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भारत सरकार टकसाल

INDIA GOVERNMENT MINT

(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)

(A Unit of Security Printing and Minting Corporation of India Ltd.)

भारत सरकार के पूर्ण स्वामित्वाधीन **Wholly owned by Govt. of India**

अलीपुर **Alipore,** कोलकाता **Kolkata – 700 053**

Corporate Identity Number (CIN) of SPMCIL: [U22213DL2006GOI144763]

आज़ादी का अमृत महोत्सव

सूचना का अधिकार RIGHT TO INFORMATION

Advt. No. : IGMK/HR (Estt.)/Rect./02/2022

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

India Government Mint, Kolkata invites online applications from eligible and willing applicants for the posts of **Jr. Technicians at W1 level (10 posts), Lab Assistant at W1 level (4 posts), Substation Operator at M1 level (3 posts) and Supervisor (Assay) at S1 level (2 posts).**

Applicants are advised to apply Online from **29.10.2022** to **29.11.2022** through the IGMK website at **https://igmkolkata.spmcil.com** only. Applicants are advised to go to the page **"Careers"** on the website and open the online application link and then apply Online by filling the Online Application Form. Applicants may apply after carefully going through all the instructions given in this advertisement. No other means/mode of application will be accepted.

Before applying applicants should ensure that they fulfill all eligibility criteria as mentioned in the advertisement for the post. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement.

Applicants who do not fulfill age, educational qualification & other eligibility criteria as on **29.11.2022** are not eligible and need not to apply for the post.

Important dates:

Duration of website link for applying Online application	**29.10.2022 to 29.11.2022**
Payment of fees in online mode	**29.10.2022 to 29.11.2022**
Tentative date of Online examination which will be conducted "Online" at selected centres.	***Dec 2022 – Jan 2023***
Website Link	**www.igmkolkata.spmcil.com**

1. VACANCIES/RESERVATION

Sl. No.	Name of the Post/ Level	Scale of Pay (in IDA Pattern)	No. of Posts	Essential Qualifications (As on 29.11.2022)	Age Limit As on 29.11.2022	Method of selection
01	Jr. Technician Turner(CNC Operator) Level-W-1	Rs. 18780-67390/- in IDA Pattern of pay scale (Other allowances as admissible)	(UR-3) Total Post--03	Full time ITI Certificate in Turner Trade recognized from NCVT/SCVT.	18 years to 25 years	On-line Examination
02	Jr. Technician (Machinist) Level-W-1	Rs. 18780-67390/- in IDA Pattern of pay scale (Other allowances as admissible)	Milling : 01	Full time ITI Certificate in Machinist Trade recognized from NCVT/SCVT	18 years to 25 years	On-line Examination
			Grinder : 01	Full time ITI Certificate in Machinist Trade (Grinder) recognized from NCVT/SCVT.		
			(UR-2) Total Post—02			
03	Jr. Technician (Furnaceman) Level-W-1	Rs. 18780-67390/- in IDA Pattern of pay scale (Other allowances as admissible)	(UR-1) Total Post—01	Full time ITI Certificate in Foundry/Blacksmith Trade recognized from NCVT/SCVT.	18 years to 25 years	On-line Examination
04	Jr. Technician (Welder) Level-W-1	Rs. 18780-67390/- in IDA Pattern of pay scale (Other allowances as admissible)	(UR-1) Total Post—01	Full time ITI Certificate in Welder Trade recognized from NCVT/SCVT.	18 years to 25 years	On-line Examination
05	Jr. Technician (Mechanical) Level-W-1	Rs. 18780-67390/- in IDA Pattern of pay scale (Other allowances as admissible)	(UR-2) Total Post—02	Full time ITI Certificate in Machinist Trade recognized from NCVT/SCVT	18 years to 25 years	On-line Examination
06	Jr. Technician (Electronics) Level-W-1	Rs. 18780-67390/- in IDA Pattern of pay scale (Other allowances as admissible)	(UR-1) Total Post—01	Full time ITI Certificate in Electronics Trade recognized from NCVT/SCVT.	18 years to 25 years	On-line Examination
07	Lab Assistant Level-W-1	Rs. 18780-67390/- in IDA Pattern of pay scale (Other allowances as admissible)	(OBC-1, UR-3) Total Post--04	Full time ITI Certificate in Lab Assistant (Chemical Plant) recognized from NCVT/SCVT.	18 years to 25 years	On-line Examination
08	Sub-Station Operator Level-M-1	Rs. 18780-67390/- in IDA Pattern of pay scale (Other allowances as admissible)	(UR-3) Total Post--03	Full time ITI Certificate in Electrician Trade recognized from NCVT/SCVT & possessing Wireman's Permit issued by state's Licensing Board (Electrical).	18 years to 25 years	On-line Examination

