

**BANK NOTE PRESS, DEWAS – 455 001 (MP)**

(A Unit of Security Printing & Minting Corporation of India Ltd" (SPMCIL)

Miniratna Category 1 CPSE

Wholly owned by Government of India

ISO 9001 & ISO 14001 Certified Unit

CIN – U22213DL2006GOI144763

PHONE NO. – 07272-255222, FAX NO. – 07272-255111

Email – bnpdewas@spmcil.com Website – www.bnpdewas.spmcil.com

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Bank Note Press, Dewas (MP) is one of the nine units under the "Security Printing and Minting Corporation of India Limited" (SPMCIL), a miniratna Category-I Public Sector Enterprises, 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 Bhawan, Janpath, New Delhi. It has four Minting Units at Mumbai, Kolkata, Hyderabad, Noida, four Currency/Security Printing Presses at Nashik, Dewas and Hyderabad besides a high quality paper manufacturing Mill at Hoshangabad.

Bank Note Press, Dewas (BNP) invites online applications from eligible and willing applicants for the various posts of Supervisors at S-1 level (IDA Pay scale) in the Bank Note Press, Dewas. Applicants are advised to apply Online between 21/12/2015 to 14/01/2016 only through the BNP website at www.bnpdewas.spmcil.com under the page "job opportunity" and open the online application link Apply Online for 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. Bank Note Press, Dewas will take up verification of eligibility with reference to the original documents only after that they have qualified for interview based on their Online written examination result. If the candidates shortlisted for interview are found 'Not eligible' during the document verification process, they will not be allowed to attend the interview. 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, essential educational qualification & experience as on 01/10/2015 are not eligible and need not to apply for the post.

Important Dates:

Opening of website link for applying Online application	21/12/2015 to 14/01/2016
Payment of fees in online mode	21/12/2015 to 14/01/2016
Tentative date of Online Written examination which will be conducted "Online" at selected centers.	13/02/2016

VACANCIES/RESERVATION

i) Indicative number of vacancies proposed to be filled up for the post of **Supervisors** is as detailed below:

PROJECTED VACANCIES					RESERVATION STATUS						
Sr. No	Name of the post	Level	No of Posts	Scale of Pay (IDA)	UR	SC	ST	OBC	Total	PWD	Ex-SM
1	Supervisor (Technical Control)	S-1	31	₹ 12300-25400/-	16	5	2	8	31	1*	3
2	Supervisor (Technical Support-Civil/Environment)	S-1	4	₹ 12300-25400/-	2	1	-	1	4		
3	Supervisor (Technical Operation-Air Conditioning)	S-1	5	₹ 12300-25400/-	2	1	-	2	5	-	1
4	Supervisor (Technical Operation –Mechanical)	S-1	1	₹ 12300-25400/-	-	-	-	1	1		
Total			41		20	7	2	12	41		

The number of vacancies and also the number of reserved vacancies mentioned above are provisional and may slightly vary according to the actual requirement of BNP, Dewas.

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) Only Post at Sr.No 1* i.e. Supervisor (Technical Control) above is identified for Physically Handicapped & suitable only for Hearing Handicapped (HH-PD) and Orthopedically Handicapped OH- (OL -R or L).

VH candidates and any other type of Physically Handicapped candidates need not to apply.

iv) 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.

v) **Full Form of abbreviations (Legends) :-**

UR =Un-Reserved	SC =Scheduled Caste	ST = Scheduled Tribe
OBC = Other Backward Class	Ex-SM = Ex-Serviceman	HH = Hearing Handicapped (PD – Partially Deaf)
OH =Orthopedically Handicapped OL – One Leg affected (R or L)	VH =Visually Handicapped	

2. QUALIFICATION & EXPERIENCE as on the 01/10/2015.

Supervisor (Technical Control)

ESSENTIAL: 1st class Diploma in Mechanical/Electrical/ Electronics/ Computer/ IT Engineering/Printing from All India Council For Technical Education(AICTE) approved Institute.

