



BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

(A Joint venture of SPMCIL – A Govt. of India Enterprise and
BRBNMPL – A Subsidiary of Reserve Bank of India)
CIN:U21090KA2010PTC055475

**Registered & Corporate Office, Administration Building,
Paper Mill Compound, Note Mudran Nagar,
Mysuru - 570 003, Karnataka**

EMPLOYMENT NOTIFICATION No. 02/2016-17 DTD. 08.03.2017

THE COMPANY INVITES APPLICATIONS FOR THE FOLLOWING POSTS FROM ELIGIBLE CANDIDATES

Sl. No.	Name of the Post	Approx. No. of Posts	Post Code
Executive Cadre			
1	Assistant General Manager (Finance & Accounts)	1	301
2	Manager (Materials Management)	1	302
3	Officer (Materials Management)	2	303
4	Officer (Finance & Accounts)	2	304

Candidates satisfying eligibility criteria may submit their application in the prescribed application format before **31st March, 2017**.

How to apply: Please refer detailed instructions in our Advertisement hosted in our company's website - www.bnpmindia.com. **Abridged advertisement will also be published in Employment News dated 18th March, 2017 or subsequent issues, if not the earlier.**

Important Instructions

Candidates are advised to note that one candidate is allowed to apply for one Post only which is most suitable to their qualification and experience. As such the candidates are advised to go through the requirement of educational qualification, experience and other conditions carefully before choosing the post for which they wish to apply.

In case a candidate has applied for more than 01 post, his/her candidature shall be considered for the lowest grade/post to which he/she has applied subject to fulfillment of all other eligibility criteria.

1. DISCIPLINE -WISE BREAK-UP OF VACANCIES, DETAILS OF ESSENTIAL QUALIFICATION, EXPERIENCE, AGE, ETC. FOR EACH POST ARE AS UNDER:

Post Code	Name of the Post	Approx. No. of vacancies	Min & Max Age as on 31.03.2017	Minimum Educational Qualification (as on 31.03.2017)	Post-Qualification Minimum experience (as on 31.03.2017)
301	Senior Management Grade (SMG) Assistant General Manager (Finance & Accounts)	01	Not Exceeding 50 years	Graduate with CA/ICWA OR Commerce Graduate with MBA (Full time) or Post Graduate Diploma in Finance (2 years full time) from a recognized Indian University/Institute approved by AICTE with minimum 60% marks in aggregate. Additional Qualification viz., ACS - Qualified Company Secretary is desirable. (MBA with dual specialization will NOT be eligible) Candidates with CA and ACS qualification having required experience will be preferred. In deserving case, higher initial pay may be granted by giving up to 5 advance increments. Candidates applying for this post may expect excellent career growth.	A minimum of 15 years of post-qualification industry/ professional Experience. Experience: As an executive in handling finance, accounts, internal audit, budget preparation, corporate taxation etc., out of which minimum 2 years regular service should be in one grade below i.e., in CDA pattern of Pay scale of Rs. 15,600-39,100 with Grade Pay of Rs.6,600/- (PB - 3) OR equivalent IDA pattern of Pay scale of Rs.29100-54500/- OR at equivalent level of scale of Pay with CTC of around Rs.11 lacs per annum in a reputed Private Sector Company.