09	Supervisor (Assay) Level-S-1	Rs. 27600-95910/- in IDA Pattern of pay scale (Other allowances as admissible)	(UR-2) Total Post—02	First class full time Diploma/Bachelor's Degree (B.E. /B. Tech.) in Chemical Engineering/ Technology. Candidate should have studied inorganic Chemistry during course of study.	18 years to 30 years	On-line Examination

* **As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23.06.2017, under Part-I (2) (P), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture, and physiotherapy etc., are not permitted to be offered under Open and Distance Learning mode.**

i) The number of vacancies and also the number of reserved vacancies mentioned above are provisional and may increase or decrease according to the actual requirement of India Govt. Mint, Kolkata.

ii) Posts reserved for Physically Handicapped (PWD) and Ex-servicemen will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/UR to which they belong.

iii) Under Section 33 of the Persons with Disabilities (Equal Opportunities Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant Disability and are certified by the Competent Authority in the prescribed format as per the directives of Govt. of India.

iv) Full Form of abbreviations (Legends):

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

2. 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 Schedule 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:

o 5 acres of Agricultural Land and above;

o Residential flat of 1000 sq. ft. and above;

o Residential plot of 100 sq. yards and above in notified municipalities;

o 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 Organization in this regard from time to time.

GUIDELINES FOR SC/ST/OBC & PWD CANDIDATES

(i) The SC/ST/PWD applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe/Disability Certificate issued by the Competent Authority in the Government of India format for claiming the benefits of reservation in 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 6 months 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 PWD category must produce a copy of the certificate of their disability in the Government of India format issued by the authorities empowered to issue.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

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

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe should be from an academic stream different from that of the candidate.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils 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.

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

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

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

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

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

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

a) Upto a maximum of 5 years for SC/ST candidates.

b) Upto a maximum of 3 years for candidates belonging to OBC.

c) Upto a maximum of 10 years if the candidate is a physically handicapped person.

d) For candidates belonging to SC/ST who are physically handicapped, the maximum age relaxation is 15 years.

e) For candidates belonging to OBC who are physically handicapped, the maximum age relaxation is 13 years.

f) Upto a maximum of 3 years (8 years for SC/ST and 6 years for OBCs candidates) for Ex-Servicemen. This is in addition to the period of their service in the Defence force. However, they should not have crossed 50 years of age.

g) In the case of retrenched govt. Servants who was employed under government of India for a continuous period of not less than six months prior to retrenchment, Relaxation will be period of service under the Government plus three years.

h) Upto 40 years in the case of departmental candidates/existing central government candidates (in case of SC/ST 45 years and 43 years for OBC).

i) Departmental candidates: No age bar for the in service SPMCIL employees who fulfill the essential qualification and experience provided, at least three years' service is left on the date of the advertisement.

j) **No relaxation in the upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies**.

k) Relaxation in upper age limit to Ex-Serviceman/PWD shall be as per extant Govt. rules.

4. EXAMINATION FEE :

(i) **Rs. 600/-(inclusive of GST)** for all applicants applying for each post. No Application fees is required to be paid by SC/ST/PWD candidate but Intimation charges of Rs. 200/- (including GST) is to be paid by candidates belonging to SC/ST /PWD category for each post.

