



सिक्क्योरिटी प्रिंटिंग एंड मिंगिंग कॉर्पोरेशन ऑफ इंडिया लिमिटेड

Security Printing and Minting Corporation of India Ltd.

(भारत सरकार के पूर्ण स्वामित्वाधीन)
(Wholly Owned by Government of India)

मिनी-रत्न श्रेणी-I सीपीएसई
Mini-Ratna Category-I CPSE

Advertisement No. 02/2026

Security Printing & Minting Corporation of India Limited (SPM/CIL), a Schedule 'A' Mini-Ratna Category-I Central Public Sector Enterprise wholly owned by Government of India, started functioning as a Corporatized entity with effect from 13th January, 2006. The objective and the business of the Company is designing, manufacturing security papers, Printing Currency and Bank notes, Passports, Non-Judicial Stamp Papers, Postage Stamps and Minting of the Coins.

SPM/CIL is under the administrative control of Department of Economic Affairs, Ministry of Finance having its registered and Corporate Office at 3rd floor, G-Block, World Trade Centre, Narela Nagar, New Delhi - 110029. The Operational Units of the Company are strategically located across the Country having its four Mints at Mumbai, Kolkata, Hyderabad and Noida, four Currency / Security presses at Nashik, Dewas and Hyderabad, besides a high quality Paper manufacturing mill and Currency Paper manufacturing Unit at Namadapuram.

With the above background, the Company is looking forward to recruit high caliber and talented professionals having potential to work in the domain of Human Resource, Finance & Accounts, Materials Management, Information Technology, Official Language and Safety, in the Organization and accordingly invites applications for the following posts:

S. No.	Name of the Post	Level	Pay Scale (IDA)	Total Numbers of Post(s)	Maximum Age (as on 24.08.2026)
1.	Deputy Manager (IT) – Application Developer	E-2	Rs. 50,000-1,60,000/-	01 {1-UR}	35 years
2.	Assistant Manager (HR)	E-1	Rs. 40,000-1,40,000/-	04 {2-UR, 1-OBC(backlog), 1-ST(backlog)}	30 years
3.	Assistant Manager (F&A)	E-1		03 {4-UR, 1-EWS, 1-OBC, 1-SC, 2-ST}	30 years
4.	Assistant Manager (MM)	E-1		04 {3-UR, 1-ST}	30 years
5.	Assistant Manager (IT)	E-1		02 {1-UR, 1-OBC (backlog)}	30 years
6.	Assistant Manager (OL)	E-1		01 {1-OBC}	30 years
7.	Assistant Manager (Safety)	E-1		03 {2-UR, 1-SC}	30 years

Note: * Out of the above-mentioned Posts at Sr. No. 1 to 6, one (1) post is earmarked for PwBD category under horizontal reservation.

1 - ELIGIBILITY CRITERIA (as on 24.08.2026)

S. No.	Name of the Post	Level	Qualification required
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S. No.	Name of the Post	Level	Qualification required
4.	Assistant Manager (MM)	E-1	1st Class Full Time Degree in Engineering in the discipline of Mechanical/Electrical/Pulp & Paper Technology/Electronics/Printing Technology. AND Two years Post Graduate degree/Post Graduate diploma/MBA in the area of Material Management/ Stores Management/Purchase/ Operations Management/Supply Chain Management/Logistics Management.
5.	Assistant Manager (IT)	E-1	1st Class Full Time MCA/ 1st class B.Tech (Computer Engineering/IT).
6.	Assistant Manager (OL)	E-1	Essential Qualification: 1st Class Master's degree from a recognized University in Hindi or English with English/Hindi subject at Graduation level (i.e. Hindi in case the candidate is Post-graduate in English and vice-versa). AND Two years' experience in translation from Hindi to English and vice-versa. Desirable: Knowledge of Sanskrit and/ or any other modern Indian language and Proficiency in working on Computers in Hindi language.
7.	Assistant Manager (Safety)	E-1	Essential Qualification: i. Recognised Degree in any branch of Engineering or Technology and have practical experience of working in a factory in a supervisory capacity for a period of not less than 2 years; OR Recognised Degree in physics or chemistry and have practical experience of working in factory in a supervisory capacity for a period of not less than 6 years; OR Recognised Diploma in any branch of Engineering or Technology and have practical experience of working in a factory in a supervisory capacity for a period of not less than 6 years; OR Recognised Degree or Diploma in any branch of Engineering or Technology and have experience of not less than six years (Full time) in training, education, consultancy or research in accident prevention industry or in any institution. AND ii. Recognised Degree or Diploma in the Industrial Safety. Note: In accordance with the statutory norms, adequate knowledge of Hindi or Marathi is required as applicable to the place of posting. Otherwise, knowledge of concerned language will have to be acquired upon selection.