DESIRABLE: B.Tech in Printing/Mechanical/Electrical/ Electronics/ Computer/ IT Engineering.

Supervisor (Technical Support-Civil/Environment).

ESSENTIAL: 1st class Diploma in Civil/Environmental Engineering from All India Council For Technical Education(AICTE) approved Institute.

DESIRABLE: B.Tech in Civil/Environmental Engineering.

Supervisor (Technical Operation-Air Conditioning)

ESSENTIAL: 1st class Diploma in Refrigeration & Air-Conditioning or Electrical or Mechanical Engineering from All India Council For Technical Education(AICTE) approved Institute.

DESIRABLE: B.Tech in Refrigeration & Air-Conditioning or Electrical or Mechanical Engineering.

Supervisor (Technical Operation –Mechanical)

ESSENTIAL: 1st class Diploma in Mechanical Engineering from All India Council For Technical Education (AICTE) approved Institute.

DESIRABLE: B.Tech in Mechanical Engineering.

Note: (1) Candidates not having essential qualifications must not apply.

(2) 1st Class means first class awarded by the university / Institute irrespective of the percentage of Marks.

3. AGE – Minimum age 18 years and maximum age 30 years as on 01/10/2015. i.e. a candidate must have been born not earlier than 02-10-1985 and not later than 01-10-1997)

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) Upto a maximum of 5 years to applicants of Jammu and Kashmir who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir.
- j) **No relaxation in the upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.**

4. EXAMINATION FEE

(i) Rs. Nil for SC/ST/PWD applicants. Rs.400/- for all applicants.

(ii) The applicants (wherever applicable) have to pay the application fees of Rs.400/- online as per the method explained in **Para 7B**. 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 considered not eligible. Fees once paid will **neither be refunded nor kept in reserve for future exam/selection.**

5. PAYSACLE: (IDA Pay scale-Rs.12300-25400/-).

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 Bank Note Press, Dewas.

6. Selection will be done on the basis of Online Written examination and Interview. Written examination which will be conducted "Online" and will be of objective type. This will be followed by a personal interview of candidates on the basis of merit in the Online Written examination and are shortlisted for interview.

- i. *The Objective type of Online Written examination will consist of tests on Logical Reasoning, General awareness, Quantitative Aptitude and English Language. Total marks of the written test will be 100. **There will be no negative marking for Online Written examination. The duration of the examination is 1 hour.***
- ii. In the Selection Process, on the basis of performance of the applicants in the Online Written examination, he/she will be called for interview. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the Online Written examination and personal interview will not entitle an applicant to appointment in the Bank Note Press, Dewas.
- iii. 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. Each candidate will have to secure a minimum score in each of the tests as well as on the total score. The cut-off points to qualify in each of the tests will be decided based on the group norms. The passing marks in each of the test will be decided by the BNPD on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total in order of

merit to be called for interview. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the online test will be called for the interview in fixed ratio.

Note: The Corrected Scores obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores. Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms. Test wise scores and scores on total is reported with decimal points upto two digits.