(ii) The applicants (wherever applicable) have to pay the application fees, online as per the method explained in Para 7 (B). Transaction charge (if any) levied by the bank for the payment of the above application fees is to be borne by the applicants. Payment in any other manner will not be accepted and the applicant will be considered not eligible. Fees once paid will neither be refunded nor kept in reserve for future exam/selection.

5. Selection to the posts will be conducted in the following phases:

(a) For the posts at Sl. No. 01 to 08:

Selection will be done on the basis of online examination which will be of objective type. Total marks of the online examination will be 125. There will be no negative marking for wrong answer for online examination. The duration of the examination is 120 minutes. The details are as under:

Sl. No.	Test Name	No. of Qs.	Max. Marks	Version	Duration
1	Professional knowledge (in the respective category-- Turner, Machinist, Machinist (Grinder), Foundry/Blacksmith, Welder, Electronics, Lab Assistant (Chemical Plant) and Electrician.	50	75	Bilingual with 5 options and No penalty. Test for English Language will be only in English.	120 minutes
2	Logical Reasoning	10	10		
3	General Awareness	15	15		
4	English Language	15	15		
5	Quantitative Aptitude	10	10		
Total		100	125		

⇨ The scores of online examination will be obtained by adopting the following procedure:

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

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

Merely qualifying in the online examination will not entitle an applicant to appointment to the above posts at Level-W-1/M-1 in India Government Mint, Kolkata.

(b) For the post at Sl. No. 09 :

Selection to the post of Supervisor (Assay), Level-S-1, will be done on the basis of Online examination and will be of objective type. Total marks of the online examination will be 200. There will be no negative marking for wrong answer for online examination. The duration of the examination is 120 minutes. The details are as under:

Sr. No.	Test Name	No. of Qs.	Max. Marks	Version	Duration
1	Professional Knowledge (In the field of Chemical Engineering/ Technology)	60	120	Bilingual with 5 options and No penalty. Test for English Language will be only in English.	120 minutes
2	English Language	20	20		
3	General Awareness	20	20		
4	Logical Reasoning	20	20		
5	Quantitative Aptitude	20	20		
Total		140	200		

The scores of online examination will be obtained by adopting the following procedure:

· Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.

· In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher as the final merit list will be drawn by the marks obtained in the online examination only.

· No negative marking

· No sectional cut offs

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

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

Merely qualifying in the online examination will not entitle an applicant to appointment to the above post at S-1 Level in India Government Mint, Kolkata.

Execution of Bond: Supervisors at S-1 level who are offered appointment shall be liable to execute a Bond of Rupees Two Lakh to serve in IGMK or any of other Unit of SPMCIL for a minimum period of 3 years. Such Supervisors shall have to provide two sureties. In the event of their leaving the Company before completion of minimum period of 3 years, such supervisors shall indemnify the Company by making the payment of the Bond Amount. In the event they fail to do so, the sureties will have to indemnify the Company by making the payment of Bond Amount.

The selected candidates will be placed on **probation for a period of one year**. The period of probation may be extended by a further period of one year at the discretion of competent authority of the India Government Mint, Kolkata.

6. General Instructions:

i. The Online examination will be held tentatively in ***Dec.* 2022 – Jan. 2023**. **Applicants are advised to keep checking the India Government Mint, Kolkata website for updates**. The exact date, session, reporting time of examination will be mentioned in the call letter. The Online examination will be conducted online in venues given in the respective call letters. The applicants will have to take the examination on the date and time as indicated in the call letter at their own cost. However, for SC/ST candidates, Travelling Allowance only Second class ordinary fare (to & fro) shall be reimbursed as per Rules on production of journey details including Railway/Bus Tickets by the shortest route. The distance should not be less than 30 Kms. The SC/ST candidates are required to fill their bank details online (Bank Account No., IFSC Code, Branch Name, Bank Name) for the payment at the time of applying for the above posts. The applicants are requested to keep checking the India Government Mint, Kolkata website www.igmkolkata.spmcil.com for any change in the examination date or any update regarding this recruitment.

ii. **CENTRE CLAUSES :**

The online written test will be conducted at different centers in Kolkata, Delhi,Mumbai & Hyderabad only.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, India Government Mint, Kolkata 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 exam for a centre, India Government Mint, Kolkata reserves the right to allot any other centre to the candidate**.