S. No.	Name of the Post	Level	Qualification required	required as applicable to the place of posting. Otherwise, knowledge of concerned language will have to be acquired upon selection.										
1.	Deputy Manager (IT) – Application Developer	E-2	1st Class Full Time B.E./B.Tech from recognized University/Institute in Computer Science/Information Technology/Electronics & Communication Engineering discipline with minimum 60% marks or equivalent CGPA. Post Qualification Experience 3 years' experience as an Executive in the relevant functional area as an Officer/Executive in PSU/Govt./Reputed Private Company having turnover of more than Rs. 50 Crores. Essential Experience Should have minimum 3 years of post-qualification experience in relevant field mentioned as below: C# / Java / JavaScript/ ASP.NET/PHP.	NOTE: - Before applying applicants should ensure that they fulfill all the Eligibility criteria as mentioned in the advertisement for the posts. Company will take up verification of eligibility with reference to the original documents only after an applicant has qualified in the online examination result. If the candidates are not found eligible during the document verification process, they will not be allowed for the next stage of the selection process and their candidature liable to be rejected. Their admission to all the stages of recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Applicants who do not fulfill age & the minimum educational qualification as on closing date of receipt of applications are not eligible and need not apply for the post. - Internal candidates of SPMCIL who have acquired above required qualification through part time course shall be considered eligible if the same is acquired during the service in SPMCIL with prior approval of Competent Authority provided they had rendered minimum five 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. 1. IMPORTANT DATES: <table><tr><td>Opening of website link for applying online application</td><td>25.07.2026</td></tr><tr><td>Closing date for applying online</td><td>24.08.2026</td></tr><tr><td>Payment of fees in online mode</td><td>25.07.2026 to 24.08.2026 till 05:00 PM</td></tr><tr><td>Online Examination</td><td>The date will be informed on the SPMCIL website</td></tr><tr><td>Link for download of online Admit Card from the website</td><td>The date will be informed on the SPMCIL website</td></tr></table> - Candidates are advised to regularly visit the official website at career page for updates and notification. Continued on page 13	Opening of website link for applying online application	25.07.2026	Closing date for applying online	24.08.2026	Payment of fees in online mode	25.07.2026 to 24.08.2026 till 05:00 PM	Online Examination	The date will be informed on the SPMCIL website	Link for download of online Admit Card from the website	The date will be informed on the SPMCIL website
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Link for download of online Admit Card from the website	The date will be informed on the SPMCIL website													
2.	Assistant Manager (HR)	E-1	1st Class Full Time Master's Degree in PM & IR/MSW/MBA with HR elective from recognized University/ Management Institute. OR 1st class two years full time Post Graduate Diploma in Management with HR elective claiming to be equivalent to MBA from recognized University/Management Institute.											
3.	Assistant Manager (F&A)	E-1	Bachelor of Commerce (B.Com) degree along with CA/ICWA											

