Phasor representation, R, L, C and RLC circuit analysis, Power: real, reactive, apparent, power factor, Three-phase systems: star & delta connections, Two-wattmeter method
3. **Electrical Machines – I (Transformers)**  
Construction & working of transformers, EMF equation, Losses & efficiency, Voltage regulation, Applications in power systems
4. **Electrical Machines – II (DC & AC Machines)**  
DC generators & motors: working, EMF, torque, Types of DC motors & characteristics, Induction motors: principle & operation, Synchronous machines basics
5. **Network Analysis**  
Circuit laws and theorems (Thevenin, Norton, Superposition), Mesh & nodal analysis, Transient analysis of RL, RC circuits, Laplace transform basics
6. **Analog & Digital Electronics**  
Diodes, rectifiers, filters, Transistors and amplifiers, Logic gates, combinational & sequential circuits, Flip-flops and registers
7. **Control Systems**  
Open loop vs closed loop systems, Transfer functions, Block diagram reduction, Stability analysis (Routh criterion), Basic controllers (P, PI, PID)
8. **Power Electronics**  
Power semiconductor devices (SCR, MOSFET, IGBT), Controlled rectifiers, Inverters and choppers, Applications in motor drives
9. **Power Systems**  
Generation, transmission, and distribution, Transmission line parameters, Load flow basics, Power system protection (relays, circuit breakers), Fault analysis basics
10. **Measurements & Electrical Safety**  
Measuring instruments (ammeter, voltmeter, wattmeter), Measurement errors and calibration, Earthing and grounding, Electrical hazards and safety standards, Maintenance practices
11. **Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).**

### Syllabus for Supervisor (Electronics Engineering)

1. **Electronic Devices**  
Semiconductor physics: intrinsic & extrinsic materials, PN junction diode: characteristics, rectifiers, Zener diode and voltage regulation, Bipolar Junction Transistor (BJT): configurations, biasing, Field Effect Transistors (FET, MOSFET), Applications in switching and amplification
2. **Digital System Design**  
Number systems and binary codes, Boolean algebra and logic simplification, Logic gates and combinational circuits, Multiplexers, decoders, Sequential circuits: flip-flops, registers, counters, Introduction to programmable logic devices
3. **Signals and Systems**  
Classification of signals (continuous/discrete), System properties (linearity, time-invariance), Convolution and system response, Fourier series and transforms, Laplace transform and applications, Sampling theorem basics

4. **Network Theory**  
Basic circuit laws (KCL, KVL), Network theorems (Thevenin, Norton, Superposition), Transient analysis of RL, RC, RLC circuits, AC circuit analysis using phasors, Resonance in circuits, Two-port network parameters
5. **Probability & Stochastic Processes**  
Probability basics and random variables, Probability distributions (Binomial, Poisson, Gaussian), Expectation and variance, Random processes and classification, Stationary processes, Noise analysis in communication systems
6. **Analog Circuits**  
Amplifiers: small signal analysis, Frequency response of amplifiers, Feedback in amplifiers, Oscillators (RC, LC, Crystal), Power amplifiers, Operational amplifiers and applications
7. **Microcontrollers**  
Architecture of microcontrollers (e.g., 8051/AVR), Instruction set and programming basics, Interfacing with I/O devices, Timers and counters, Interrupts and serial communication, Applications in automation systems
8. **Analog and Digital Communication**  
Communication system basics, Amplitude modulation (AM), Frequency modulation (FM), Digital communication basics (PCM, ASK, FSK), Noise and signal-to-noise ratio, Multiplexing techniques, Introduction to wireless communication
9. **Numerical Techniques**  
Errors and approximations, Solutions of linear equations, Numerical differentiation & integration, Interpolation methods, Root finding techniques (Newton-Raphson), Applications in circuit analysis
10. **Practical & Project Work (Supervisor-Oriented)**  
Electronic devices lab experiments, Digital circuit implementation, Microcontroller programming tasks, Communication system simulations, Fault diagnosis and maintenance, Mini project (e.g., automation system, sensor-based control)
11. **Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).**

#### Syllabus for Supervisor (Instrumentation)

1. **Basics of Electrical & Electronics Engineering**  
Electrical quantities: Voltage, Current, Resistance, Power, Ohm's Law, Kirchhoff's Laws (KCL, KVL), AC & DC fundamentals, Basic components: Resistor, Capacitor, Inductor, Introduction to transformers and motors
2. **Electronic Components & Devices**  
Semiconductor basics, Diodes (PN junction, Zener, Rectifiers), Transistors (BJT, FET basics), Operational Amplifiers (Op-amps basics), Sensors interface basics
3. **Digital Electronics**  
Number systems (Binary, Octal, Hexadecimal), Logic gates and Boolean algebra, Combinational circuits (Adders, Multiplexers), Sequential circuits (Flip-flops, Counters), Memory devices
4. **Engineering Mathematics for Instrumentation**  
Matrices & determinants (system solving), Trigonometry (signal representation), Differential calculus (rate of change), Integral calculus (area, system modeling)
5. **Measurement & Instrumentation Fundamentals**  
Measurement systems and standards, Static & dynamic characteristics, Errors in measurement, Calibration techniques, Types of instruments (Analog & Digital)
6. **Sensors & Transducers**  
Classification of transducers, Temperature sensors (RTD, Thermocouple), Pressure, Flow, Level sensors, Displacement and proximity sensors, Smart sensors
7. **Industrial Instrumentation**  
Flow measurement (Orifice, Venturi), Pressure measurement devices, Level measurement techniques, Temperature measurement systems, Signal conditioning
8. **Control Systems**  
Open-loop & closed-loop systems, Transfer functions, Block diagram representation, PID controllers, Stability analysis
9. **PLC & Industrial Automation**  
Basics of PLC (Programmable Logic Controller), Ladder programming, Input/output modules, SCADA basics, Industrial automation applications
10. **Maintenance & Safety in Instrumentation**  
Preventive and predictive maintenance, Troubleshooting techniques, Industrial safety standards, Hazard identification, Documentation & reporting
11. **Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).**

### **Syllabus for Supervisor (IT)**

1. **Programming for Problem Solving**  
Introduction to Programming Concepts, Algorithms and Flowcharts, Basics of C/Python Programming, Data Types, Variables, Operators, Control Structures (if, loop, switch), Functions and Recursion, Arrays and Strings, File Handling, Debugging and Error Handling
2. **Data Structures and Algorithms**  
Introduction to Data Structures, Arrays, Linked Lists, Stacks and Queues, Trees (Binary Tree, BST), Graphs (Basics, Traversal), Searching Techniques (Linear, Binary), Sorting Algorithms (Bubble, Merge, Quick), Algorithm Complexity (Time & Space Analysis)
3. **Discrete Mathematics**  
Logic and Propositional Calculus, Sets, Relations, Functions, Boolean Algebra, Combinatorics, Graph Theory, Recurrence Relations
4. **Computer Organization & Architecture**  
Basic Computer Organization, CPU Architecture, Instruction Set & Execution Cycle, Memory Hierarchy (Cache, RAM), Input/Output Organization, Number Systems & Arithmetic
5. **Operating Systems**  
Introduction to Operating Systems, Process Management & Scheduling, Threads and Concurrency, Deadlocks, Memory Management (Paging, Segmentation), File Systems, Security & Protection
6. **Database Management Systems**  
Introduction to DBMS, Data Models and ER Diagrams, Relational Model, SQL Queries (DDL, DML), Normalization, Transactions & Concurrency Control, Database Security
7. **Computer Networks**  
Network Basics and Models (OSI, TCP/IP), Transmission Media, Data Link Layer, Network Layer (Routing, IP Addressing), Transport Layer (TCP/UDP), Application Layer Protocols (HTTP, FTP, DNS), Network Security Basics
8. **Design and Analysis of Algorithms**  
Algorithm Design Techniques, Divide and Conquer, Greedy Algorithms, Dynamic Programming, Backtracking, Complexity Analysis (Big-O,  $\Omega$ ,  $\Theta$ ), NP-Completeness (Basics)
9. **Machine Learning (Basic Level)**  
Introduction to Machine Learning, Types of Learning (Supervised, Unsupervised), Regression Techniques, Classification Algorithms, Clustering (K-means), Model Evaluation, Applications of ML
10. **Cyber Security**  
Introduction to Cyber Security, Types of Cyber Threats, Cryptography Basics, Network Security, Authentication & Authorization, Malware & Attacks, Security Policies & Practices

### **Syllabus for Supervisor (Mechanical and Air Condition)**

1. **Engineering Mathematics & Basic Science**  
Basic algebra, equations, statistics, Basic physics (heat, energy, electricity basics)
2. **Engineering Drawing & Basics**  
Reading drawings, Symbols, dimensions, Basic machine drawings
3. **Workshop & Manufacturing Technology**  
Carpentry, fitting, welding, Sheet metal, machining basics, Fabrication processes
4. **Thermodynamics**  
Heat, work, energy, Laws of thermodynamics, Basic cycles (Carnot, refrigeration cycle)
5. **Heat Transfer**  
Conduction, convection, radiation, Heat exchangers (basic idea)
6. **Fluid Mechanics**  
Pressure, flow, viscosity, Reynolds number, friction loss, Pipe flow basics
7. **Refrigeration & Air Conditioning Basics**  
Vapour compression system, Vapour absorption system, Psychrometry & comfort conditions
8. **Mechanical Components & Systems**  
Compressors, pumps, Valves, pipes, fittings, Basic machine elements
9. **Installation, Maintenance & Troubleshooting**  
RAC installation basics, Fault finding (electrical + mechanical), Leak detection, servicing
10. **Industrial Safety & Process Planning**  
Safety standards & PPE, Electrical & mechanical safety, Basics of costing & planning
11. **Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).**