The online written test will be in bilingual form (In Hindi and English).

iii. **Online application can be submitted by a candidate only for any one post, which means that candidate cannot apply for more than one post.**

iv. No request for change of centers/venues/date/session for examination shall be entertained. India Government Mint, Kolkata, reserves the right to cancel any of the examination center and/or else some other center at its discretion depending upon the response, administrative feasibility etc. IGM, Kolkata also reserves the right to allot the candidate to any center other than the one he/she opted for. Choice, if asked for center once exercised by the candidate will be final.

v. All applicants will have to appear for the examination at their own risks and expenses. India Government Mint, Kolkata will not be responsible for any injury or losses etc. of any nature.

vi. Admission to the examination will be purely provisional without verification of age/qualification/experience/category (SC/ST/OBC/PWD/Ex-SM) etc. of the applicants. **Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects.** In case, it is decided at any stage that an applicant does not fulfill the eligibility criteria and/or has furnished incorrect/false information or has suppressed any material information, his/her candidature will be cancelled. If any of these shortcomings is /are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.

vii. The selected candidates are required to perform the duties as per directions of their superiors and have to perform the duties of any Section/Sub Section in IGM, Kolkata as directed and also have to perform the duties of higher / lower posts as per the requirement of the organization.

viii. **The selected candidates are neither entitled for overtime allowance nor any productivity linked incentive payment.**

ix. The selected candidates have to follow the Shift wise timings and they can be deployed on any of the shifts. They are required to work for 08 hours per shift as per the Factories Act, 1948.

x. The decision of IGM, Kolkata in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by IGM, Kolkata in this matter.

xi. The seniority of the candidates on appointment will be as decided by the India Government Mint, Kolkata.

xii. **CANDIDATES REPORTING LATE** 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 **02 hours**, candidates may be required to be at the venue for about **04 hours** including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

xiii. (a) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(b) Decision of India Government Mint, Kolkata in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by India Government Mint, Kolkata in this behalf.

(c) 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 candidate.

xiv. India Government Mint, Kolkata would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by India Government Mint, Kolkata) in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, India Government Mint, Kolkata reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

xv. Instances for providing incorrect information and/or process violation by an applicant detected at any stage of the selection process will lead of disqualification of the applicant from the selection process and he/she will not be allowed to appear in any SPMCIL's recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

xvi. **Process for Arriving at Scores:**

The Scores of Online Examination are obtained by adopting the following procedure:

(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 so 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 upto two digits.

Note: Cutoffs are applied in two stages:

i) on scores in individual tests
ii) on Total Score

7. HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR
A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from **29.10.2022 to 29.11.2022** and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-
Scan their :
Photograph (4.5cm × 3.5cm)
Signature (with black ink)
Left thumb impression (on white paper with black or blue ink)
A hand written declaration (on a white paper with black ink) (text given below)
Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
Signature in CAPITAL LETTERS will NOT be accepted.
The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
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."
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.)

Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate 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.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 29.10.2022 to 29.11.2022

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to India Government Mint, Kolkata website **https://igmkolkata.spmcil.com** click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE
1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
6) Candidates should ensure that the signature uploaded is clearly visible
7) After registering online candidates are advised to take a printout of their system generated online application forms.

