

**ADVERTISEMENT**

**No. : 02 /Admn /2023**

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

1. India Government Mint, Mumbai invites online applications from eligible and willing applicants for the posts of **Junior Technician at W-1 in various trades , Jr. Office Assistant at B-3 level, Jr. Bullion Assistant at B-3 level**

Applicants are advised to apply Online from **15.06.2023 to 15.07.2023** through the IGMM website at **igmumbai.spmcil.com only**. Applicants are advised to go to the page “Careers” on the website and open the online application link and then apply Online by filling the Online Application Form. Applicants may apply after carefully going through all the instructions given in this advertisement. No other means/mode of application will be accepted.

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

**Important dates:**

Duration of website link for applying Online application	<b>15.06.2023 to 15.07.2023</b>
Payment of fees in online mode	<b>15.06.2023 to 15.07.2023</b>

**VACANCIES/RESERVATION**

Sl. No.	Name of the Post/ Level	Scale of Pay	No. of Posts	Qualifications (As on 15.07.2023 )	Age Limit (As on 15.07.2023 )
1	Jr. Technician (Fitter)	Rs. 18780-67390 /- in IDA Pattern of Pay Scale , Other allowances as admissible	SC- 5 (includes backlog of 2 ) OBC-6 EWS-2 UR- 11  ————— 24  <i>Under horizontal reservation 2- PWbD and 2- Ex.-Serviceman</i>	Essential : : Full Time I.T.I. Certificate in Fitter Trade recognised from NCVT/SCVT	25 Years
2	Jr. Technician (Turner)	Rs. 18780-67390 /- in IDA Pattern of Pay Scale , Other allowances as admissible	ST - 1 UR – 3  ————— 4	Essential : : Full Time I.T.I. Certificate in Turner Trade recognised from NCVT/SCVT	25 Years

3	Jr. Technician (Attendant operator- Chemical Plant)	Rs. 18780-67390 /- in IDA Pattern of Pay Scale , Other allowances as admissible	SC -1 OBC – 2 EWS – 1 UR - 7 <hr/> 11 <i>Under horizontal reservation 1- Ex.- Serviceman</i>	Essential : : Full Time I.T.I. Certificate in Attendant Operator – Chemical Plant Trade recognised from NCVT/SCVT	25 Years
4	Jr. Technician (Moulder)	Rs. 18780-67390 /- in IDA Pattern of Pay Scale , Other allowances as admissible	UR- 3	Essential : : Full Time I.T.I. Certificate in Moulding Trade recognised from NCVT/SCVT	25 Years
5	Jr. Technician (Heat Treatment )	Rs. 18780-67390 /- in IDA Pattern of Pay Scale , Other allowances as admissible	UR- 2	Essential : : Full Time I.T.I. Certificate in Heat Treatment Trade recognised from NCVT/SCVT	25 Years
6	Jr. Technician (Foundryman/ Furnaceman)	Rs. 18780-67390 /- in IDA Pattern of Pay Scale , Other allowances as admissible	SC-1 ST-1 OBC-2 EWS-1 UR – 5 <hr/> 10 <i>Under horizontal reservation 1- Ex.- Serviceman</i>	Essential : : Full Time I.T.I. Certificate in Foundry/Furnace Trade recognised from NCVT/SCVT	25 Years
7	Jr. Technician (Blacksmith)	Rs. 18780-67390 /- in IDA Pattern of Pay Scale , Other allowances as admissible	UR- 1	Essential : : Full Time I.T.I. Certificate in Blacksmith Trade recognised from NCVT/SCVT	25 Years
8	Jr. technician (Welder)	Rs. 18780-67390 /- in IDA Pattern of Pay Scale , Other allowances as admissible	UR- 1	Essential : : Full Time I.T.I. Certificate in Welding Trade recognised from NCVT/SCVT	25 Years
9	Jr. technician (Carpenter)	Rs. 18780-67390 /- in IDA Pattern of Pay Scale , Other allowances as admissible	UR-1	Essential : : Full Time I.T.I. Certificate in Carpentary Trade recognised from NCVT/SCVT	25 Years
10	Junior Office Assistant (B-3 level)	Rs.21540/- - 77160/- in IDA Pattern of Pay Scale , Other allowances as admissible	SC-1 (Backlog) ST-1(Backlog) OBC – 2 (1 backlog) UR – 2 <hr/> 6	Essential: Graduate with at least 55% marks and computer knowledge with typing speed on computers in English @ 40 wpm/ Hindi @30 wpm.	28 Years
11	Junior Bullion Assistant (B-3 level)	Rs.21540/- - 77160/- in IDA Pattern of Pay Scale , Other allowances as admissible	SC-1(Backlog) ST-1(Backlog) ----- 2	Essential: Graduate with at least 55% marks and computer knowledge with typing speed on computers in English @ 40 wpm/ Hindi @30 wpm.	28 Years

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

Ex-Serviceman – Only those candidates shall be treated as Ex-Serviceman who fulfills the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel and Administrative Reforms notification No. 36034/5/85 Estt.(SCT), dtd. 27-10-1986 as amended from time to time.