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- The above dates are tentative and may be changed at the discretion of SPMCIL.
 - Admit Cards and other related updates will be available through online mode only.
- 2. AGE LIMIT:**
- The upper age limit specified in the advertisement is for General candidates from the open market.
 - Upper age relaxation by 5 years for SC/ST and 3 years for OBC candidates (for reserved posts).
 - Upper age relaxation by 10 years for PwBD Unreserved candidates, 15 years for PwBD SC/ST candidates and 13 years for PwBD OBC candidates (of central list) for posts where reservation for PwBD is admissible.
 - Relaxation of age would be permissible to persons with disabilities as per the extant rules only to such persons who have minimum 40% disability.
 - Relaxation in upper age limit to Ex-servicemen will be as per extant Government rules.
 - **Computation of age, minimum post-qualification experience and educational qualification shall be as on closing date of application i.e. 24.08.2026.**
 - There shall be no age bar for the in-service SPMCIL employees who fulfill the required qualification and experience provided they have at least three years of service left as on the date of publishing of advertisement.
 - No relaxation in upper age limit is admissible to SC/ST/OBC candidates applying for Unreserved vacancies.

3. EXAMINATION FEES AND INTIMATION CHARGES:

Examination Fee of Rs. 1000/- (Non-Refundable) for candidates belonging to General, EWS and OBC Categories (including Ex-Servicemen)

Intimation charges of Rs. 200/- (Non-Refundable) for candidates belonging to SC/ST/PwBD Categories)

The examination fee and intimation charges are inclusive of GST.

The applicants have to pay the application fees online as per the method explained in para-5B. 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 also not be eligible. Applicants paying lesser fees will also not be eligible. Fees once paid shall not be refunded.

4. SELECTION PROCEDURE: Selection process for the posts will comprise of an online test (75% weightage) and Interview (25% weightage).

i. The objective type online examination will consist of following components.

Sr. No.	Name of the Test	No. of Questions	Max. Marks	Version	Time
1.	Professional Knowledge#	60	90	Hindi & English language except English language section	Composite time of 120 Minutes
2.	General Awareness	15	15		
3.	English Language	15	15		
4.	Logical Reasoning	15	15		
5.	Quantitative Aptitude	15	15		
Total		120	150		

For the post of Assistant Manager (OL), Professional Knowledge Section will be in Hindi and/or English, as applicable for a particular question.

ii. The Minimum Qualifying marks category wise that candidate must obtain in the online examination to be called for Interview is as under;

B. PAYMENT OF FEES**C. DOCUMENTS SCAN AND UPLOAD**

Candidates can apply online only from 25/07/2026 to 24.08.2026 and no other mode of application will be accepted.

A. APPLICATION PROCEDURE:

1. Candidates are required to visit the SPMCIL website www.spmcil.com click on the "Career" link and click on option "APPLY ONLINE" against the advertisement Advt. 02/2026.
2. Before filling the application, keep the following ready:
 - > Valid Email ID, Mobile Number & Aadhaar
 - > Recent passport-size photograph (not older than 3 weeks)
 - > Scanned Signature/ Thumb impression/ hand written declaration
 - > Educational & category certificates
3. Candidates may also note that,
 - > Category once selected will not be changed under any circumstances.
 - > Email ID & Mobile Number must remain valid for at least two years.
 - > Details can be edited only before final submission.

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

B. PAYMENT OF FEES - ONLINE MODE ONLY:

- i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards, Credit Cards, Internet Banking & UPI.
- iii. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- iv. On successful completion of the transaction, a confirmation e-mail will be sent to the applicant.
- v. **PAYMENT FAILURE** – On failure of payment, applicants are advised to login again using their application number and password and repeat the process of payment.

For the post of Assistant Manager (OL), Professional Knowledge Section will be in Hindi and/or English, as applicable for a particular question.

ii. The Minimum Qualifying marks category wise that candidate must obtain in the online examination to be called for interview is as under;

Category	Minimum Qualifying Marks
UR/EWS	45%
OBC	40%
SC/ST	35%

iii. The candidates will be shortlisted in the order of merit in the respective category in the ratio of 1:4, for Interview.

iv. The Minimum Qualifying marks (online examination + Interview) category wise that candidate must obtain for placement in panel of selected candidates is as under;

Category	Minimum Qualifying Marks
UR/EWS	55%
OBC	50%
SC/ST	45%

v. The exact date, session, reporting time of the online examination will be mentioned in the admit card. The examination will be conducted online at a test centre given in the respective admit card.

vi. There will be penalty for wrong answers marked. For every wrong answer marked, 1/4th of the marks assigned to that question will be deducted as penalty.

vii. The online examination may be conducted at various centres in **Delhi & NCR/ Hyderabad/ Kolkata/ Mumbai/Bhopal**.

a) No request for change of centre/venue/date/session for Online Examination shall be entertained.

b) SPMCIL however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.

c) SPMCIL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

d) Candidate will appear for the examination at an Examination Centre at his/ her own risks and expenses and SPMCIL will not be responsible for any injury or losses etc. of any nature.

e) The applicants are requested to keep checking the Company's website www.spmcil.com for any change in the examination date/other information.