### **Syllabus for Supervisor (Mechanical)**

- 1: **Engineering Materials & Applications**  
Classification of engineering materials (metals, polymers, ceramics, composites), Crystal structure and defects, Mechanical properties (strength, hardness, toughness, ductility), Heat treatment processes (annealing, quenching, tempering), Corrosion and prevention methods, Material selection for industrial components
- 2: **Mechanics of Deformable Solids**  
Stress and strain concepts, Hooke's law and elastic constants, Axial loading and deformation, Torsion of shafts, Bending stresses in beams, Shear force and bending moment diagrams, Failure theories (basic concept)
- 3: **Fluid Mechanics & Hydraulic Machines**  
Fluid properties and statics, Pressure measurement devices, Fluid kinematics and dynamics, Bernoulli's equation and applications, Flow through pipes and losses, Pumps (centrifugal, reciprocating), Hydraulic turbines
- 4: **Heat Transfer & Thermal Machines**  
Modes of heat transfer (conduction, convection, radiation), Heat exchangers (types and applications), Steam generation and boilers, Rankine cycle basics, IC engines (working principles), Performance parameters
- 5: **Kinematics & Dynamics of Machines**  
Mechanisms and kinematic pairs, Velocity and acceleration analysis, Gear mechanisms and gear trains, Flywheel and governors, Balancing of rotating masses, Vibrations (basic concept)
- 6: **Manufacturing Processes**  
Casting processes and defects, Metal forming (rolling, forging, extrusion), Machining processes (lathe, drilling, milling), Welding and joining processes, Non-traditional machining (EDM, laser), Surface finishing
- 7: **Machine Elements & System Design**  
Design principles and factor of safety, Design of shafts, keys, and couplings, Bearings (types and selection), Springs design, Gears and belt drives, Failure analysis basics
- 8: **Measurements & Metrology**  
Measurement systems and errors, Linear and angular measurement, Vernier, micrometer, gauges, Surface roughness measurement, Limits, fits, and tolerances, Calibration and standards
- 9: **Mechatronics, Robotics & Control**  
Basics of sensors and actuators, PLC fundamentals, Control systems (open and closed loop), Robotics basics (types, applications), Industrial automation concepts
- 10: **Production & Operation Management**  
Production planning and control, Inventory management, Quality control techniques, Work study and time study, Maintenance management, Lean manufacturing basics
- 11: **Basic knowledge of computer and its application i.e. MS office (Word, Excel, PPT etc.).**

### **Junior Technician (Mechanic & Air conditioning)**

1. **Workshop Safety & Practices**  
PPE, hazard identification, Fire safety, electrical safety, Industrial safety basics
2. **Basic Engineering Drawing**  
Reading job drawings, Orthographic & isometric views, Symbols and dimensioning
3. **Workshop Calculation & Science**  
Units, measurements, Heat, pressure, work, power, Basic maths (ratio, % , area, volume)
4. **Basic Fitting & Fabrication**  
Marking, cutting, drilling, tapping, Filing, grinding, Basic assembly work.
5. **Welding & Joining Processes**  
Arc welding basics, Gas welding & cutting, Pipe joints & fittings
6. **Mechanical Systems & Power Transmission**  
Bearings, gears, belts, pulleys, Lubrication & cooling systems, Machine components
7. **Hydraulics & Pneumatics**  
Basic principles (Pascal law), Components (valves, compressors, actuators), Simple circuits
8. **Basic Electrical & Controls**  
Motors (AC/DC), Basic circuits & components, Sensors & simple control systems
9. **Refrigeration & Air Conditioning Basics**  
Vapour compression cycle, Refrigerants & properties, Psychrometry & heat load basics
10. **Installation, Maintenance & Troubleshooting**  
Preventive maintenance, Fault diagnosis (mechanical + RAC systems), Pumps, compressors, AC systems

### Junior Technician (Electrical/Electronics)

- 1. Safety, Tools & Workshop Practice**  
PPE, electrical safety, first aid, fire safety, Identification & use of hand tools, Workshop practices (fitting, drilling, wiring basics).
- 2. Basic Electricity**  
Current, voltage, resistance, power, AC & DC fundamentals, Series & parallel circuits, Ohm's Law and simple calculations
- 3. Electrical Wiring & Cables**  
Types of wires, cables, connectors, Cable joints, termination, crimping, Earthing basics
- 4. Electrical & Electronic Components**  
Passive components (R, L, C), Active components (diode, transistor), Identification, testing, applications
- 5. Measuring Instruments**  
Use of multimeter, voltmeter, ammeter, Measurement of voltage, current, resistance, Basic calibration
- 6. Basic Electronics**  
Diodes, rectifiers, power supplies, Transistors & simple amplifier concepts, Introduction to ICs
- 7. Electrical Machines & Devices (Basic)**  
Motors, transformers (basic idea), Relays, circuit breakers, Electrical protection devices
- 8. Engineering Drawing**  
Electrical/electronic symbols, Wiring diagrams & circuit diagrams, Reading layouts and schematics
- 9. Workshop Calculation & Science**  
Basic math (algebra, percentage, ratio), Units & measurements (SI units), Basic physics (heat, electricity concepts)
- 10. Troubleshooting & Maintenance**  
Fault finding in circuits, Testing & repair basics, Preventive maintenance

### Junior Technician (Air Conditioning)

- 1. Safety, Tools & Introduction to RAC**  
Introduction to Refrigeration & Air Conditioning industry, Scope and job role of technician, General workshop safety, electrical safety, PPE, Fire safety and first aid basics, Classification of tools and equipment used in RAC, Care, maintenance, and handling of tools
- 2. Basic Thermodynamics & Refrigeration Principles**  
Concepts of heat, temperature, pressure, work, and energy, Units and measurement systems, Sensible heat, latent heat, superheating, subcooling, Laws of thermodynamics (basic understanding), Refrigeration cycle (Vapour Compression Cycle), Coefficient of Performance (COP) and Ton of Refrigeration, Vapour Absorption Refrigeration System (VARs) – basics
- 3. Electrical Fundamentals for RAC**  
Basic electrical quantities: voltage, current, resistance, power, AC and DC supply concepts, Series and parallel circuits, Earthing and insulation, Electrical measuring instruments, Single-phase and three-phase systems (concept only), Basics of motors used in refrigeration
- 4. Electronics Fundamentals**  
Introduction to semiconductor devices, Diodes, transistors, capacitors, resistors, Rectifiers (half-wave, full-wave, bridge), Voltage regulation (Zener diode), Basics of integrated circuits (ICs), Applications of electronics in RAC systems
- 5. Refrigeration System Components**  
Compressor: types, construction, working (reciprocating, rotary, scroll, inverter), Condenser: air-cooled and water-cooled, Evaporator: types and functions, Expansion devices: capillary tube, thermostatic expansion valve, Refrigerants: types, properties, environmental impact (CFC, HFC alternatives), Lubricants and insulation materials
- 6. Domestic Refrigerators**  
Construction and working of direct cool refrigerator, Frost-free refrigerator system, Air circulation and defrosting system, Electrical and mechanical components, Inverter technology refrigerators (concept), Common faults and theory of troubleshooting
- 7. Air Conditioning Systems**  
Window air conditioner – construction & working, Split air conditioner – types and working, Inverter AC technology (concept), Package air conditioner basics, Car air conditioning system (basic concept), Comparison of different AC systems
- 8. Commercial Refrigeration Systems**  
Water coolers, bottle coolers, deep freezers  
Ice plant, cold storage, walk-in coolers  
Ice cube machine and ice candy plant  
Refrigeration load concept (basic)  
Applications in industry and commercial use

9. **HVAC Systems & Advanced Air Conditioning**  
Psychrometry: DBT, WBT, RH, air properties, Psychrometric chart (concept and interpretation), Air distribution systems and duct design basics, Fans, blowers, filters, and dampers, Central air conditioning systems, VRF/VRV systems (basic understanding), Chilled water systems (concept)
10. **Workshop Calculation & Science**  
Basic arithmetic: fractions, decimals, percentages, Algebra: simple equations, Geometry: area, volume (related to ducts, pipes, tanks), Units and conversions (SI system), Density, pressure, force calculations, Heat calculations (basic heat load concepts), Graphs and basic data interpretation, Applied science in RAC (thermal properties, fluid basics)

**Junior Technician (Electrician)**

- 1: **Safety Practices & Workshop Discipline**  
Electrical safety rules, PPE, hazards, Fire safety & extinguishers, First aid & electric shock treatment, Workshop discipline and housekeeping, Identification & safe use of tools
- 2: **Engineering Drawing for Electricians**  
Drawing instruments and their uses, Types of lines, lettering, dimensioning, Geometrical constructions, Orthographic projection (1st & 3rd angle), Isometric views, Electrical symbols and wiring diagrams, Reading schematic and layout diagrams
- 3: **Workshop Calculation & Science**  
Units, measurements, SI system, Basic arithmetic (fractions, ratio, percentage), Algebra basics and simple equations, Mensuration (area, volume, weight), Density, force, work, power, energy, Heat and temperature basics, Basics of electricity (scientific concepts)
- 4: **Electrical Fundamentals & Circuit Laws**  
Voltage, current, resistance, Ohm's Law and Kirchhoff's Laws, Series and parallel circuits, Power and energy calculations, AC fundamentals and waveform, Power factor and 3-phase basics
- 5: **Wiring, Cables & Installation**  
Types of wires and cables, Wire joints and termination methods, Domestic wiring systems, Conduit wiring installation, Switches, sockets, MCB, ELCB installation, Testing and fault finding
- 6: **Electrical Measurements & Instruments**  
Measuring instruments (analog & digital), Ammeter, voltmeter, wattmeter, Multimeter and clamp meter, Energy meter (single & three phase), Measurement errors and calibration
- 7: **Earthing, Protection & Illumination**  
Types and methods of earthing, Earth resistance testing, Protective devices (fuse, relay, MCB, RCCB), Types of lamps and lighting systems, Illumination calculation and layout
- 8: **Transformers & Static Machines**  
Working principle of transformers, Types and applications, Losses, efficiency and regulation, Transformer testing, Basic winding techniques
- 9: **Electrical Machines (DC & AC)**  
DC machines (generator & motor), Induction motors (1-phase & 3-phase), Motor starters (DOL, star-delta), Speed control methods, Alternators and synchronization
- 10: **Electronics, Renewable Energy & Modern Applications**  
Basic electronic components (diode, transistor, SCR), Rectifiers and inverters, UPS and stabilizers, Solar energy systems, Electric vehicles and charging systems, Smart grid basics