**Note for Persons with Benchmark Disability (PwBD) candidates:**

IGMM has identified the following post(s) as suitable for each category of PwBD along with the Physical Requirements and Functional Classifications. Only following categories of PwBD candidates are, therefore, eligible to apply for the posts.

Name of Post	Categories for which Identified	Physical Requirements
Jr.Technician (Fitter)	a) D, HH b) OL, Dw, AAV	S, ST, W, BN, L, KC, PP, MF, RW, SE, H

**CATEGORY ABBREVIATIONS USED:** D=Deaf, HH= Hard of Hearing, OL=One Leg,, Dw =Dwarfism, AAV=Acid Attack Victims, S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, PP= Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing.

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

iv) **Full Form of abbreviations (Legends):**

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

**IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS)-**

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 31<sup>st</sup> January, 2019.
2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
  - i. 5 acres of Agricultural Land and above;
  - ii. Residential flat of 1000 sq. ft. and above;

- iii. Residential plot of 100 sq. yards and above in notified municipalities;
  - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
3. The income and assets of the families as mentioned in Para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification/interview 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/interview.
4. The reservation of EWS shall be governed as per the instructions issued by the Company in this regard from time to time.

#### **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

##### **Use of Scribe & Compensatory time (disability of 40% or more):**

At the time of online/written examination, those PwBD candidates (who have disability of 40% or more) who have physical limitation in typing/writing would be allowed the facility to use the service of a scribe. In all such cases where a scribe is used, the following rules will apply:

- A. The candidate will have to arrange his/her own scribe/writer at his/her own cost.
- B. Both the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe at the time of examination.
- C. PwBD candidates who have physical limitation to type/write including that of speed shall be allowed compensatory time of 20 minutes per hour of the examination whether availing the facility of scribe or not.
- D. Any candidate who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the above guidelines. Violation of the above guidelines or suppression of material facts shall entail the cancellation of candidature of PwBD candidate, in addition to any other action that the Organization may deem fit against the candidate and the Scribe. The candidate can be removed from service without notice, if he/she has already joined the Organization.
- E. During the examination, at any stage, if it is found that scribe is independently answering the questions, the examination session for such candidate will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

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

- A. In addition to instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:
- B. The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix-I and undertaking in Appendix II.

The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix-II.

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

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

- a) Upto a maximum of 5 years for SC/ST candidates.
- b) Upto a maximum of 3 years for candidates belonging to OBC.
- c) Upto a maximum of 10 years if the candidate is a physically handicapped person.
- d) For candidates belonging to SC/ST who are physically handicapped, the maximum age relaxation is 15 years.
- e) For candidates belonging to OBC who are physically handicapped, the maximum age relaxation is 13 years.
- f) Departmental candidates: No age bar for the in service SPMCIL employees who fulfill the essential qualification and experience provided, at least three years service is left on the date of the advertisement.
- g) Ex-servicemen : to the extent of service rendered by them in Armed Forces plus an additional period of three years (8 years for SC/ST and 6 years for OBC) subject to maximum of 50 years of age
- h) **No relaxation in the upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.**

**4. EXAMINATION FEE :**

Registration charges of Rs. 600/- (including GST) for candidates belonging to UR/ OBC/ EWS category and

No Application fees is required to be paid by SC/ST/PWD candidate but Intimation charges of Rs. 200/- (including GST) is to be paid by candidates belonging to SC / ST /PWD category for each posts.

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

**5. A. Selection to the posts of Jr. Office Assistant (B-3 Level) & Jr. Bullion Assistant (B-3 Level):**

The exam for Jr. Office Assistant (B-3 Level) & Jr. Bullion Assistant (B-3 Level) will be conducted in 02 phases:

- 1. First, English/Hindi typing (English @ 40 wpm/Hindi @30 wpm) test on Computer will be conducted. Criteria for evaluation of typing test and other instructions are attached as **Appendix III** and **Appendix IV**.
- 2. Those candidates who qualify English/Hindi Typing Test (English @ 40 wpm/Hindi @30 wpm) on Computer will be called for computer based Test.

