



Advt. No. 3/2018

**Bharatiya Reserve Bank Note Mudran Private Limited
Corporate Office, Bengaluru – 560 029**

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL/Company), a wholly owned subsidiary of Reserve Bank of India invites applications from eligible candidates for the posts of Assistant Manager for its upcoming Security Ink Manufacturing Unit at Mysuru in Karnataka and for the positions of Rajbhasha Adhikaris for its units at Mysuru, Salboni and Corporate Office at Bengaluru.

1) VACANCIES AND RESERVATION

Name of the Post	No. of Vacancies	Reservation
Assistant Manager (for Ink Manufacturing Unit)	4	3 Unreserved, 1 OBC (Non Creamy layer)
Assistant Manager (for Rajbhasha)	3	1 Unreserved, 1 OBC (Non Creamy layer) 1 SC

NOTE:

The number of vacancies is provisional and may vary according to the actual requirement of BRBNMPL. Further, even though no vacancy has been reserved for ST/ Persons with Disability (OH & HI categories), they may also apply against above vacancies as applicable if they satisfy the eligibility conditions.

2) ELIGIBILITY CRITERIA as on February 1, 2018

For Ink Manufacturing Unit

Qualification and Experience :

Bachelor's degree in Chemical Engineering or Polymer Science & Technology with a minimum of 60% marks in the aggregate from a Government recognised University having two years' post-qualification experience in Ink / Paint manufacturing facility;

or

Bachelor's degree in Chemistry or Diploma in Chemical Engineering, with a minimum of 60% marks in the aggregate from a Government recognised University/Board of technical education having five years' post-qualification experience in Ink / Paint manufacturing facility.

Note:

Candidates having experience in Security Ink manufacturing are preferred.

Job responsibilities

The candidates are expected to initiate product development and production from the product profile/conception as ink makers leading to development of state of the art materials, and assist with troubleshooting in a timely manner.

For Rajbhasha Adhikaris

Qualification:

Essential : (i) Second Class Master's Degree in Hindi/Hindi Translation, with English as Core/Elective/Major subject at the Bachelor's Degree level; OR (ii) Second Class Master's Degree in English with Hindi as Core/Elective/Major subject at the Bachelor's Degree level; OR (iii) Second Class Master's Degree in Sanskrit with English and Hindi as Core/Elective/Major subject at the Bachelor's Degree level; OR (iv) Master's Degree in both English and Hindi/Hindi Translation, of which one must be Second Class. The qualifications must have been obtained from University recognized by UGC.

Desirable: Knowledge of bi-lingual word processing. Adequate knowledge of Bengali / Kannada.

Experience:

Two years' post-qualification experience in Hindi implementation and experience of terminological work in Hindi and translation work from Hindi to English and vice-versa, preferably of technical or scientific literature.

Job responsibilities (indicative not exhaustive):

- i) Translation from English to Hindi and vice-versa of various references, documents, manuals and other Publications of the Company and arranging for printing thereof.
- ii) Implementation of Government instructions regarding use of Hindi.
- iii) Administration of Hindi teaching Scheme for the Company employees.
- iv) Any other work assigned by the Office relating to implementation of the Official Language Act, 1963

AGE LIMIT

Not more than 31 years of age.

Internal Candidates (BRBNMPL): No Upper Age limit

Upper age limit is relaxable for PWD candidates by 10 Years, persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 as applicable, SC candidates by 5 years and OBC (NCL) candidates by 3 years. In case of Ex-Servicemen, it shall be relaxed by the length of Military Service increased by 3 years, however, they should not have crossed 50 years of age all inclusive as on February 1, 2018.

3) APPLICATION FEE (Non-Refundable):

₹300/- for all, except for SC/ST/PWD/Women candidates, Ex-Servicemen and Internal candidates.

Requisite Fee must be paid along with the application by means of Banker's Pay Order / Bank Draft (validity 3 months) issued by a Scheduled Commercial Bank drawn in favour of "Bharatiya Reserve Bank Note Mudran Private Limited" and payable at "Bengaluru". Payment in any other manner will not be accepted. Fees once paid will not be refunded.

4) PAYSACLE & OTHER PERKS AND FACILITIES

Post	Starting Basic Pay (₹)	CDA @5% (₹)	Gross monthly emoluments (₹)
Asst. Manager	56,100	2805	58,905

The selected candidates will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Company.

In addition to the gross monthly emoluments, the candidates are eligible for Food Vouchers, Washing allowance, Contributory Provident Fund, Gratuity, Reimbursement of conveyance expenses, Reimbursement of telephone charges, Subscription to newspaper, Medical facility for self and dependents, Children Education Allowance, Ex-gratia, Productivity Linked Reward etc. as per the rules of the Company. After confirmation, they will be eligible for other facilities viz. Leave travel facility, Leave encashment, Annual health check-up, Interest subsidy on housing loan, Electronic Device facility, Furnishing of residence etc. as per the rules of the Company. The candidates on appointment will be eligible for allotment of residential quarters as per the allotment rules of the Company. If residential accommodation is not allotted, the candidate will be eligible for House Rent allowance at Central Government rate.

5) SELECTION PROCEDURE

The Selection for the above posts will be made through Interview of eligible short-listed candidates. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for interview. In case the number of applications received is large, BRBNMPL reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of BRBNMPL in this regard is final.