**Junior Technician (Electrician)**

- 1: **Safety Practices & Workshop Discipline**  
Electrical safety rules, PPE, hazards, Fire safety & extinguishers, First aid & electric shock treatment, Workshop discipline and housekeeping, Identification & safe use of tools
- 2: **Engineering Drawing for Electricians**  
Drawing instruments and their uses, Types of lines, lettering, dimensioning, Geometrical constructions, Orthographic projection (1st & 3rd angle), Isometric views, Electrical symbols and wiring diagrams, Reading schematic and layout diagrams
- 3: **Workshop Calculation & Science**  
Units, measurements, SI system, Basic arithmetic (fractions, ratio, percentage), Algebra basics and simple equations, Mensuration (area, volume, weight), Density, force, work, power, energy, Heat and temperature basics, Basics of electricity (scientific concepts)
- 4: **Electrical Fundamentals & Circuit Laws**  
Voltage, current, resistance, Ohm's Law and Kirchhoff's Laws, Series and parallel circuits, Power and energy calculations, AC fundamentals and waveform, Power factor and 3-phase basics
- 5: **Wiring, Cables & Installation**  
Types of wires and cables, Wire joints and termination methods, Domestic wiring systems, Conduit wiring installation, Switches, sockets, MCB, ELCB installation, Testing and fault finding

- 6: **Electrical Measurements & Instruments**  
Measuring instruments (analog & digital), Ammeter, voltmeter, wattmeter, Multimeter and clamp meter, Energy meter (single & three phase), Measurement errors and calibration
- 7: **Earthing, Protection & Illumination**  
Types and methods of earthing, Earth resistance testing, Protective devices (fuse, relay, MCB, RCCB), Types of lamps and lighting systems, Illumination calculation and layout
- 8: **Transformers & Static Machines**  
Working principle of transformers, Types and applications, Losses, efficiency and regulation, Transformer testing, Basic winding techniques
- 9: **Electrical Machines (DC & AC)**  
DC machines (generator & motor), Induction motors (1-phase & 3-phase), Motor starters (DOL, star-delta), Speed control methods, Alternators and synchronization
- 10: **Electronics, Renewable Energy & Modern Applications**  
Basic electronic components (diode, transistor, SCR), Rectifiers and inverters, UPS and stabilizers, Solar energy systems, Electric vehicles and charging systems, Smart grid basics

**Junior Technician (Fitter)**

- 1. **Safety, Workshop Practices & 5S System**  
Importance of safety in engineering workshops, Personal Protective Equipment (PPE) and its usage, Occupational Safety, Health & Environment (OSHE) guidelines, Fire safety: types of fire extinguishers and applications, First aid and emergency response procedures, Hazard identification and risk prevention, Electrical safety precautions, 5S concept: Sort, Set in order, Shine, Standardize, Sustain, Housekeeping and waste disposal methods
- 2. **Engineering Materials & Metallurgy**  
Classification of engineering materials, Properties of metals: Physical (density, conductivity, etc.), Mechanical (strength, hardness, ductility, toughness), Ferrous materials: Pig iron, cast iron, wrought iron, steel, Non-ferrous materials: Copper, aluminium, zinc, tin, alloys, Heat treatment processes: Annealing, hardening, tempering, Corrosion and prevention methods, Surface coating techniques
- 3. **Measuring Instruments & Metrology**  
Importance of measurement and accuracy, Linear and angular measurement systems, Measuring instruments: Steel rule, calipers, micrometer, vernier caliper, Vernier height gauge, bevel protractor, Gauges: Plug gauge, snap gauge, feeler gauge, Limits, fits and tolerances, Interchangeability concept, Errors in measurement and calibration, Surface finish and inspection methods
- 4. **Basic Fitting Theory**  
Principles of fitting work, Marking and layout techniques, Cutting tools and their theory: Hacksaw, chisel, file, Filing theory: Types of files, grades, cuts, Drilling theory: Types of drills and machines, Threading: Internal and external threads, Fasteners: Bolts, nuts, screws, rivets, Accuracy and tolerance in fitting
- 5. **Sheet Metal & Joining Processes**  
Types of sheet metals and their properties, Sheet metal operations: Bending, cutting, forming, Development of simple shapes, Joints in sheet metal: Seam, lap, locked joints, Soldering: Types, fluxes, applications, Brazing process and advantages, Riveting: Types of rivets and joints, Applications in fabrication
- 6. **Welding Technology**  
Principles of welding, Types of welding: Arc welding, Gas welding (Oxy-acetylene), Welding equipment and accessories, Welding electrodes and selection, Welding defects and remedies, Safety precautions in welding, Types of joints: Butt, fillet, corner joints, Basic knowledge of modern welding methods
- 7. **Machine Tools & Lathe Theory**  
Introduction to machine tools, Lathe machine: Construction and parts, Working principles, Types of lathe operations: Turning, facing, taper turning, threading, Cutting tools: Types and tool geometry, Cutting parameters: Speed, feed, depth of cut, Lubrication and maintenance, Other machines: Drilling, grinding, shaping
- 8. **Fits, Assembly & Surface Finishing**  
Types of fits: Clearance, interference, transition, Assembly principles and methods, Surface finishing techniques: Scraping, lapping, honing, Fastening methods: Keys, cotters, pins, Alignment and balancing, Tolerance control in assembly, Inspection of assembled components
- 9. **Power Transmission, Maintenance & Fluid Systems**  
Power transmission elements: Belt drives, gears, pulleys, shafts, Types of gears and their applications, Bearings: Types and lubrication, Preventive maintenance concepts, Fault diagnosis and troubleshooting, Basics of pneumatics: Compressors, valves, actuators, Basics of hydraulics: Pumps, circuits, applications, Industrial applications
- 10. **Workshop Calculation & Science**  
Units, measurements and conversions (SI system), Basic mathematics: Fractions, decimals, percentages, Geometry: Area, volume, angles, Trigonometry (basic applications in workshop), Algebra (simple equations), Physics concepts: Force, work, power, energy, Friction and motion, Heat and temperature, Pressure and fluid mechanics basics, Material science basics (stress, strain), Application of science in fitting work.

### **Junior Technician (Electronics / Instrumentation)**

1. **Safety, Tools & Workshop Practice**  
PPE, electrical safety, first aid, Hand tools, soldering, wiring, Basic workshop practices
2. **Basic Electrical Engineering**  
AC/DC fundamentals, Voltage, current, resistance, Ohm's law, power, energy, Series & parallel circuits
3. **Electronic Components & Devices**  
Passive: Resistor, Capacitor, Inductor, Active: Diode, Transistor, Identification & testing
4. **Analog Electronics**  
Rectifiers, power supply, Amplifiers (basic), Op-amp basics
5. **Digital Electronics**  
Logic gates, flip-flops, Counters, registers, Basic digital circuits
6. **Measuring Instruments & Electrical Measurement**  
Ammeter, voltmeter, wattmeter, Multimeter usage, Measurement techniques
7. **Sensors & Transducers**  
Temperature (RTD, Thermocouple), Pressure, level, proximity sensors, Signal conversion basics
8. **Calibration & Troubleshooting**  
Instrument calibration basics, Fault finding in circuits, Maintenance practices
9. **Engineering Drawing & Circuit Reading**  
Symbols & diagrams, Wiring diagrams, Block diagrams
10. **Basic Control Systems & Applications**  
ON/OFF control, Simple automation systems, Industrial applications (level, temp control)

### **Junior Technician (Mechanic Tool)**

1. **Safety, Workshop Practices & Industrial Environment**  
Importance of safety in machine tool operations, Personal Protective Equipment (PPE) and safety symbols, Fire safety, first aid, and emergency procedures, Hazard identification and risk prevention, 5S concept and housekeeping practices, Occupational Safety & Health (OSH) standards, Environmental protection and waste disposal.
2. **Engineering Materials, Tools & Measuring Instruments**  
Types and properties of engineering materials (ferrous & non-ferrous), Cutting tools: classification and applications, Hand tools: hammers, chisels, files, drills, taps, dies  
Measuring instruments: Steel rule, Vernier caliper, micrometer, Dial gauge, feeler gauge, bevel protractor  
Limits, fits, and tolerances (basic concept), Surface finish and measurement
3. **Basic Fitting & Assembly Principles**  
Principles of fitting operations, Types of fits: Clearance, interference, transition fits, Interchangeability concept, Assembly techniques and sequence, Fasteners: Nuts, bolts, screws, washers, rivets, Keys and keyways, Torque and tightening methods
4. **Machine Tools: Construction & Working Principles**  
Classification of machine tools  
Construction and working of: Lathe machine, Shaper machine, Milling machine, Drilling machine, Grinding machine  
Machine tool specifications and applications  
Cutting parameters: Speed, feed, depth of cut
5. **Heat Treatment & Surface Finishing**  
Heat treatment processes: Hardening, tempering, annealing, normalizing, Case hardening  
Iron-carbon equilibrium concept  
Surface finishing methods: Lapping, honing, scraping  
Importance of surface finish in machine parts
6. **Mechanical Power Transmission Systems**  
Types of power transmission: Belt, chain, gear drives  
Gear types and terminology, Gear trains and applications  
Couplings and clutches: Types and functions  
Bearings: Types (ball, roller, plain), Mounting and lubrication  
Brakes and braking mechanisms
7. **Lubrication, Cooling & Maintenance Systems**  
Importance of lubrication Types of lubricants (oil & grease)  
Lubrication systems: Centralized and manual  
Coolants: Types and properties  
Cooling systems in machine tools  
Maintenance types: Preventive, predictive, breakdown maintenance  
Maintenance planning and documentation

8. **Hydraulics & Pneumatics**  
Basic principles of hydraulics and pneumatics  
Components: Pumps, compressors, valves, actuators  
Hydraulic circuits and symbols, Pneumatic circuits and control systems, Advantages and industrial applications, Fluid power system safety
9. **Electrical, Electronics & PLC Basics**  
Basic electrical concepts: AC/DC, voltage, current, resistance  
Electrical components: Motors, relays, transformers  
Electronic components: Diodes, transistors, capacitors, ICs  
Sensors: Proximity, ultrasonic  
Introduction to PLC: Basic programming concept, Industrial automation overview
10. **Workshop Calculation & Science**  
Units and measurements, Fractions, decimals, percentages, Ratio and proportion, Basic algebra  
Geometry: Area, volume of common shapes  
Trigonometry basics, Cutting speed, feed and machining time calculations  
Basic physics: Force, work, power, energy  
Heat and temperature, Friction and lubrication principles, Simple machines, Properties of materials, Basic electricity principles