The Objective type computer based test for **Jr. Office Assistant** will consists of tests on Logical Reasoning, General awareness, Quantitative Aptitude and English Language.

- i) Total marks of the online test will be 160. There will be no negative marking for computer based test. The duration of the examination is 120 minutes.

Sr. No.	Test Name	No. of Qs.	Max. Marks	Version and penalty	Duration
1	Logical Reasoning	40	40	Bilingual with 5 options and No penalty	120 minutes
2	General Awareness	40	40		
3	English Language	40	40		
4	Quantitative Aptitude	40	40		
	Total	160	160		

The Objective type computer based test for **Jr. Bullion Assistant** will consists of tests on Logical Reasoning, General awareness, Quantitative Aptitude and English Language.

- i) Total marks of the computer based test will be 160. There will be no negative marking for computer based test. The duration of the examination is 120 minutes.

Sr. No.	Test Name	No. of Qs.	Max. Marks	Version and penalty	Duration
1	Logical Reasoning	60	60	Bilingual with 5 options and No penalty	120 minutes
2	General Awareness	20	20		
3	English Language	20	20		
4	Quantitative Aptitude	60	60		
	Total	160	160		

- ii) The Scores of computer based test will be obtained by adopting the following procedure for the posts of Jr. Office Assistant at B-3 Level and Jr. Bullion Assistant at B-3 Level :

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

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

Merely qualifying in the computer based test will not entitle an applicant to appointment to the posts of Jr. Office Assistant at B-3 Level and Jr. Bullion Assistant at B-3 Level in the India Government Mint, Mumbai.

**B. Selection to the posts of Jr. Technicians ( Fitter, Turner, Attendant Operator-Chemical Plant, Welder, Furnace man , Carpentry, Moulder, Heat treatment, Blacksmith) at W-1 level :**

Selection to the posts of Jr. Technicians at W-1 Level will be done on the basis of computer based test and will be of objective type.

- i. The Objective type computer based test will consists of tests on, Professional knowledge ( Fitter, Turner, Welder, Carpentry, Moulder, Heat treatment, Blacksmith, Foundry man/Furnace man, Attendant Operator- Chemical Plant) Logical Reasoning, General awareness, Quantitative Aptitude and English Language.
- ii. Total marks of the computer based test will be 125. There will be no negative marking for computer based test. The duration of the examination is 02 hour.

Sr. No.	Test Name	No. of Qs.	Max. Marks	Version and penalty	Duration
1	Professional knowledge in the respective trade.	50	75	Bilingual with 5 options and No penalty	120 minutes with no pre- determined cut offs
2	Logical Reasoning	10	10		
3	General Awareness	15	15		
4	English Language	15	15		
5	Quantitative Aptitude	10	10		
	Total	100	125		

iii. The Scores of computer based test will be obtained by adopting the following procedure for the posts of Jr. Technicians at W-1 Level:

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

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

Merely qualifying in the computer based test will not entitle an applicant to appointment to the posts of Jr. Technician at Level W-1 in the India Government Mint, Mumbai.

#### 6. **General Instructions:**

- For the posts of Junior Technician, Computer Based examination will be held. **For the posts of Jr. Office Assistant and Junior Bullion Assistant first skill test will be conducted and those who qualify the skill test as per prescribed criteria will be called for Computer Based test.** The exact date, session, reporting time of examination will be mentioned in the call letter. The skill test/ computer based test will be conducted online in venues given in the respective call letters. The applicants will have to take the examination on the date and time as indicated in the call letter at their own cost. However, for SC/ST candidates, Travelling Allowance only Second class ordinary fare (to & fro) shall be reimbursed as per Rules on production of journey details including Railway/Bus Tickets by the shortest route. The distance should not be less than 30 Kms. The SC/ST candidates are required to submit their bank details (Bank Account No., IFSC Code, Branch Name, Bank Name) along with tickets, for the payment at the time of **appearing** for the above posts. The prescribed form can be downloaded from our website. The applicants are requested to keep checking the India Government Mint, Mumbai website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com) for any change in the examination date.
- The skill test/ computer based test will be conducted at Delhi NCR, Bhopal, Nashik, Kolkata, Hyderabad and Mumbai/ Navi Mumbai. The computer based test will be in bilingual form (In Hindi and English).
- Application can be submitted once and against only one of the posts, which means that a candidate can apply for any one post as the exam is likely to be conducted on the same day. Hence it is advised to apply for the post most suitable to your qualification and experience. However, if somehow, if he/she submits multiple Online Applications for one post, then he/she must ensure that Online Application with the higher "Registration Number" is complete in all respects including fee. The Candidates, who submit multiple Online Applications, should note that only the Online Application with higher "Registration Number" shall be entertained by the IGMM and fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number". Further it is also informed that the fee once paid, including in case of multiple applications, shall not be refunded in any circumstances.
- No request for change of centers/venues/date/session for examination shall be entertained. India Government Mint, Mumbai, reserves the right to cancel any of the examination center and/or else some other center at its discretion depending upon the response, administrative feasibility etc. IGM, Mumbai also reserves the right to allot the candidate to any center other than the one he/she opted for. Choice, if asked for center once exercised by the candidate will be final.