5. HOW TO APPLY-

DETAILED GUIDELINES/PROCEDURES FOR:

A. APPLICATION PROCEDURE

WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.

iv. On successful completion of the transaction, a confirmation e-mail will be sent to the applicant.

v. **PAYMENT FAILURE** – On failure of payment, applicants are advised to login again using their application number and password and repeat the process of payment.

vi. To ensure the security of your data, please close the browser window once your transaction is completed.

vii. No other mode of payment of fees will be accepted.

viii. Bank transaction charges for online payment of application fees / intimation charges will have to be borne by the applicant.

ix. Application once submitted cannot be withdrawn application fees / intimation 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.

x. After successful payment, the candidate will be able to download / take a printout of the complete application form containing payment details.

xi. SPMCIL will not be responsible for failed, multiple, or duplicate payments arising due to technical or network-related issues.

C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS:

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.

➤ Format: **JPG/JPEG only**

➤ Ensure that the size of the scanned image is **20 KB to 50 KB**.

➤ Dimensions: 4.5 cm x 3.5 cm

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II. Signature Image:

- The applicant has to sign on white paper with Black ink pen.
- Format: **JPG/JPEG only**
- Ensure that the size of the scanned image is **20 KB to 50 KB**.
- Signature in capital letters will not be accepted.
- The signature must be signed only by the applicant and not by any other person.
- The applicant's signature obtained on the Admit Card and attendance sheet at the time of the online examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.

III. Left thumb Impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- Format: **JPG/JPEG only**
- Ensure that the size of the scanned image is **20 KB to 50 KB**.
- If left thumb is not available, right thumb may be used.
- Left thumb impression should be of the applicant and not any other person.

IV. Hand-written declaration Image:

- The applicant has to write the hand written declaration in English clearly on a white paper with black ink.
- Format: **JPG/JPEG only**
- Ensure that the size of the scanned image is **50 KB to 100 KB**.
- Hand written declaration should be of the applicant and not any other person.
- Hand written declaration in CAPITAL LETTERS shall not be accepted.
- Declaration Text:

"I, _____ (Name of 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."

V. Other Documents:

(Date of Birth proof, Certificate and Marksheet of SSC(10th), HSC(12th)/ Diploma(Engg.), Essential Qualification – Graduation or/and Post Graduation, Experience Certificate, Caste/Category Certificate, as applicable for the post)

- Format: **PDF only**
- Size: **100 KB to 1 MB**.

2. DOWNLOAD OF ADMIT CARD:

- Applicants who have registered online will be allowed to download online Admit Card for the online examination on the basis of the information furnished in the online application by the candidate. No separate Admit Card will be sent by post. No detail scrutiny will be carried out at the time of issuing call online Admit Card.
- The Admit Card can be downloaded from the Company's website **www.spmcil.com**. Once the applicant clicks the relevant link he/she can access the window for Admit Card download. The applicant is required to use (I) Application Number (II) Password for downloading the Admit Card.
- Applicants are required to affix recent recognizable photograph on the Admit Card preferably the same as provided during registration. Applicants have to appear at the examination centre with (i) Original Admit Card and (ii) Original valid photo Identity Proof as specified and mentioned in Admit Card.
- Applicants are also required to bring one photocopy of the original photo Identity proof. Intimation for downloading Admit Card will also be sent through email/SMS to the email id and mobile number as given by them in the online application form.

verification of certificates or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or restoring to any irregular or improper means in connection with his/her candidature or obtaining support for his/her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination.
- b) To be debarred either permanently or for a specific period from any examination conducted by SPMCIL.
- c) For termination of service, if he/she has already joined SPMCIL.