**Junior Technician (Mechanic Machine Tool Maintenance /Fitter)**

1. **Safety & Industrial Practices**  
PPE, first aid, fire safety, Hazard identification, 5S & housekeeping, Electrical safety basics
2. **Basic Fitting Operations**  
Marking, measuring, filing, sawing, Drilling, tapping, reaming, Grinding basics, Tolerances & fits
3. **Engineering Drawing**  
Reading drawings (2D/3D), Orthographic & isometric views, Dimensioning & symbols, Interpretation of machine drawings
4. **Workshop Calculation & Science**  
Units, measurement, SI system, Basic math (ratio, percentage, geometry), Physics basics (force, work, power), Friction, centre of gravity
5. **Machine Tools Fundamentals**  
Lathe, drilling, milling, grinding machines, Basic operations on machines, Machine parts & functions
6. **Maintenance of Machines**  
Preventive maintenance, Breakdown maintenance, Lubrication systems, Inspection & checklist preparation
7. **Assembly & Fitting Techniques**  
Fasteners (nuts, bolts, screws), Assembly & dismantling, Alignment & levelling, Machine erection basics
8. **Hydraulics & Pneumatics**  
Basic components (pump, valves, actuators), Circuit basics, Applications in machines
9. **Welding & Fabrication Basics**  
Arc welding & gas welding, Types of joints, Safety precautions, Basic cutting operations
10. **Engineering Materials & Heat Treatment**  
Ferrous & non-ferrous metals, Properties of materials, Heat treatment processes, Bearings & lubrication basics

**BANK NOTE PRESS : DEWAS (MP)**  
**(A Unit of SPMCIL)**

**Sub :- Duties and Responsibilities of A-2, S-1 Level and W-1 Level induction post**

<b>Name of post and Level</b>	<b>Duties and responsibilities *</b>
Welfare Officer A-2 Level	<ul style="list-style-type: none"> <li>• To establish contacts and hold consultations with a view to maintaining harmonious relations between the Management and the Workers;</li> <li>• To take up with the Factory Management the grievances of workers, individual as well as collective, with view to securing their redress and to act as a liaison officer between the Management and Labour;</li> <li>• To help the factory management in determining its labour policies and to interpret them to the workers in Hindi;</li> <li>• to watch employment relations with a view to using his influence in the event of an industrial dispute arising between the Management and Workers and to assist in bringing about a settlement by persuasive efforts;</li> <li>• To advise on fulfillment by the management and the concerned departments of the factory of their obligations, statutory or otherwise concerning regulation of working hours, maternity benefits, medical care, compensation for injuries and sickness and other welfare and social benefit measures;] <ul style="list-style-type: none"> <li>○ [(v-a) to advise and assist the management in the fulfillment of its obligations statutory</li> <li>○ or otherwise concerning prevention of personal injuries and maintaining a safe work</li> <li>○ environment, in such factories where a Safety Officer is not required to be appointed</li> <li>○ under enabling provision under Section 40-B;]</li> </ul> </li> <li>• To advise on fulfillment by the concerned departments of factory of obligations, statutory or otherwise, with regard to the provisions of the Factories Act and rules made thereunder, and to establish a liaison with Factory Inspectors and Medical Service concerning medical examinations of employees, health, record, supervision of hazardous jobs, sick visiting and convalescence, accident prevention and supervision of Safety Committee, systematic plant inspection, safety education, investigation of accidents and administration of Workmen's Compensation;</li> <li>• To promote relations between the concerned department of the factory and workers which will bring about productive efficiency as well as amelioration in the working conditions and to help workers to adjust and adapt themselves to their working;</li> <li>• To encourage the formation of Joint Production Committees, Cooperative Societies, Savings Scheme [.....] Welfare Committees and to supervise their working.</li> <li>• To encourage provision of amenities, such as canteens, rest shelters, crèches adequate latrine facilities, drinking water supply, sickness and benevolent scheme of payments, pension and superannuation funds, gratuity payments, granting long leave and legal advice to workers;</li> <li>• To advice on provision of welfare facilities such as housing facilities, food, social and recreational facilities, sanitation, advise on individual personnel problem and children's education;</li> <li>• To advice the management on questions relating to training of learners, newcomers, apprentice, workers on transfer and promotion, instructors and supervisors, supervision and control of notice-board and information bulletins to encourage additional education; and attendance of workers at Technical Institutes;</li> <li>• To take measures which will serve to raise the standard of living of workers and in general promote their well-being.</li> </ul>
Supervisor (Control) S-1 Level	<ul style="list-style-type: none"> <li>• Responsible for performing activities defined as per SOP's.</li> <li>• Enforce compliance of all orders in matter of work &amp; general conduct.</li> <li>• Handling of keys of sectional doors &amp; Vaults.</li> <li>• Daily planning to achieve the production target &amp; processing of Bank Notes.</li> <li>• Responsible for supervising &amp; regulating sectional work &amp; maintaining sectional accounts in SAP and respective registers/documents.</li> <li>• Enforce compliance of all orders in matter of work &amp; general conduct.</li> </ul>

	<ul style="list-style-type: none"> <li>• Performing consignment duty as and when required.</li> <li>• Assisting seniors during annual physical verification &amp; other audits.</li> <li>• Co-ordination with other departments for completion of their work.</li> <li>• Any other work as per Sectional requirement shall be assigned from time to time by the Senior's and will be posted in both day shift &amp; night shift.</li> </ul>
Supervisor (Ink Factory) S-1 Level	<ul style="list-style-type: none"> <li>• Planning, supervision &amp; coordinating of ink &amp; varnish production process, ensuring quality, safety &amp; efficiency.</li> <li>• Production overseeing (Weighing, Mixing, Grinding, Canning, Varnish Cooking Plant).</li> <li>• Testing of raw materials, varnishes and inks.</li> <li>• Maintaining &amp; calibrations of equipment, managing inventory, spares and coordinating with other departments to achieve production goals.</li> <li>• Supervising staff and workman.</li> <li>• Proper record keeping along with entries in ERP system.</li> <li>• Any other work as per Sectional requirement shall be assigned from time to time by the Senior's and will be posted in both day shift &amp; night shift.</li> </ul>
Supervisor (Mechanical / Air Conditioning) S-1 Level	<ul style="list-style-type: none"> <li>• To assist the AM (Mech./AC)/DM (Mech./AC) in all matters pertaining to the mechanical section.</li> <li>• To assist AM/DM (Mech./AC) for all correspondence, returns, statements and leave records etc.</li> <li>• To supervise the mechanical / air conditioning operation and maintenance staff and to ensure that the staff are aware of safe working methods and follow these procedures.</li> <li>• To plan and execute the maintenance schedule as laid down and also any unscheduled maintenance work due to breakdown or otherwise.</li> <li>• Responsible for distributing day to day work to the staff and for keeping the records of operation, maintenance and production works under his charge.</li> <li>• To programme for the purchase and upkeep of the essential spares and tools required for the operation and maintenance of equipment well in advance and to keep proper records of all the spares and tools.</li> <li>• To work with his own hand to instruct and train the staff working under him and in emergencies to keep the work going on in the absence of Foreman.</li> <li>• To attend to verification of control spoils once in a month and tools and stores as required.</li> <li>• To inspect the materials received.</li> <li>• To prepare check slips and to maintain sectional muster rolls.</li> <li>• To requisition creation, return of empties, unserviceable and surplus materials to the stores and preparation of gate passes.</li> <li>• To ensure punctuality and discipline of the employees working under him.</li> <li>• To conduct surprise checks in the nights during shift working.</li> <li>• To ensure proper upkeep of the furniture and cleanliness of the section and to maintain the dead stock register.</li> <li>• To conversant with the first aid procedure and the give first aid in case necessary.</li> <li>• To maintain job cards and book expenditure accordingly.</li> <li>• Any other work as per Sectional requirement shall be assigned from time to time by the Senior's and will be posted in both day shift &amp; night shift.</li> </ul>
Supervisor (Electrical / Electronics) S-1 Level	<ul style="list-style-type: none"> <li>• He shall assist the Assistant Manager (Electrical/Electronics) in all matters pertaining to Electrical and Electronics installations etc.</li> <li>• To assist the AM (Electrical/Electronics) for all correspondence, returns and statements etc.</li> <li>• To supervise the electrical operation and maintenance staff and to ensure that the staff are aware of the procedure of 'Safe Working' on electrical lines and follow these procedures.</li> <li>• To plan and execute the maintenance schedule as laid down and also any unscheduled maintenance work due to breakdown or otherwise.</li> <li>• Responsible for distributing day to day work to the staff and for keeping the records of operation and maintenance work under his charge.</li> <li>• To programme for the purchase, and up-keep of the essential spares and tools required for the operation and maintenance of equipment well in advance and to keep proper records of all the spares and tools.</li> <li>• To work with his own hands to instruct and train the staff working under him and in emergencies to keep the work going on even in the absence of Technician/ Operator.</li> <li>• To attend to verification of control spoils once in month and tools and stores as required.</li> <li>• To inspect the materials received.</li> <li>• To maintain attendance of his subordinate of section.</li> <li>• To requisition drawl, return of empties, unserviceable and surplus materials to stores and preparation of gate passes.</li> <li>• To conduct surprise checks in the nights during shift working.</li> </ul>