- iv. The Online Written examination will be held tentatively on 13/02/2016. The exact date, session, reporting time of examination will be mentioned in the call letter. The written 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) for the Interview only 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 applicants are requested to keep checking the Bank Note Press, Dewas website www.bnpdewas.spmcil.com for any change in the examination date.
- v. The online written test will be conducted at Bhopal and/or Indore. The online written Test will be in bilingual form i.e. Hindi & English.
- vi. **Online application can be submitted by a candidate only once and against only one of the posts, which means that a candidate can apply online for any one post only. Hence, you are advised to apply for the post most suitable to your Qualification, Experience, etc.**
- vii. No request for change of centers/venues/date/session for examination shall be entertained. Bank Note Press, Dewas, 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. BNP, Dewas 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.
- viii. All applicants will have to appear for the Online Written examination at their own risks and expenses. Bank Note Press, Dewas will not be responsible for any injury or losses etc. of any nature.
- ix. Admission to the Online Written 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.
- x. 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 BNP in Printing, Control, Ink Factory, Workshop, Office as directed and also have to perform the duties of higher / lower posts as per the requirement of the organization. The selected candidates at the S-1 level are also liable to be posted on the machines in any section/sub-section of Bank Note Press and they have to perform their duty as per directions and are required to work physically on the machine plant/equipment etc. The selected candidates at the S-1 level are liable to be transferred to any of the Units of SPMCIL.
- xi. *The selected candidates are neither entitled for overtime allowance nor any productivity linked incentive payment. However they are entitled for PRP as per SPMCIL Policy.*
- xii. *The selected candidates have to follow the Shift wise timings and they can be deployed on any of the shifts.*
- xiii. The decision of BNP, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by BNP in this behalf.
- xiv. Selected candidates are liable to be posted to any of the Presses/Offices (i.e. Nashik/Mumbai/Hoshangabad/Noida/Hyderabad/Kolkata/Delhi) of SPMCIL or at any of the offices/presses that may be opened by the SPMCIL/Bank Note Press, Dewas in future.

- xv. For Security reason, the selected candidates are required to stay in the BNP colony and the Quarter will be allotted as per their entitlement depending on the availability.
- xvi. The seniority of the candidates on appointment will be as decided by the Bank Note Press, Dewas.
- xvii. Before applying for the posts, the candidate must ensure that he/she is eligible according to the eligibility criteria as stipulated above. If the candidate found not eligible, his/her candidature will be cancelled at any stage of the recruitment. Please note that even if the candidate qualify in the Online Written examination/interview and subsequently it is found that he/she do not fulfill the eligibility criteria, his/her candidature will be cancelled.
- xviii. The candidates applying for the above posts, if they are selected, at the time of joining, shall be liable to execute a bond of Rupees Two Lakhs to serve in the Company for a minimum period of three years. Such candidates shall have to provide two Sureties. In the event of leaving the Company, before completion of minimum period of three years, failing which the Sureties will have to indemnify the Company by making the payment of Bond Amount.
- xix. **Download of Call letter** – Applicants who have registered Online will be allowed to download Online call letters for the "Online" examination on the basis of the information furnished in the Online application. No detail scrutiny of application will be carried out at the time of issuing call letters Online. The call letters can be downloaded from the Bank Note Press, Dewas's website www.bnpdewas.spmcil.com. Once the applicant clicks the relevant link, he/she can access the window for call letter download. The applicant is required to use (i) Registration Number/ Roll Number, (ii) Password/Date of Birth for downloading the call letter. Applicants are required to affix recent recognizable photograph on the call letter preferably the same as provided during registration. Applicants have to appear at the examination center with (i) Original Call Letter and (ii) Original Photo Identity Proof as specified and mentioned in call letter. *Applicants are also required to bring one photocopy of the original photo identity proof.* Intimation for downloading call letter will also be sent through email/SMS to the email ID and mobile number as given by them in the online application form. However, applicants should keep checking the above website for latest updates.
- xx. **Reporting late for Online Examination** – Applicants reporting late for Online Written examination i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 01 hour, applicants may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
- xxi. 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 BNP Dewas. 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.
- xxii. *If the Online written examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any applicant.*
- xxiii. In order to overcome the possibility of applicants seeking help of other applicants during the Online Written examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the Online Written examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Bank Note Press, Dewas reserves the right to cancel the candidature of the concerned applicant and the result of such applicants (disqualified) will be withheld. Hence the applicants are advised in their own interests not to indulge in any unfair practice/malpractice in the examination.
- xxiv. 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 BNP's recruitment process in future. If such instances go

undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

7. HOW TO APPLY:

Applicants are requested to follow the detailed procedures/guidelines as indicated below:

- A. Application Registration Procedure
- B. Payment of fees Procedure
- C. Guidelines for Photograph & Signature Scan and Upload
- D. Other Guidelines

Applicants can apply only from 21/12/2015 to 14/01/2016 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, applicants should-

- Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- Have a valid e-mail ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank Note Press, Dewas may send call letters for the Examination etc., through the registered e-mail ID. In case an applicant does not have a valid personal e-mail, he/she should share/mention email ID to /or of any other person.