- v. All applicants will have to appear for the examination at their own risks and expenses. India Government Mint, Mumbai will not be responsible for any injury or losses etc. of any nature.
- vi. Admission to the examination will be purely provisional without verification of age/qualification/experience/category (SC/ST/OBC/PWD/Ex-SM) etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case, it is decided at any stage that an applicant does not fulfill the eligibility criteria and/or has furnished incorrect/false information or has suppressed any material information, his/her candidature will be cancelled. If any of these shortcomings is /are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- vii. The decision of IGM, Mumbai in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by IGM, Mumbai in this behalf.
- viii. **Reporting late for Online Examination** – Applicants reporting late for Online examination i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. Though the duration of the examination for the post of “ **Jr. Office Assistant at B-3 Level , Jr. Office Assistant at B-3 Level, Jr. Technician at W-1 level** ” is of **02 hour**, applicants may be required to be at the venue for about 03 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
- ix. 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 IGM, Mumbai. 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. In order to overcome the possibility of applicants seeking help of other applicants during the Online examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the Online examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the India Government Mint, Mumbai 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.
- xi. Instances for providing incorrect information and/or process violation by an applicant detected at any stage of the selection process will lead of disqualification of the applicant from the selection process and he/she will not be allowed to appear in any SPMCIL’s recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

## **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 online only from **15.06.2023 to 15.07.2023** 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. India Government Mint, Mumbai may send call letters through SMS, e-mail 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 valid email ID to /or of any other person.
- APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE).
  - Registration charges of Rs. 600/- (including GST) for candidates belonging to UR/ OBC/ EWS category and
  - No Application fees is required to be paid by SC/ST/PWD candidate but Intimation charges of Rs. 200/- (including GST) is to be paid by candidates belonging to SC / ST /PWD category for each posts.
- **PAYMENT OF FEE ONLINE :**  
Bank Transaction charge for Online Payment of application fees/intimation charges will have to be borne by the applicant.

### **A. Application Registration Procedure**

Applicants to visit India Government Mint, Mumbai's website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com) 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. A valid 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 "COMPLETE REGISTRATION" 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 "COMPLETE REGISTRATION".
- (ix) Modify details, if required, and click on "COMPLETE REGISTRATION" only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (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/unsuccessful fee payment will not be considered as valid.

### (D) Other Guidelines:

- i. Applicants are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the India Government Mint, Mumbai website on account of heavy load on internet/website jam. IGMM 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 IGMM.
- 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. IGMM shall not be responsible for any application made/wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.
- iv. **Identity Verification:** In the examination hall the candidate has to bring the any one of the following documents along-with the call letter in original and a photocopy of the 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 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. **Ration Card and Learner's Driving License are not valid id proof.**
- v. Please note that e-Aadhar Card is valid ID proof for this recruitment exercise.
- vi. 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.

**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.

1. **Action Against Applicants Found Guilty of Misconduct/Use of Unfair means:-** Applicants are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, or in a subsequent selection procedure, if an applicant is (or has been) found guilty of –

- 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
- 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 hall

then 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 SPMCIL.
- (c) for termination of service, if he/she has already joined SPMCIL.

2. **Applicants are advised to take a printout of the system generated application form, paste a photograph beside the scanned photograph and sign across. Candidates are supposed to sign on the call letter in front of Invigilator, at the time of exam**

a. **They should keep the following documents 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 submit if shortlisted on the basis of online examination. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. / in online application, call letter, attendance sheet etc. and in

all correspondences with the India Government Mint, Mumbai in future should be identical and there should be no variation of any kind.

- c. An 'Information Handout' booklet will be made available to the applicants on the India Government Mint, Mumbai website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com) which may be downloaded along with the call letter for online examination.