	<ul style="list-style-type: none"> <li>To ensure punctuality and discipline of the employees working under him.</li> <li>To ensure proper upkeep of the furniture and maintain dead stock register.</li> <li>To be conversant with the first aid procedure and to give first aid in case necessary.</li> <li>In addition to carry out any other work assigned to him by his superiors from time to time.</li> <li>To maintain the SAP /ERP with in the plant maintenance module.</li> <li>To maintain the Department procedure (Documents regarding certification of ISO – Quality / Environment /Energy management /Occupational health and Safety )</li> <li>Any other work as per Sectional requirement shall be assigned from time to time by the Senior's and will be posted in both day shift &amp; night shift.</li> </ul>
Junior Technician (Printing) W-1 Level	<ul style="list-style-type: none"> <li>Should have basic knowledge about paper, ink and printing machines,.</li> <li>Should work on inking unit and maintain proper ink flow during production.</li> <li>Have to clean plates, blankets, cylinders, rollers and maintain cleanliness at machine surroundings.</li> <li>Have to pile up the paper at feeder and maintain the delivery unit of the machine.</li> <li>Should fulfill all the requirements of machine during production and maintenance.</li> <li>Should also work on feeder unit, inking unit, printing unit and delivery unit.</li> <li>Should work individual or in a crew during production or in maintenance of machine.</li> <li>Responsible for physical movement of all the materials (security, non-security &amp; consumables) for routine work of section with help of trolley.</li> <li>Should be in discipline, punctual and must have dedication towards his work.</li> <li>The post will be an industrial workmen cadre post on shop floor.</li> <li>Any other work as per Sectional requirement shall be assigned from time to time by the Senior's and will be posted in both day shift &amp; night shift.</li> </ul>
Junior Technician (Control) W-1 Level	<ul style="list-style-type: none"> <li>Open the sectional doors / strong room doors as soon as they are unlocked.</li> <li>Responsible for physical movement of all the materials (security, non-security &amp; consumables) for routine work of section with help of trolley.</li> <li>Counting &amp; piling of trial / un-printed &amp; printed paper manually or on machine.</li> <li>Posting on printing &amp; finishing machines (Offset, Intaglio, Numbering, Cutpack machine) as counter / mazdoor.</li> <li>Colour examination (print quality) of printed sheets / examination of spoil notes.</li> <li>Packing of boxes, weighing, stencil and shifting of wooden boxes.</li> <li>Close strong room / sectional doors after the work is over / at shift end.</li> <li>To be deputed in Day or Night shifts based on sectional requirement.</li> <li>They will be transferrable to any control/printing section within the unit.</li> <li>The post will be an industrial workmen cadre post on shop floor.</li> <li>Any other work as per Sectional requirement shall be assigned from time to time by the Senior's and will be posted in both day shift &amp; night shift.</li> </ul>
Junior Technician (Ink Factory) W-1 Level	<ul style="list-style-type: none"> <li>Handling of raw materials &amp; chemicals used for manufacturing of printing inks adhering to laid down SOPs and safety guidelines.</li> <li>To perform testing of raw materials &amp; inks.</li> <li>Proper record keeping of the test &amp; operation performed.</li> <li>Ink mixing, grinding &amp; batch preparation.</li> <li>Quality control, testing of raw materials &amp; inks.</li> <li>Work area compliances and Safety compliances</li> <li>Material movement and cleaning of all machines and equipments of manufacturing process as well as Lab.</li> <li>The post will be an industrial workmen cadre post on shop floor.</li> <li>Following established cleaning procedures and safety protocols.</li> <li>Any other work as per Sectional requirement shall be assigned from time to time by the Senior's and will be posted in both day shift &amp; night shift.</li> </ul>
Junior Technician (Mechanical / Air Conditioning) W-1 Level	<ul style="list-style-type: none"> <li>Shall be directly responsible to the Supervisor (Mech./AC) in all the matters pertaining to his work.</li> <li>To assist the Foreman/Sr. Operator/Operator/Sr. Technician/Technician for the maintenance of the works i.e. operation of the equipment, machines, steel doors and vault doors.</li> <li>To do any general fitting job.</li> <li>Responsible for the maintenance of machines, equipment steel doors and vault doors under his charge.</li> <li>To be conversant with the safety regulations and adhere to them.</li> <li>To keep the Supervisor (Mech.) informed of the condition of the machines and equipment and any unusual occurrence and attention required on the machines and equipment at all times.</li> <li>To maintain the record of all the works carried out on the machines or equipment under his charge.</li> <li>To take proper care of spares, tools and instruments issued to him.</li> <li>To draw the materials required for the section from the stores and to transport</li> </ul>

	<p>heavy materials.</p> <ul style="list-style-type: none"> <li>• To attend to any emergency maintenance work as and when required.</li> <li>• To clean the machines and equipment under his charge as and when required.</li> <li>• Observation and recording of readings in the areas posted.</li> <li>• To carry out duties of one grade above temporarily as and when directed to do so.</li> <li>• The post will be an industrial workmen cadre post on shop floor.</li> <li>• Any other work as per Sectional requirement shall be assigned from time to time by the Senior's and will be posted in both day shift &amp; night shift.</li> </ul>
<p>Junior Technician (Electrical /Electronics) W-1 Level</p>	<ul style="list-style-type: none"> <li>• Shall be directly report to supervisor in all the matters pertaining to his work.</li> <li>• To assist Technician, Sr. Technician, Operator &amp; foreman in the maintenance and repair of electrical installation including machines.</li> <li>• Responsible for the safe custody of any tool or instrument given to him.</li> <li>• To take direction from the supervisor as and when required.</li> <li>• To be conversant with the safety regulations and adhere to them.</li> <li>• To carry out the maintenance works including cleaning of equipment as directed by his superiors.</li> <li>• To carry and transport maintenance related material within the Plant from one section to another.</li> <li>• To operate pumps, effluent treatment plant, Switch yard, LT &amp; HT Substation Incinerator etc. as directed by his superiors.</li> <li>• To draw the materials required for the section from the stores.</li> <li>• To maintain the record of all works carried out on the equipment under his charge.</li> <li>• To carry out duties of one grade above temporarily as and when directed to do so.</li> <li>• The post will be an industrial workmen cadre post on shop floor.</li> <li>• Any other work as per Sectional requirement shall be assigned from time to time by the Senior's and will be posted in both day shift &amp; night shift.</li> </ul>

(\*The duties mentioned above are only indicative in nature not exhaustive

**Currency Note Press : Nashik (MH)**  
**(A Unit of SPMCIL)**

**Sub :- Duties and Responsibilities of A-2/P-2/S-1/B-4/B-3 and W-1 Level induction level posts**

<b>Name of post and Level</b>	<b>Duties and responsibilities *</b>
Welfare Officer at A-2 Level	<ul style="list-style-type: none"> <li>➤ Implement the rule related welfare as per the Factories Act, 1948 and Maharashtra Factories Rules, 1963:</li> <li>➤ To establish and maintain harmonious relations between management and workers.</li> <li>➤ To advise management on labour welfare policies and statutory compliance.</li> <li>➤ To ensure proper implementation of welfare facilities (canteen, rest rooms, crèche, etc.).</li> <li>➤ To handle workers' grievances and facilitate their redressal.</li> <li>➤ To promote discipline and good industrial relations in the factory.</li> <li>➤ To assist in implementation of labour laws and statutory provisions.</li> <li>➤ To organize welfare programmes, education, and recreational activities.</li> <li>➤ To maintain records relating to labour welfare and statutory registers.</li> <li>➤ To liaise with government authorities, unions, and workers on welfare matters.</li> <li>➤ To assist in settlement of disputes and improve employee morale and productivity.</li> </ul>
Safety Officer at P-2 level	<ul style="list-style-type: none"> <li>➤ Implement the rule related to Safety as per the Factories Act, 1948 and Maharashtra Factories Rules, 1963:</li> <li>➤ To advise management on matters relating to industrial safety and accident prevention.</li> <li>➤ To ensure compliance with statutory safety provisions under applicable laws.</li> <li>➤ To plan, implement, and monitor safety policies and procedures.</li> <li>➤ To conduct periodic safety inspections and identify unsafe acts/conditions.</li> <li>➤ To investigate accidents and dangerous occurrences and suggest remedial measures.</li> <li>➤ To recommend and ensure use of personal protective equipment (PPE).</li> <li>➤ To organize safety training, awareness programmes, and drills.</li> <li>➤ To carry out hazard identification and risk assessment of processes.</li> <li>➤ To assist in emergency preparedness and fire safety management.</li> <li>➤ To maintain safety records, reports, and assist Safety Committee functioning.</li> </ul>
Supervisor (Technical Control) at S-1 Level	<ul style="list-style-type: none"> <li>➤ Day to day Planning for the production i.e. Printing, Processing, Dispatch.</li> <li>➤ Day to day accountability of all semifinished and finished products.</li> <li>➤ To check the quality of products.</li> <li>➤ Day to day manpower planning.</li> <li>➤ Opening and closing of the section.</li> <li>➤ To keep sectional records up to date.</li> <li>➤ To ensure real time entries in SAP system.</li> <li>➤ To carry out any other assigned work / allotted job by higher officials.</li> </ul>
Supervisor (TO- Printing), at S-1 Level	<ul style="list-style-type: none"> <li>➤ To supervise/monitor the production activities of Pre-printing, Printing, Post-printing, Finishing, Allied section (s)/Machine(s) in shift operation.</li> <li>➤ Allocation/posting of Industrial workmen/crew for production activities as per production requirement.</li> <li>➤ To ensure optimum utilization of all resources.</li> <li>➤ Opening closing of section(s).</li> <li>➤ To carry out major/minor precision intricate settings and to guide deployed crew to carry out operational settings for quality output.</li> <li>➤ To attend and supervise change-over of jobs on machines. To check and get first output during each changeover approved from concern authority.</li> <li>➤ To motivate employees of the section to achieve quality and quantity of production.</li> <li>➤ To promote team spirit amongst sub-ordinates.</li> <li>➤ To maintain discipline, good housekeeping, industrial peace and comply all the SOP's of the section.</li> <li>➤ To ensure safety of employees working in the section. To check and ensure that safety devices provided on machines are in order and urge upon employees not to bypass them.</li> <li>➤ To coordinate with allied departments for smooth functioning of the section to reduce down time of the machines and to improve quality of production.</li> <li>➤ To assist Sr. Supervisor/Executives for procurement action to maintain the optimum level of inventory.</li> <li>➤ To assist in conducting trials of various raw materials, consumables and spares to adjudge the suitability.</li> <li>➤ To keep sectional records up to date.</li> <li>➤ To ensure real time entries in SAP system.</li> <li>➤ To carry out any other assigned work / allotted job by higher officials.</li> </ul>