• **APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE).**

• **PAYMENT OF FEE ONLINE : 21/12/2015 to 14/01/2016**

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

A. Application Registration Procedure

Applicants to visit Bank Note Press, Dewas's website www.bnpdewas.spmcil.com (job opportunity) and open the online application link Apply Online for filling the Online Application Form.

- (i) To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and E-mail ID. A provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (ii) In case the applicant is unable to complete the application form in one go, he/she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- (iii) Applicants are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- (iv) The Name of the applicant or his/her Father/Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/ Identity Proof. Any change/ alteration found may disqualify the candidature.
- (v) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (vi) Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point - **7 C**.
- (vii) Applicants can proceed to fill other details of the Application Form.
- (viii) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (ix) Modify details, if required, and click on 'FINAL SUBMIT' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (x) Click on 'Payment' Tab and proceed for payment.
- (xi) Click on 'Submit' button.

B. Payment of Fees procedure (Online Mode)

- i) The application form is integrated with payment gateway and the payment process can be completed by following the instructions.

- ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro). Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallet.
- iii) After submitting your payment information in the online application form, *PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.*
- iv) On successful completion of the transaction, an e-Receipt will be generated.
- v) Non-generation of 'e-Receipt' indicates PAYMENT FAILURE. On failure of payment, applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi) Applicants are required to take a printout of the e-Receipt and online application form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- viii) To ensure the security of your data, please close the browser window once your transaction is completed.
- ix) **There is facility to print application form containing fee details after payment of fees.**
- x) **No other mode of payment of fees will be accepted.**

C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- APPLICANT MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

I. PHOTOGRAPH IMAGE:

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

II. SIGNATURE IMAGE :

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb-20kb.
- Ensure that the size of the scanned image is not more than 20KB.

III. SCANNING THE PHOTOGRAPH & SIGNATURE

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimension can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned

photograph and signature in any format can be saved in .jpg or .jpeg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (Signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

- **If the size and format are not as prescribed, an error message will be displayed.**
- While filling in the Online Application Form the applicant will be provided with a link to upload his photograph and signature.

IV. Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph/Signature".
- Browse & Select the location where the Scanned Photo/Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button
- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccesful fee payment will not be considered as valid.

(D) Other Guidelines:

1.

- 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 Bank Note Press, Dewas's website on account of heavy load on internet/website jam. BNP takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the BNP.
- 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. BNP 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 as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/Passport/Driving License /Voter's Card/ Bank Passbook with photograph/Photo identity proof issued by a Gazetted Officer on official letterhead /Photo identity proof issued by a recognized College /University/Aadhar card with a photograph/Employee ID/Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The applicant's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the applicant is in doubt the applicant may not be allowed to appear for the Examination. Please note that e-Aadhar Card and Ration Card are not valid ID proofs for this recruitment exercise.

Note: Applicants have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Applicants must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female applicants who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the applicant will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

v. Action Against Applicants Found Guilty of Misconduct/Use of Unfair means

Applicants are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview 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/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- resorting to any irregular or improper means in connection with his/her candidature or
- obtaining support for his/her candidature by unfair means, or
- carrying mobile phones or similar electronic devices of communication in the examination/interview hall such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :
 - (a) to be disqualified from the examination
 - (b) to be debarred either permanently or for a specified period from any examination conducted by BNP
 - (c) for termination of service, if he/she has already joined BNP.