(D) Other Guidelines:

i. Applicants are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the India Government Mint, Kolkata website on account of heavy load on internet/website jam. IGMK 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 IGMK.

ii. Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution/ civil consequences in case the information/details furnished by him/her are found to be false at a later stage.

iii. IGMK shall not be responsible for any application made/wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.

iv. **Identity Verification:** In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate'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 candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

Note: Candidates 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. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates 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 candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

v. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates 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 a candidate is (or has been) found guilty of –

(i) using unfair means or
(ii) impersonating or procuring impersonation by any person or
(iii) 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

(iv) resorting to any irregular or improper means in connection with his/ her candidature or
(v) obtaining support for his/ her candidature by unfair means, or
(vi) 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 for which he/ she is a candidate
(b) to be debarred either permanently or for a specified period from any examination conducted by IGMK.
(c) for termination of service, if he/ she has already joined IGMK.

8. 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.

a. <u>They should attach the following documents and keep those ready with them</u>.

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

ii) Self-attested copies of Caste/Tribe certificates for SC/ST/OBC applicants. The certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India.

iii) A copy of the Disability certificate issued by the Competent Authority as prescribed by Government of India for PWD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PWD candidates.

iv) Ex-Servicemen applicants should keep a copy of discharge certificate. A certificate for Ex-Servicemen should be signed by the appropriate Authority specified below and should also specify the period of Service in the armed forces; In case of JCOs/ORs and equivalent rank of navy and air force – Army: By concerned regimental record office, Navy: Naval records, Kolkata, and Air Force: Air Force records, New Delhi.

v) Ex-Servicemen who have already secured regular employment under the Central Government in a Civil Post or Service are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Government. However such applicants will not be eligible for the benefit of reservation, if any, for Ex-servicemen in the Company's services.

b. Applicants in their own interest should keep all the above documents ready with them and submit if shortlisted on the basis of online examination. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. / in online application, call letter, attendance sheet etc. and in all correspondences with the India Government Mint, Kolkata in future should be identical and there should be no variation of any kind.

c. An 'Information Handout' booklet will be made available to the applicants on the India Government Mint, Kolkata website www.igmkolkata.spmcil.com which may be downloaded along with the call letter for online examination.

9. <u>The applicants may note the following</u>:

i) Applicants already in service of Govt. / Quasi Govt. Organizations, Public Sector Banks/ Undertakings and Autonomous Bodies will have to keep a photocopy of the "**No Objection Certificate**" from their employer along with the printout of the application and submit the original for verification at the time of joining, if selected for the same. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in the absence of which he/she will not be allowed to join the India Government Mint, Kolkata.

ii) Persons who have been dismissed from the service of any organization need not apply.

iii) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published or available on India Government Mint, Kolkata website www.igmkolkata.spmcil.com shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction at Hon'ble High Court, Kolkata.

iv) Appointments of selected candidates will be subjected to his/her being declared medically fit by District Civil Surgeon satisfactory report, about his/her character and antecedents by the Police Authorities/SDM, satisfactory report from his/her previous employer and referees, verification of caste/tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the India Government Mint, Kolkata. Further, such appointment shall also be subject to SPMCIL RECRUITMENT RULES 2012.

v) Canvassing in any form will be treated as a disqualification.

vi) No correspondence from applicants regarding their eligibilities to apply for the above posts will be entertained. The decision of IGM, Kolkata in all matters related to this advertisement will be final and binding on the applicants. No correspondence or personal enquiry shall be entertained by IGM, Kolkata in this behalf.

vii) No applicant is permitted to have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.

viii) Please also refer to "How to apply" and "Frequently asked question" section under the link **“Click here for applying online”** in case of any difficulty in applying online.

ix) The Chief General Manager, India Government Mint, Kolkata reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the India Government Mint, Kolkata will be displayed only on the India Government Mint, Kolkata website www.igmkolkata.spmcil.com. It will not be intimated to the applicants individually. However, in case of cancellation, Examination fees (if any) paid by the applicants will not be refunded to them.

x) The Chief General Manager, India Govt. Mint, Kolkata reserves the right to increase or decrease the notified posts depending upon the requirement of the organization.

xi) Any corrigendum to this advisement will be displayed only on the Company's website www.igmkolkata.spmcil.com. Therefore, applicants are advised to keep checking the Company's website for any update.

Sd/-
Manager (HR)
For Chief General Manager