Supervisor (IT), at S-1 Level	<ul style="list-style-type: none"> <li>➤ Overseeing the daily operations of the IT department, ensuring that systems, services, and infrastructure run smoothly and efficiently.</li> <li>➤ Diagnosing and resolving IT issues, including network and system problems.</li> <li>➤ Infrastructure &amp; Inventory Management: Ensuring the smooth operation and maintenance of IT infrastructure, including hardware, software, and network components. Maintain the Asset Inventory records.</li> <li>➤ Providing end user support and incident management for issue observed in SAP ERP.</li> <li>➤ Supervising &amp; leading the IT Technician, providing direction, guidance, and support.</li> <li>➤ Communicating effectively with team members, other departments, and external stakeholders.</li> <li>➤ Any other works assigned by Management.</li> </ul>
Supervisor (TO - Mechanical), at S-1 Level	<ul style="list-style-type: none"> <li>➤ Maintenance of all production machines including compressors, pumps, blowers, hydraulic and pneumatic system and utility equipment's.</li> <li>➤ SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>➤ Manpower Management, Inventory management of Assets &amp; Spares parts,</li> <li>➤ Safety compliances and Implementation of ISO policies/ certifications.</li> </ul>
Supervisor (TO - Air Conditioning) at S-1 Level	<ul style="list-style-type: none"> <li>➤ Operation and maintenance of centralized and packaged AC plants, Chillers, AHUs and ventilation system.</li> <li>➤ SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>➤ Manpower Management, Inventory management of Assets &amp; Spares parts.</li> <li>➤ Safety compliances and Implementation of ISO policies/ certifications.</li> </ul>
Supervisor (TO-Electrical) at S-1 Level	<ul style="list-style-type: none"> <li>➤ Operation and maintenance of HT /LT electrical system (up to 33/11 Kv substation) Transformers, switchgears, motors, panels and plant wiring.</li> <li>➤ Electrical maintenance of all production machines.</li> <li>➤ SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>➤ Manpower Management, Inventory management of Assets &amp; Spares parts.</li> <li>➤ Safety compliances and Implementation of ISO policies/ certifications.</li> </ul>
Supervisor (TO- Electronics) at S-1 Level	<ul style="list-style-type: none"> <li>➤ Operation and Preventive of production machines including PLCs, sensors, control panels , HMI /SCADA System and instrumentation devices</li> <li>➤ Knowledge of Electronics lab Instrument including diagnosis of and repair of PCBs, control circuit and low voltage electronics</li> <li>➤ SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>➤ Manpower Management, Inventory management of Assets &amp; Spares parts.</li> <li>➤ Safety compliances and Implementation of ISO policies/ certifications.</li> </ul>
Supervisor (Civil) at S-1 level	<ul style="list-style-type: none"> <li>➤ Oversee the maintenance of buildings including resolve complaints related to leakage, seepage, plastering, flooring, and masonry work, roads, drains, water supply, sewage systems, and civil infrastructure within the factory and township.</li> <li>➤ Supervise execution of minor and major civil works such as new constructions, renovations, structural repairs, and extensions.</li> <li>➤ Technical specifications, design drawings, and quality standards.</li> <li>➤ Prepare estimates, bill of quantities (BOQs), and rate analysis for maintenance and project works.</li> <li>➤ SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>➤ Maintain compliance with safety, structural, and environmental standards.</li> </ul>
Supervisor (TO - Instrumentation) at S-1 Level	<ul style="list-style-type: none"> <li>➤ Monitor and maintain control instruments used in printing machines.</li> <li>➤ Calibrate sensors for temperature, pressure, ink flow, and tension.</li> <li>➤ Assist in troubleshooting automation and control system faults.</li> <li>➤ Maintain the systems used in modern printing presses.</li> <li>➤ Ensure proper working of pneumatic and hydraulic controls.</li> <li>➤ Record and adjust process parameters for consistent print quality.</li> <li>➤ Conduct preventive maintenance of measuring and control devices.</li> <li>➤ Support installation and testing of new automation systems.</li> <li>➤ Maintain documentation of calibration and maintenance records.</li> <li>➤ Follow safety and environmental standards during equipment handling</li> <li>➤ Maintenance of all production machines including compressors, pumps, blowers, hydraulic and pneumatic system and utility equipment's.</li> <li>➤ SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>➤ Manpower Management, Inventory management of Assets &amp; Spares parts,</li> <li>➤ Safety compliances and Implementation of ISO policies/ certifications.</li> <li>➤ To supervise the mechanical operation and maintenance staff and to ensure that the staff are aware of safe working methods and follow these procedures.</li> <li>➤ To plan and execute the maintenance schedule as laid down and also any unscheduled maintenance work due to breakdown or otherwise.</li> <li>➤ Responsible for distributing day to day work to the staff and for keeping the</li> </ul>

	<ul style="list-style-type: none"> <li>records of operation, maintenance and production works under his charge.</li> <li>➤ To programme for the purchase and upkeep of the essential</li> </ul>
Supervisor (Official Language) at A-1 Level	<ul style="list-style-type: none"> <li>➤ Ensure implementation of the Official Languages Act and Rules in the office.</li> <li>➤ Promote the progressive use of Hindi in all official correspondence and records.</li> <li>➤ Supervise that letters, circulars, and reports are prepared in bilingual form.</li> <li>➤ Ensure employees use Hindi in noting, drafting, and official communications where applicable.</li> <li>➤ Conduct inspections of sections to check compliance with official language policies.</li> <li>➤ Maintain records and statistics on Hindi usage and submit periodic reports.</li> <li>➤ Guide and motivate staff to learn and use Hindi in their daily work.</li> <li>➤ Ensure that nameplates, signboards, and rubber stamps are bilingual.</li> <li>➤ Organize Hindi workshops and competitions to encourage language use.</li> <li>➤ Assist the Official Language Implementation Committee in meetings and reviews.</li> <li>➤ Ensure translation of important documents into Hindi and vice versa.</li> <li>➤ Circulate circulars and instructions received from the Official Language Department.</li> <li>➤ Report non-compliance or issues related to language implementation.</li> <li>➤ Coordinate with the Hindi Officer or Rajbhasha Cell for training and materials.</li> <li>➤ Play an active role in achieving the annual targets fixed under the Hindi Programme.</li> </ul>
Artist (Graphic Design) at B-4 Level	<ul style="list-style-type: none"> <li>➤ Develop and design layouts, motifs, and patterns for currency notes and security documents.</li> <li>➤ Create artistic designs incorporating national symbols, emblems, and cultural elements.</li> <li>➤ Ensure designs meet high standards of aesthetics, precision, and security.</li> <li>➤ Prepare sketches, drawings, and digital mock-ups for new currency series or commemorative issues.</li> <li>➤ Collaborate with security experts to integrate anti-counterfeiting features in designs.</li> <li>➤ Use specialized design software and traditional art techniques for detailed work.</li> <li>➤ Maintain confidentiality and security of all design-related materials.</li> <li>➤ Modify or improve existing note designs as per organizational requirements.</li> <li>➤ Coordinate with engravers, plate makers, and printing technicians for design transfer.</li> <li>➤ Review proofs and color trials to ensure design accuracy and consistency.</li> <li>➤ Maintain a repository of approved designs, artwork, and samples.</li> <li>➤ Assist in developing designs for other security documents like stamps or certificates.</li> <li>➤ Ensure adherence to design guidelines issued by the Reserve Bank or Ministry of Finance.</li> <li>➤ Participate in design review committees and provide expert artistic inputs.</li> <li>➤ Uphold the integrity, originality, and confidentiality of all artistic creations.</li> </ul>
Junior Office Assistant, at B-3 Level	<ul style="list-style-type: none"> <li>➤ They may be posted in office areas/ factory areas for official work as per requirement.</li> <li>➤ Noting and Drafting of proposal.</li> <li>➤ Work in MS Office and SAP System environment.</li> <li>➤ Correspondence with the other officials.</li> <li>➤ Entry of Data in the computer and Maintenance of record</li> <li>➤ Co-ordination with other internal departments for needful.</li> <li>➤ He/ She should follow all the security norms followed in Currency Note Press.</li> <li>➤ Other works as per requirement and assigned by Organization.</li> </ul>
Junior Technician (Printing), at W-1 Level	<ul style="list-style-type: none"> <li>➤ Jr. Technician is a workmen post working on shop floor.</li> <li>➤ Production on Printing/ Post printing/ Finishing/ Allied Machines.</li> <li>➤ Involvement in all kind of work/ activities like machine pre make ready, make ready, printing, post printing, finishing, packing, basic computer operations, machine cleaning, material movement as per requirement.</li> <li>➤ Materials handling right from stores to loading on machine, production, storage of finished/ semifinished goods as per requirement.</li> <li>➤ Maintain the quality of production with achievement of target output.</li> <li>➤ Should assist supervisors and work with discipline to achieve daily, monthly target of production.</li> <li>➤ He/ She should follow all the safety and security norms followed in Currency Note Press.</li> <li>➤ Other works as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
Junior Technician (Control), at W-1 Level	<ul style="list-style-type: none"> <li>➤ Counting of Security products at various stages i.e. blank paper, printed sheets, perforated sheets, forms &amp; booklets.</li> <li>➤ Piling/locking of base stock security blank paper for feeding on printing machine.</li> <li>➤ To bundle/ pack the security/finished products in the forms of reams, packets, bundles, labels as per requirement.</li> <li>➤ To stencil serial numbers and code numbers on the corrugated boxes, packing of</li> </ul>

	<ul style="list-style-type: none"> <li>➤ finished products in corrugated boxed and sent to CSD.</li> <li>➤ To shift security products/ raw materials from one section to other section for next operation.</li> <li>➤ Semi-finished products are to be shifted to cutting machine for cutting operations and back to concerned section.</li> <li>➤ Examination of Security Products.</li> <li>➤ He/ She should follow all the safety and security norms followed in Currency Note Press.</li> <li>➤ Other works as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
Junior Technician (Electrical), at W-1 Level	<ul style="list-style-type: none"> <li>➤ Domestic and Industrial wiring</li> <li>➤ Maintenance works at power house, LT sub stations.</li> <li>➤ Maintain, trouble shoot and repair of machines and auxiliary equipment's like motors, starters, cranes, AC Plant, air compressors used in production and related services.</li> <li>➤ Installation and relocation of various machinery and equipment's.</li> <li>➤ Repairing and Testing of Electrical and Electronic components to keep machines in production.</li> <li>➤ He/ She should follow all the safety and security norms followed in Currency Note Press.</li> <li>➤ Other works as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
Junior Technician (Electronics), at W-1 Level	<ul style="list-style-type: none"> <li>➤ Domestic and Industrial wiring</li> <li>➤ Maintenance works at power house, LT sub stations.</li> <li>➤ Maintain, trouble shoot and repair of machines and auxiliary equipment's like motors, starters, cranes, AC Plant, air compressors used in production and related services.</li> <li>➤ Installation and relocation of various machinery and equipment's.</li> <li>➤ Repairing and Testing of Electrical and Electronic components to keep machines in production.</li> <li>➤ He/ She should follow all the safety and security norms followed in Currency Note Press</li> <li>➤ Other works as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
Jr. Technician (Machinist), at W-1 Level	<ul style="list-style-type: none"> <li>➤ Repairing/ manufacturing components for various machine and auxiliary equipment's.</li> <li>➤ All types of milling works i.e., keyway milling, side and face milling, slitting, slotting, gear cutting, grinding, re-sharpening of all kind of tools etc.,</li> <li>➤ He/ She should follow all the safety and security norms followed in Currency Note Press</li> <li>➤ Other works as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
Jr. Technician (Fitter), at W-1 Level	<ul style="list-style-type: none"> <li>➤ Repairing of malfunctioning mechanical systems, maintain, trouble shoot and repair of machines and auxiliary equipment's like motors, cranes, AC plant, air compressors, water pumps and material handling equipment's.</li> <li>➤ Erection/ Installation and relocation of various machinery and equipment's.</li> <li>➤ Repairing of Mechanical components (Hydraulics and Pneumatics) to keep machines in production.</li> <li>➤ Utilizing various measuring tools and power tools to manufacture machine components.</li> <li>➤ He/ She should follow all the safety and security norms followed in Currency Note Press.</li> <li>➤ Other works as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
Jr. Technician (Air Conditioning), at W-1 Level	<ul style="list-style-type: none"> <li>➤ Operation and maintenance of centralized and packaged AC plants, Chillers, AHUs and ventilation system.</li> <li>➤ management of Assets &amp; Spares parts.</li> <li>➤ Install, maintain, and repair air conditioning and refrigeration systems in press and office areas.</li> <li>➤ Monitor and control temperature and humidity levels required for currency printing operations.</li> <li>➤ Perform routine inspections and preventive maintenance of HVAC equipment.</li> <li>➤ Check refrigerant levels and ensure proper gas charging.</li> <li>➤ Clean and replace air filters, coils, and ducts regularly.</li> <li>➤ Diagnose and troubleshoot faults in chillers, compressors, and control panels.</li> <li>➤ Maintain air handling units (AHUs) and ensure efficient airflow in printing halls.</li> <li>➤ Ensure uninterrupted cooling for sensitive printing machines and paper storage areas.</li> <li>➤ Record maintenance data and report equipment performance to the supervisor.</li> <li>➤ Follow energy-saving practices and ensure optimal HVAC system efficiency.</li> <li>➤ Assist in installation of new cooling systems or modification of existing setups.</li> <li>➤ Ensure proper ventilation in ink preparation and chemical storage sections.</li> </ul>