6. THE APPLICANTS MAY NOTE THE FOLLOWING:

- i. Applicants are advised in their own interest to apply online 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. SPMCIL takes no responsibility for applicants not being able to submit their application online within the last date on account of aforesaid reasons or any other reasons beyond the control of SPMCIL.
- 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/facts furnished by him/her are found to be false at a later stage.
- iii. The SC/ST/PwBD applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe/Disability Certificate issued by the Competent Authority, 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 time of verification or at any date after being advised about the same.
- iv. Persons with Benchmark Disability (PwBD) must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificate at the time of verification or on any date after being advised about the same.
- v. Management reserves the right to call for any additional documentary evidence in support of educational qualification etc. of the applicant.
- vi. Persons who have been dismissed from the service of any organization need not apply.
- vii. The applicants belonging to OBC Category should submit a photocopy of the certificate issued by the Competent Authority in the format prescribed for claiming services 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 OBC applicants coming under 'Creamy Layer' will be treated as 'General' category applicant and hence they should select their category in online application as 'General'. It may be noted that only the castes/sub-castes figuring in the Central List (Govt. of India) will be considered accordingly OBC caste/Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category. At the time of interview, candidates belonging to OBC Category will have to produce latest OBC Certificate (Non Creamy Layer) not older than 6 months, in the format prescribed by Govt. of India issued by Competent Authority for appointment to the post under Govt. of India and for

Applicants are also required to bring one photocopy of the original photo identity proof. Intimation for downloading Admit Card 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.

3. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the Admit Card letter for Online Examination will not be permitted to take the examination. The reporting time mentioned on the Admit Card is prior to the Start time of the test. Though the duration of the examination is 120 minutes (two hours), candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions for online test, etc.

4. **IDENTITY VERIFICATION:**

In the examination centre as well as at the time of interview, the Admit Card along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the Admit Card) 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 /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 Admit Card, 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 is not valid id proof for this project.

NOTE:

(i) Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Admit Card as well as the Interview Call Letter while attending the online examination/ interview respectively, without which they will not be allowed to take up the online examination/ interview. Candidates must note that the name as appearing on the Admit Card (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 Admit Card and Photo Identity Proof the candidate will not be allowed to appear for the online 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.

5. **ACTION AGAINST CANDIDATES 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,

Layer) not older than 6 months, in the format prescribed by Govt. of India issued by Competent Authority for appointment to the post under Govt. of India and for Central Govt. PSU,

- viii. For availing EWS reservation the conditions and format of the certificate will be followed as per DoPT Office Memorandum No. 36039/1/2019-ESTT (Res) dated 31.01.2019. EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channels. Benefit of reservation under EWS category can be availed upon production of an "Income and Asset Certificate" valid for Financial Year 2026-27 issued by a Competent Authority on the basis of gross annual income of FY 2025-26 in the format prescribed by Government of India. Candidates may please note that they should be in possession of "Income and Asset Certificate" as mentioned above issued on or after 01.04.2026 at the time of interview. "Income and Asset Certificate" shall be submitted by such candidates at the time of interview (if called for interview). No request for extension of time for production of "Income & Asset Certificate" shall be entertained. In case candidates fail to produce the same at the time of interview, they will not be allowed to appear for interview. Further, their request for interview under General category will also not be entertained.

ix. **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 EWS 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 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 EWS, 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 above would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