**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 Posts and services for these categories under the Government of India at the time of joining or at any date after being advised about the same.
- ii) 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 Posts and services under the Government of India at the time of joining or on any date after being advised about the same. The certificate, inter alia, must specifically state that the applicant does not belong to the socially advanced sections/Creamy Layer. The certificate should have been obtained from the Competent Authority. The applicant should not belong to the socially advanced sections/Creamy Layer 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.
- iii) Applicants already in service of Govt. / Quasi Govt. Organizations, Public Sector Banks/ Undertakings and Autonomous Bodies will have to keep a photocopy of the **"No Objection Certificate"** from their employer along with the printout of the application and submit the original for verification at the time of joining, if selected for the same. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in the absence of which he/she will not be allowed to join the India Government Mint, Mumbai.
- iv) Persons who have been dismissed from the service of any organization need not apply.
- v) No correspondence from applicants regarding their eligibilities to apply for the above posts will be entertained. The decision of IGM, Mumbai in all matters related to this advertisement will be final and binding on the applicants.
- 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 India Government Mint, Mumbai website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com) shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction at Hon'ble High Court, Mumbai.
- vii) Canvassing in any form will be treated as a disqualification.
- viii) 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 India Government Mint, Mumbai. Further, such appointment shall also be subject to SPMCIL RECRUITMENT POLICY 2012 as amended from time to time.
- ix) 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 IGMM as directed and also have to perform the duties of higher / lower posts as per the requirement of the organization. The selected candidates at W-1 Level are also liable to be posted on the machines in any section/sub-section of IGMM and they have to perform their duty as per directions and are required to work physically on the machine plant/equipment etc. Selected candidates are required to work anywhere at IGMM depending on the requirement of the organization.
- x) The selected candidates have to follow the shift wise timings and they can be deployed on any of the shifts. They are required to work for 08 hours per shift as per the Factories Act, 1948.

- xi) The selected candidates will be placed on probation for a **period of one year**. The period of probation may be extended by a further period of one year at the discretion of competent authority of the India Government Mint, Mumbai.
- xii) **Accommodation : Selected candidates on appointment will have to make their own arrangements for accommodation. HRA will be paid as per the policy of SPMCIL.**
- xiii) No correspondence from applicants regarding their eligibilities to apply for the above posts will be entertained. The decision of IGM, Mumbai in all matters related to this advertisement will be final and binding on the applicants. No correspondence or personal enquiry shall be entertained by IGM, Mumbai in this behalf.
- xiv) The Chief General Manager, India Government Mint, Mumbai reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the India Government Mint, Mumbai will be displayed only on the India Government Mint, Mumbai website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com). It will not be intimated to the applicants individually. However, in case of cancellation, Examination fees (if any) paid by the applicants will not be refunded to them.
- xv) The Chief General Manager, India Govt. Mint, Mumbai reserves the right to increase or decrease the notified posts depending upon the requirement of the organization.
- xvi) Any corrigendum to this advisement will be displayed only on the Company's website [www.igmmumbai.spmcil.com](http://www.igmmumbai.spmcil.com). Therefore, applicants are advised to keep checking the Company's website for any update.

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

## Appendix-I

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

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

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

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

Signature of medical authority

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

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

## Appendix-II

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

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

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

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

(Signature of the candidate)

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

Place:

Date:



GUIDELINES FOR EVALUATION OF TYPING TEST (ENGLISH/HINDI) FOR THE POSTS OF JUNIOR OFFICE ASSISTANT/ JUNIOR BULLION ASSISTANT

**I. Duration of typing test for all posts :** 10 minutes

**II. Speed criteria**

For Junior Office Assistant/ Junior Bullion Assistant : 40 wpm in English and 30 wpm in Hindi

**III. NATURE OF MISTAKES**

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

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

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

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

**NOTE :**

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

**Enclosures:** Instructions to the Candidates (**Appendix - IV**).

**IV Criteria for Calculation of Typing Speed and Error-**

A. The Criteria for evaluation of typing speed is illustrated below as –

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

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

Duration: 10 min.

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

Words Typed = (2000/5) = 400.

Gross Speed = 400/10 = 40 WPM.

## B. Criteria for Calculation of Error

Mistakes / Error Stokes = 250.

Error Words =  $250/5 = 50$ .

Net Errors =  $50/10 = 5$  WPM.

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

### **Percentage of Error allowed -**

- i. Relaxation of 5% error for UR Category
- ii. Relaxation of 7% error for other categories

## INSTRUCTIONS TO THE CANDIDATES

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