	<ul style="list-style-type: none"><li>➤ Maintain safety standards while handling refrigerants and electrical components.</li><li>➤ Coordinate with electrical and mechanical maintenance teams during plant shutdowns.</li><li>➤ Support environmental and ISO compliance by maintaining required air quality standards.</li><li>➤ Other works as per sectional requirement and assigned by Executives and Supervisor.</li></ul>
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(\*The duties mentioned above are only indicative in nature not exhaustive

**India Security Press : Nashik (MH)**  
**(A Unit of SPMCIL)**

**Sub :- Duties and Responsibilities of S-1 Level, B-4 Level, B-3 Level and W-1 Level induction level posts**

Name of post and Level	Duties and responsibilities *
Supervisor (TO- Mechanical), S-1 Level	<ul style="list-style-type: none"> <li>• Maintenance of all production machines including compressors, pumps, blowers, hydraulic and pneumatic system and utility equipment's.</li> <li>• SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>• Manpower Management, Inventory management of Assets &amp; Spares parts,</li> <li>• Safety compliances and Implementation of ISO policies/ certifications.</li> </ul>
Supervisor (TO- AC Plant), at S-1 Level	<ul style="list-style-type: none"> <li>• Operation and maintenance of centralized and packaged AC plants, Chillers, AHUs and ventilation system.</li> <li>• SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>• Manpower Management, Inventory management of Assets &amp; Spares parts.</li> <li>• Safety compliances and Implementation of ISO policies/ certifications.</li> </ul>
Supervisor (TO- Electrical), at S-1 Level	<ul style="list-style-type: none"> <li>• Operation and maintenance of HT /LT electrical system (up to 33/11 Kv substation) Transformers, switchgears, motors, panels and plant wiring.</li> <li>• Electrical maintenance of all production machines.</li> <li>• SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>• Manpower Management, Inventory management of Assets &amp; Spares parts.</li> <li>• Safety compliances and Implementation of ISO policies/ certifications.</li> </ul>
Supervisor (TO- Electronic), at S-1 Level	<ul style="list-style-type: none"> <li>• Operation and Preventive of production machines including PLCs, sensors, control panels , HMI /SCADA System and instrumentation devices</li> <li>• Knowledge of Electronics lab Instrument including diagnosis of and repair of PCBs, control circuit and low voltage electronics</li> <li>• SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>• Manpower Management, Inventory management of Assets &amp; Spares parts.</li> <li>• Safety compliances and Implementation of ISO policies/ certifications.</li> </ul>
Supervisor (TO-Civil), at S-1 Level	<ul style="list-style-type: none"> <li>• Oversee the maintenance of buildings including resolve complaints related to leakage, seepage, plastering, flooring, and masonry work, roads, drains, water supply, sewage systems, and civil infrastructure within the factory and township.</li> <li>• Supervise execution of minor and major civil works such as new constructions, renovations, structural repairs, and extensions.</li> <li>• Technical specifications, design drawings, and quality standards.</li> <li>• Prepare estimates, bill of quantities (BOQs), and rate analysis for maintenance and project works.</li> <li>• SAP maintenance management – Creation of notification, work order, purchase requisition etc.</li> <li>• Maintain compliance with safety, structural, and environmental standards.</li> </ul>
Supervisor (Technical Control), at S-1 Level	<ul style="list-style-type: none"> <li>• Day to day Planning for the production i.e. Printing, Processing, Dispatch.</li> <li>• Day to day accountability of all semifinished and finished products.</li> <li>• To check the quality of products.</li> <li>• Day to day manpower planning.</li> <li>• Opening and closing of the section.</li> <li>• To keep sectional records up to date.</li> <li>• To ensure real time entries in SAP system.</li> <li>• To carry out any other assigned work / allotted job by higher officials.</li> </ul>
Supervisor (TO- Printing), at S-1 Level	<ul style="list-style-type: none"> <li>• To supervise/monitor the production activities of Pre-printing, Printing, Post-printing, Finishing, Allied section (s)/Machine(s) in shift operation.</li> <li>• Allocation/posting of Industrial workmen/crew for production activities as per production requirement.</li> <li>• To ensure optimum utilization of all resources.</li> <li>• Opening closing of section(s).</li> <li>• To carry out major/minor precision intricate settings and to guide deployed crew to carry out operational settings for quality output.</li> <li>• To attend and supervise change-over of jobs on machines. To check and get first output during each changeover approved from concern authority.</li> <li>• To motivate employees of the section to achieve quality and quantity of production.</li> <li>• To promote team spirit amongst sub-ordinates.</li> <li>• To maintain discipline, good housekeeping, industrial peace and comply all the SOP's of the section.</li> <li>• To ensure safety of employees working in the section. To check and ensure that safety devices provided on machines are in order and urge upon employees not to bypass them.</li> </ul>

	<ul style="list-style-type: none"> <li>To coordinate with allied departments for smooth functioning of the section to reduce down time of the machines and to improve quality of production.</li> <li>To assist Sr. Supervisor/Executives for procurement action to maintain the optimum level of inventory.</li> <li>To assist in conducting trials of various raw materials, consumables and spares to adjudge the suitability.</li> <li>To keep sectional records up to date.</li> <li>To ensure real time entries in SAP system.</li> <li>To carry out any other assigned work / allotted job by higher officials.</li> </ul>
Supervisor (IT), at S-1 Level	<ul style="list-style-type: none"> <li>Overseeing the daily operations of the IT department, ensuring that systems, services, and infrastructure run smoothly and efficiently.</li> <li>Diagnosing and resolving IT issues, including network and system problems.</li> <li>Infrastructure &amp; Inventory Management: Ensuring the smooth operation and maintenance of IT infrastructure, including hardware, software, and network components. Maintain the Asset Inventory records.</li> <li>Providing end user support and incident management for issue observed in SAP ERP.</li> <li>Supervising &amp; leading the IT Technician, providing direction, guidance, and support.</li> <li>Communicating effectively with team members, other departments, and external stakeholders.</li> <li>Any other works assigned by Management.</li> </ul>
Secretarial Assistant, at B-4 Level	<ul style="list-style-type: none"> <li>To take dictation and prepare letter/proposal as per direction.</li> <li>Tracking of file record in e-office.</li> <li>To maintain daily record of tapal/ e-mails/ documents etc.</li> <li>To prepare/ make daily schedule of senior Executives.</li> <li>To attend phone calls (both internal and external) and to liaison with different sections.</li> <li>Work in MS Office and SAP System environment.</li> <li>To Correspondence with the other higher officials.</li> <li>He/ She should follow all the security norms followed in India Security Press.</li> <li>Co-ordination with other officials as and when required.</li> <li>Other duties assigned from time to time.</li> </ul>
Junior Office Assistant, at B-3 Level	<ul style="list-style-type: none"> <li>They may be posted in office areas/ factory areas for official work as per requirement.</li> <li>Noting and Drafting of proposal.</li> <li>Work in MS Office and SAP System environment.</li> <li>Correspondence with the other officials.</li> <li>Entry of Data in the computer and Maintenance of record</li> <li>Co-ordination with other internal departments for needful.</li> <li>He/ She should follow all the security norms followed in India Security Press.</li> <li>Other miscellaneous work as per requirement and assigned by Organization.</li> </ul>
Jr. Technician (Printing), at W-1 Level	<ul style="list-style-type: none"> <li>Jr. Technician is a workmen post working on shop floor.</li> <li>Production on Printing/ Post printing/ Finishing/ Allied Machines.</li> <li>Involvement in all kind of work/ activities like machine pre make ready, make ready, printing, post printing, finishing, packing, basic computer operations, machine cleaning, material movement as per requirement.</li> <li>Materials handling right from stores to loading on machine, production, storage of finished/ semifinished goods as per requirement.</li> <li>Maintain the quality of production with achievement of target output.</li> <li>Should assist supervisors and work with discipline to achieve daily, monthly target of production.</li> <li>He/ She should follow all the safety and security norms followed in India Security Press.</li> <li>Other miscellaneous work as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>