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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.
- x. Applicants already in service of Govt./Quasi Govt. Organizations, Public Sector Banks/Undertakings and Autonomous Bodies will have to submit No Objection Certificate (NOC) from their Employer at the time of interview.
- xi. The decision of SPMCIL, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by SPMCIL in this behalf.
- xii. Selected candidates are liable to be posted to any of the Units/Corporate Office of SPMCIL.
- xiii. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version shall prevail. Any resultant disputes arising out of this advertisement shall be subject to sole jurisdiction of the courts situated in Delhi.
- xiv. Canvassing in any form will be treated as a disqualification.
- xv. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- xvi. Candidates may refer to "Instructions for Online Registration" on online application portal in case of any difficulty in applying online.
- xvii. Any corrigendum/addendum to this advertisement will be displayed only on the Company's website www.spmcil.com. Therefore, applicants are advised to keep checking the Company's website for any update.
- xviii. The Company's 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 Company's website www.spmcil.com. It will not be intimated to the applicants individually.
- xix. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any SPMCIL recruitment process 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.
- xx. **Execution of Bond:** The new recruits at E-1 and E-2 level shall be liable to execute a bond of Rupees Three Lakhs to serve the Company for a minimum period of three years.

7. GUIDELINES FOR PERSONS WITH 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 (i) and (ii) below.

- i. 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).
- ii. 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 online test in magnified font and all such candidates will be eligible for compensatory time

- v. Mere conformity to the job requirement will not entitle a candidate to be called for Online examination/Interview. Management reserves the right to reject any application without assigning any reason and to raise the eligibility standard advertisement criteria to restrict/regulate the number of candidates to be called for interview. The recruitment process can be cancelled/suspended/terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.
- vi. The vacancies advertised are tentative and may increase/decrease as per organizational requirement.
- vii. According to Notification No: 38-16/2020-DD-III dated 4th January, 2021 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive is given below:

Name of Post	Suitable category & sub-category of Benchmark Disabilities	Functional Requirement
Deputy Manager (IT) – Application Developer	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
Assistant Manager (HR)	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, BN, RW, SE, H, C
Assistant Manager (F&A)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above	S, BN, MF, RW, SE, C
Assistant Manager (MM)	a) LV b) D, HH c) OA, OL, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	S, ST, W, SE, C
Assistant Manager (IT)	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
Assistant Manager (OL)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF
Assistant	Post is not Identified for PwBD.	

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.

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 may be from different academic stream i.e other than the academic stream prescribed for the post.
- 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.
- These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

8. GENERAL CONDITIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. Candidates can only apply for only one post from among the advertised posts, as the online exam for all the posts will be conducted on the same day.
- iii. Candidates are advised to submit only single online application for the post. However, if somehow, Candidate submits multiple Online Applications, then Candidate must ensure that Online Application with the higher "Application Number" is complete in all respects including fee.
- iv. 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 be adjusted against any other "Application Number". Further, it is also informed that the fee once paid, including in case of multiple applications, shall not be refunded in any circumstances.

Assistant Manager (Safety)	Post is not Identified for PwBD.
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Abbreviations:

Functional Requirement: S-Sitting, ST-Standing, W-Walking, BN-Bending, L-Lifting, KC-Kneeling & Crouching, JU-Jumping, CRL-Crawling, CL-Climbing, PP-Pulling & Pushing, MF-Manipulation with Fingers, RW-Reading & Writing, SE-Seeing, H-Hearing, C-Communication.

Category: B-Blind, LV-Low Vision, D-Deaf, HH-Hard of Hearing, OA-One Arm, OL-One Leg, BA-Both Arms, BL-Both Leg, OAL-One Arm and One Leg, BLOA-Both Leg & One Arm, BLA-Both Legs Arms, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, MDy-Muscular Dystrophy, ASD-Autism Spectrum Disorder (M-Mild, MoD-Moderate), ID-Intellectual Disability, SLD-Specific Learning Disability, MI-Mental Illness, MD-Multiple Disabilities.

viii. For appearing in the online test, reimbursement of travel fare shall not be admissible.

Outstation candidates (outside Delhi-NCR) who are provisionally shortlisted for document verification followed by Interview (If the documents are found in order), will be entitled for reimbursement of train fare (to and fro) from nearest station to the place of Interview by 3-tier AC Class.

- ix. The possibility of occurrence of some problem in the administration of the online 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 test 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.
- x. Decision of SPMCIL in all matters relating to recruitment shall be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the SPMCIL in this regard.
- xi. 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 is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- xii. SPMCIL 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 SPMCIL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, SPMCIL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

EN 17/29

Joint General Manager (HR)