2. 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. They should attach the following documents and keep them ready with them.
 - i) Self-attested copies of the certificates pertaining to age, educational qualification i.e. Copies of all the mark-sheets of all semesters/years and experience i.e. Experience certificate on the letterhead of employer.
 - ii) Self-attested copies of Caste/Tribe certificates for SC/ST/OBC applicants. The certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India.
 - iii) A copy of the Disability certificate issued by the Competent Authority as prescribed by Government of India from PWD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PWD candidates.
 - iv) Ex-Servicemen applicants should keep a copy of discharge certificate. A certificate for Ex-Servicemen should be signed by the appropriate Authority specified below and should also specify the period of Service in the armed forces; In case of JCOs/ORs and equivalent rank of navy and air force - Army; By concerned regimental record office. Navy: Naval records, Mumbai, and Air Force: Air Force records, New Delhi.
 - v) Ex-Servicemen who have already secured regular employment under the Central Government in a Civil Post or Service are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Government. However such applicants will not be eligible for the benefit of reservation, if any, for Ex-servicemen in the Company's services.
- b. Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of interview or if advised to submit at any date, after being shortlisted for interview on the basis of Online Written examination results. 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 Bank Note Press, Dewas 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 Bank Note Press, Dewas's website www.bnpdewas.spmcil.com which may be downloaded along with the call letter for Online examination.

Important – Applicants may please note that in case of any problem in filling up the form, payment of fee/intimation charges, queries may be made at ibpso@ibps.in / registration_helpdesk@ibpsorg.org by mentioning "BNP Recruitment of Supervisors" in the subject of the email. Applicants should not forget to mention "BNP Recruitment of Supervisors" in the subject line

3. The applicants may note the following:

- i) The SC/ST/PWD applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe/Disability Certificate issued by the Competent Authority in the Government of India format for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India at the time of interview or at any date after being advised about the same.

- ii) Persons with Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of interview or on any date after being advised about the same.
- iii) The applicants belonging to OBC should submit a photocopy of the certificate issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes in Civil Posts and services **under the Government of India** at the time of interview or on any date after being advised about the same. The certificate, interalia, must specifically state that the applicant does not belong to the socially advanced sections/Creamy Layer. The certificate should have been obtained from the Competent Authority. The applicant should not belong to the socially advanced sections/Creamy Layer as on the last date of application. The OBC applicants coming under 'Creamy Layer' will be treated as "GENERAL" category applicant and hence they should select their category in online application as 'GENERAL'. It may be noted that only the castes/sub castes figuring in the Central List (Govt.of India) will be considered. Accordingly, OBC caste/Sub caste figuring in the concerned State list but not in Central List will not be considered under OBC category.
- iv) 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 interview, 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 Bank Note Press,Dewas.
- v) Persons who have been dismissed from the service of any organization **need not apply.**
- vi) 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 Bank Note Press,Dewas's website www.bnpdewas.spmcil.com shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Dewas.
- vii) Appointments of selected candidates will be subject to his/her being declared medically fit **by District Civil Surgeon** satisfactory report about his/her character and antecedents by the Police Authorities/SDM, satisfactory report from his/her previous employer and referees, verification of caste/tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the Bank Note Press,Dewas. Further, such appointment shall also be subject to Service rules and Standing orders of the Bank Note Press,Dewas.
- viii) Canvassing in any form will be treated as a disqualification.
- ix) No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained. The decision of BNP Dewas in all matters related to this advertisement will be final and binding on the applicants. No correspondence or personal enquiry shall be entertained by BNP Dewas in this behalf.
- x) No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- xi) 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.
- xii) The Bank Note Press,Dewas reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Bank Note Press,Dewas will be displayed only on the Bank Note Press,Dewas's website www.bnpdewas.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 be refunded to them.
- xiii) Any corrigendum to this advertisement will be displayed only on the Company's website <http://bnpdewas.spmcil.com>. Therefore, applicants are advised to keep checking the Company's website for any update

Sd/-

General Manager