<p>Jr. Technician (Control) at W-1 Level</p>	<ul style="list-style-type: none"> <li>• Counting of Security products at various stages i.e. blank paper, printed sheets, perforated sheets, forms &amp; booklets.</li> <li>• Piling/locking of base stock security blank paper for feeding on printing machine.</li> <li>• To bundle/ pack the security/finished products in the forms of reams, packets, bundles, labels as per requirement.</li> <li>• To stencil serial numbers and code numbers on the corrugated boxes, packing of finished products in corrugated boxed and sent to CSD.</li> <li>• To shift security products/ raw materials from one section to other section for next operation.</li> <li>• Semi-finished products are to be shifted to cutting machine for cutting operations and back to concerned section.</li> <li>• Examination of Security Products.</li> <li>• He/ She should follow all the safety and security norms followed in India Security Press.</li> <li>• Other miscellaneous work as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
<p>Jr. Technician (Machinist) at W-1 Level</p>	<ul style="list-style-type: none"> <li>• Repairing/ manufacturing components for various machine and auxiliary equipment's.</li> <li>• All types of milling works i.e., keyway milling, side and face milling, slitting, slotting, gear cutting, grinding, re-sharpening of all kind of tools etc.,</li> <li>• He/ She should follow all the safety and security norms followed in India Security Press.</li> <li>• Other miscellaneous work as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
<p>Jr. Technician (Fitter) at W-1 Level</p>	<ul style="list-style-type: none"> <li>• Repairing of malfunctioning mechanical systems, maintain, trouble shoot and repair of machines and auxiliary equipment's like motors, cranes, AC plant, air compressors, water pumps and material handling equipment's.</li> <li>• Erection/ Installation and relocation of various machinery and equipment's.</li> <li>• Repairing of Mechanical components (Hydraulics and Pneumatics) to keep machines in production.</li> <li>• Utilizing various measuring tools and power tools to manufacture machine components.</li> <li>• He/ She should follow all the safety and security norms followed in India Security Press.</li> <li>• Other miscellaneous work as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
<p>Jr. Technician (Electrical) at W-1 Level</p>	<ul style="list-style-type: none"> <li>• Domestic and Industrial wiring</li> <li>• Maintenance works at power house, LT sub stations.</li> <li>• Maintain, trouble shoot and repair of machines and auxiliary equipment's like motors, starters, cranes, AC Plant, air compressors used in production and related services.</li> <li>• Installation and relocation of various machinery and equipment's.</li> <li>• Repairing and Testing of Electrical and Electronic components to keep machines in production.</li> <li>• He/ She should follow all the safety and security norms followed in India Security Press.</li> <li>• Other miscellaneous work as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
<p>Jr. Technician (Electronics) at W-1 Level</p>	

**Security Printing Press, Hyderabad  
(A Unit of SPMCIL)**

**Sub :- Duties and Responsibilities of S-1 Level, A-1 Level, B-3 Level and W-1 Level induction level posts**

Post name	Duties and Responsibilities*
Supervisor (TO-Printing) at S-1 Level	<ul style="list-style-type: none"> <li>• He is entrusted with responsibility of production and other day to day duties like posting of workmen on Machines, indenting raw materials, drawing from stores, etc. and to see that the production on each machine is achieved.</li> <li>• Supervisor will be in-charge for production, its quantity and quality, reduction of wastage, maintenance of spare units, spare parts, trials and suitability of consumables and raw materials on their machines.</li> <li>• To give the annual requirement of raw material like paper reels, ink, gum, blanket, and cutter etc., required by their machines.</li> <li>• Purchase Memos for spares, re-rubberisation of rollers etc., and suitability reports and submit to their Technical Officers concerned.</li> <li>• To monitor the availability of Plates, Blankets, Ink, Gum and other consumable items of their respective machines and report to the officers concerned for immediate action.</li> <li>• Should be in a position to give realistic figures of yield per M.T of paper, percentage of printed spoils, process wastage paper reels handling wastage and consumption of other consumables of the respective item, whenever required.</li> <li>• Separate stock and consumption of security item like paper ink, negatives and positives (films), Plates are to be maintained as per variety in separate register.</li> <li>• The Shop-floor supervisors have to maintain the shop floors very neat and clean. To see that the shop floors under their control are kept clean.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
Supervisor (Tech-Control) at S-1 Level	<ul style="list-style-type: none"> <li>• He is responsible for the correctness of all balances in his section, To maintain correct and up to date account of balances, miscellaneous item, paper and important materials from security point of view. To write / check all the sectional account books and consolidated account books for submission to the Superiors.</li> <li>• To see that duties assign to his staff and workmen are properly carried out and responsible for the keys entrusted to him and will personally bring keys from key safe and deposit it every day.</li> <li>• To see that no defectively printed material is passed out as good material and also see that there is no unnecessary cancellations of the material which could be passed.</li> <li>• To write and maintain all kinds of sectional Accounts Books and submit to Superior for checking.</li> <li>• To see that pinning, strapping, stitching, sealing, nailing, stencilling of a packed cases is done properly. To prepare invoice and weight list of the cases to be despatched and make the consignment ready well in advance.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
Supervisor (IT) at A-1 Level	<ul style="list-style-type: none"> <li>• Supervising of IT section works.</li> <li>• Guiding the staff working in IT/computer section in day to day works.</li> <li>• Processing monthly SAP Payroll, DA-arrears bills, other bills, data-entry of daily absenteeism, late-attendance and BOD details, Shift details etc.</li> <li>• Co-ordinating with other sections in IT related matters. Monitoring the stock of computer consumables and raise memos for procurement of computers and its peripherals and other consumables as and when required by the respective sections through indents.</li> <li>• Maintenance of software applications and generating reports from the applications.</li> <li>• Monitoring of Database servers regularly and fixing the problems related to updation of data in the database servers.</li> <li>• Support and training related to implementation of applications developed by IT Department</li> <li>• Maintenance of Access Control System and IT Infrastructure installed in the organization.</li> <li>• Uploading the data in the company's website.</li> <li>• Attending breakdown calls of the systems installed for Production Machines and resolving the same on priority.</li> <li>• Monitoring Firewall and Antivirus software installed in SPPH.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
Jr. Office Assistant at B-3 Level	<ul style="list-style-type: none"> <li>• General Administration, all personnel function, discipline, maintenance of Industrial relations, Receipt and disbursement of Dak and despatch of all communications.</li> <li>• Processing of terminal /pension/family pension cases etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Processing of cases for procurement of all Office/Factory purchases.</li> <li>• Processing of purchase bills, Maintenance of GPF A/cs of all employees, GPF subscription, advances, recovery, withdrawal and final settlement of GPC. Medical claims and advances, CGHS, Budget proposals, control on expenditure and sanction.</li> <li>• Drawing and disbursement of Cash through cashier, maintenance of account and cash book, annual audits and settlement of audit objections etc., All preform accounts, Costing, Priced stores Ledger, Raising of bills on organisations receiving products, realisation of revenue etc.</li> <li>• Maintenance of all service books, maintenance of leave accounts grant of increments, drawl of pay bill, OTA bills LTC claim, TA/DA claims; bonus claims, court attachments; ECS system and all other establishment matters.</li> <li>• APAR/ACR initiation of all concerned employees, Assist in Processing of DPCs, recruitment, appointments, all admin. Matters coordination with audit party, Factory license-Correspondence with Inspector of Factories of Telanagana and accident report, vigilance cases, NOCs for passport, forwarding of application for outside employment.</li> <li>• To work as Time Keeper to maintain the musters through AMS(Electronically) and send the same to establishment section for further calculation of wages.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
Jr. Technician (Printing) at W-1 Level	<ul style="list-style-type: none"> <li>• Jr. Technician is an industrial workmen cadre post on shop floor.</li> <li>• Production on Printing/ Post printing/ finishing/ Allied Machines.</li> <li>• Involvement in all kind of work/ activities like machine pre make ready, printing, post printing, finishing, packing, basic computer operations.</li> <li>• Machine cleaning as per requirement.</li> <li>• Materials handling right from stores to loading on machine, production, storage of finished goods as per requirement.</li> <li>• Maintain the quality of production with achievement of target output.</li> <li>• Should assist supervisors and work with discipline to achieve daily, monthly target of production.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
Jr. Technician (Control) at W-1 Level	<ul style="list-style-type: none"> <li>• Counting of Security products at various stages i.e. blank paper, printed sheets, perforated sheets, forms &amp; booklets.</li> <li>• Piling/locking of base stock security blank paper for feeding on printing machine.</li> <li>• To bundle/ pack the security/finished products in the form of reams, packets, bundles, labels as per requirement.</li> <li>• To stencil serial numbers and code numbers on the corrugated boxes, packing of finished products in corrugated boxes.</li> <li>• To shift security products/ raw materials from one section to other section for next operation.</li> <li>• Semi-finished products are to be shifted to cutting machine for cutting operations and back to concerned section.</li> <li>• Examination of Security Products.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
Jr. Technician (Mechanic Machine Tool Maintenance/ Fitter) at W-1 Level	<ul style="list-style-type: none"> <li>• Repairing of malfunctioning mechanical systems, maintain, trouble shoot and repair of machines and auxiliary equipment like motors, cranes, AC plant, Air compressors, water pumps and material handling equipment.</li> <li>• Erection/ Installation and relocation of various machinery and equipment.</li> <li>• Repairing of Mechanical components (Hydraulics and Pneumatics) to keep machines in production.</li> <li>• Utilizing various measuring tools and power tools to manufacture machine components.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
Jr. Technician (Electrical/ Electronic/Instrumentation) at W-1 Level	<ul style="list-style-type: none"> <li>• Domestic and Industrial wiring.</li> <li>• Maintenance works at power house, LT sub stations.</li> <li>• Maintain, trouble shoot and repair of machines and auxiliary equipment like motors, starters, cranes, AC Plant, air compressors used in production and related services.</li> <li>• Installation and relocation of various machinery and equipment.</li> <li>• Repairing and Testing of Electrical and Electronic components to keep machines in working condition.</li> <li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li> </ul>
Jr. Technician (Stores) at W-1 Level	<ul style="list-style-type: none"> <li>• Issue of all varieties of paper reels to the concerned sections according to their requisition.</li> <li>• Issue of all the printing raw materials for printing of various products and</li> </ul>

	<p>connected material to aid and assist all the Sections of the Press.</p> <ul style="list-style-type: none"><li>• Unloading of all the material received from the firms as well as Paper Mill. After acceptance of same, rearranging the material in the Stores.</li><li>• Daily Stores House Keeping.</li><li>• Office work like keeping ledgers, files, bringing papers, distributing the papers to the concerned section etc.</li><li>• Unpacking the material bought from outside and also packing and despatch of rejected material to the concerned firm/company.</li><li>• Issue of Stationary and other office Supplies.</li><li>• Any other work as per sectional requirement shall be assigned from time to time by Superiors and will be posted in both day shift and night shift.</li></ul>
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(\*The duties mentioned above are only indicative in nature not exhaustive