6) HOW TO APPLY

Those who satisfy the aforesaid eligibility criteria may send their applications **BY POST** in the prescribed format published herewith on one side only on A4 size paper along with the requisite fee, self-attested photocopies of certificates in respect of age, qualification-mark sheets of all years/semesters, Degree certificate, experience certificate issued by the employer on his letterhead, caste certificate/Disability certificate in the Government of India in a cover superscribed "**Application for the post of Assistant Manager (for Ink Manufacturing Unit)**" or "**Application for the post of Assistant Manager (for Rajbhasha)**" to the following address so as to reach on or before **February 19, 2018**.

**The Director (F&A), Bharatiya Reserve Bank Note Mudran Private Limited,
Corporate Office,
No.3 & 4, I Stage, I Phase, B.T.M.Layout, Bannerghatta Road
Post Box No. 2924, D.R. College P.O., Bengaluru - 560 029.**

The said last date is extendable by 7 days i.e. upto **February 26, 2018** in respect of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep or abroad.

7) IMPORTANT GENERAL INSTRUCTIONS

- Candidates who do not fulfill the eligibility conditions as indicated above are not eligible and need not apply for the post and such applications are liable for rejection and the application fee if sent will not be returned.
- It is essential that the application is strictly in accordance with the prescribed format and is properly and completely filled and all certificates/mark sheets, fee are attached

and contain no corrections / alterations / over-writing. The format of the application published in the advertisement should not itself be used. The application may be downloaded from the Company's website or may also be typewritten or neatly hand written.

- (c) All educational qualifications must have been obtained from Government recognised Universities/Institutions. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent so as to check the eligibility percentage. In the absence of such information applications are liable for rejection.
- (d) SC/ST/PWD candidates should enclose a photocopy of the Caste/Tribe/Disability Certificate issued by the Competent Authority as 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. Ex-servicemen candidates should enclose a copy of the Discharge Certificate issued by the Competent Authority.
- (e) The Candidates belonging to OBC must 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. The certificate, interalia, must specifically state that the candidate does not belong to Creamy Layer. In addition, they should also send a declaration as per **Annex 'A'** duly signed under full signature and date along with the application.
- (f) At the time of joining, candidates in employment should produce a proper and unconditional relieving order from their present employer.
- (g) The appointment of selected candidates will be subject to formalities like medical examination, character verification, police verification and verification of other certificates/documents.
- (h) The candidates called for interview in connection with selection will be paid A.C.2 Tier train fare from their place of residence / work place and back by shortest route.
- (i) The candidates should send self-attested photocopies of certificates in respect of their age, qualification-mark sheets of all semesters / years, degree certificate and experience, and caste /Disability certificate (if applicable) in the Government of India format, Military Discharge Certificate (if applicable) and the requisite fee, along with the duly filled and signed application form. Originals of the certificates, mark sheets, degree certificate in support of educational qualification, age, experience and caste certificate will be verified before allowing the candidates for interview, if short listed for the same.
- (j) Persons who have been dismissed from service of any organization need not apply.
- (k) The decision of BRBNMPL in all matters regarding eligibility, shortlisting of candidates for interview, conduct of interview and selection will be final and binding on the candidates and no correspondence will be entertained in this regard.
- (l) Selected candidates are liable to be posted to any of the Presses / Offices (i.e. Mysuru in Karnataka / Salboni in West Bengal and Corporate Office at Bengaluru) or to any of the offices / presses that may be opened by the Company in future.
- (m) The seniority of the candidates on appointment will be as decided by the Company.
- (n) Incomplete applications, application not in the format, application without copies of relevant certificates/fee, applications without copies of marks cards of all years/semesters or applications received after the closing date are liable for rejection.
- (o) 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 Company's website www.brbnmpl.co.in shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Bengaluru.

- (p) In case it is detected at any stage that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact/s, his/her candidature will stand cancelled and, if already appointed, his/her services will be summarily terminated without giving any notice or compensation in lieu thereof.
- (q) BRBNMPL shall not be responsible for any application being rejected which is based on wrong information provided in any advertisement issued by unauthorized person / institution.
- (r) BRBNMPL takes no responsibility to collect any certificate / remittance sent separately.
- (s) BRBNMPL takes no responsibility for any delay in receipt or loss in transit of any application or communication.
- (t) No Correspondence from the applicants will be entertained with regard to their eligibility to apply.
- (u) Canvassing in any form will be a disqualification.
- (v) Any corrigendum to this advertisement will be displayed only on the Company's website <https://www.brbnmpl.co.in>.
- (w) Duly filled-in application with Banker's Pay Order / Bank Draft, mark sheets, certificates, testimonials etc. should be sent in a cover superscribed "**Application for the post of Assistant Manager (for Ink Manufacturing Unit)**" or "**Application for the post of Assistant Manager (for Rajbhasha)**" to The Director (F&A), Bharatiya Reserve Bank Note Mudran Private Limited, Corporate Office, No.3 & 4, I Stage, I Phase, B.T.M.Layout, Bannerghatta Road, Post Box No. 2924, D.R. College P.O., Bangalore 560 029.
- (x) For any information in this regard please contact us at 080-66602000 or email:recruitment@brbnmpl.co.in