302	<u>Middle Management Group (MMG)</u> Manager (Materials Management)	01	35 years – 45 years	B.E./B.Tech. (full time) with minimum 60% marks in aggregate from a recognized Indian University /Institute as approved by AICTE in any of the following branches i.e., Mechanical/Electrical/ Electronics/Chemical Engineering <u>Desirable:</u> a) A minimum 1-year PG Diploma in Materials Management / Supply Chain Management / Logistics Management from any reputed and recognized Indian Institute/University OR b) Graduate Diploma in Materials Management from Indian Institute of Materials Management OR c) MBA in SCM/Materials Management/Logistics & SCM from Indian Institute of Materials Management	<u>A minimum of 10 years</u> of post-qualification experience in Procurement / Supply Chain Management / Logistics / Material Management / Imports & Exports / etc. in a process industry/ manufacturing , industry, out of which minimum 2 years regular service should be in one grade below i.e., in CDA pattern of Pay scale of of Rs. 15,600-39,100 with Grade Pay of Rs.5,400/- (PB-3) OR equivalent IDA pattern of Pay scale of Rs.24900-50500/- OR at equivalent level of scale of Pay in a reputed Private Sector Company having turnover of at least Rs.75 Crore per annum.
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303	<u>Junior Management Group (JMG)</u> Officer (Materials Management)	02	21-30 Years	<p>B.E./B.Tech. (full time) with minimum 60% marks in aggregate from a Govt. recognized Indian University /Institute as approved by AICTE in any of the following branches i.e. Mechanical/ Electrical/ Electronics /Chemical Engineering</p> <p>Desirable: A minimum 1-year PG Degree/Diploma in Materials Management / Supply Chain Management / Logistics Management from any reputed Indian Institute/University recognized by AICTE</p>	<p><u>A minimum of 01 year</u> of post-qualification industry experience in Purchase/Procurement /Logistics/Supply Chain Management/Materials Management/Imports & Exports/etc. in a process industry preferably in Paper & Pulp/Chemical/ Petrochemical/ Fertilizers.</p>
304	Officer (Finance & Accounts)	02	21-30 Years	<p>Fresh CA/ICWA</p> <p style="text-align: center;">OR</p> <p>MBA in Finance (full time)/M.Com. (Finance & Accounts) with minimum 60% marks in aggregate from a reputed Govt. recognized Indian University /Institute. <i>(M.Com. in any other specialization / MBA with dual specialization will not be qualified)</i></p> <p style="text-align: center;">OR</p> <p>Graduate with Inter CA/ICWA from a recognized Indian University/ Institute.</p>	<p><u>Experience is not essential</u></p> <p><u>A minimum of 01 year</u> of post-qualification industry experience in Finance & Accounts Function.</p> <p><u>A minimum of 02 years</u> of post-qualification industry experience in Finance & Accounts Function.</p> <p><i>(Articleship will not be considered as experience for CA/ICWA candidates)</i></p>

Note:

- (i) **Post-qualification experience means the period of experience gained after acquiring prescribed essential qualification mentioned against each post. The experience gained/claimed before the period of prescribed qualification shall not be considered for the purpose of post-qualification experience.**
- (ii) **Candidates having qualification in allied branch/equivalent discipline other than specified above need not apply.**
- (iii) **The nos. of vacancies indicated above are only provisional and may change according to the actual requirement of the company.**

2 (a) RESERVATION & RELAXATION:

- Reservations are being followed as per Govt. of India guidelines in force.
- Reservation for Persons with Disabilities (PWD) and Ex-serviceman is on horizontal basis and the selected candidates will be placed in appropriate category (viz. SC/ ST/ OBC/ General or Un-reserved) to which they belong.
- Relaxation in upper age limit as on 31.03.2017 will be extended as per Government Guidelines which is as below at present.

i.	Scheduled Caste / Scheduled Tribe candidates –	
	(i) Relaxation in Age:	5 years
	(ii) Relaxation in percentage of Aggregate Marks :	5%
ii.	Other Backward Classes candidates- Relaxation in age only	3 years
iii.	Persons with Disability (PWD) – Relaxation in age only	10 years
iv.	Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released.	3 years in addition to number of years of service in Defence Forces subject to a maximum of 50 years.

Note:

1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
2. Date of birth as per Secondary School Certificate (SSC) should be mentioned.
3. Persons suffering from not less than 40% of relevant disability certified by Competent Authority shall alone be eligible for the benefit of reservation for Persons with Disability (PWD).
4. The SC/ST/PWD applicants claiming reservation in eligibility criteria should submit Caste/Tribe/Disability Certificate issued by the Competent Authority as in Government of India format for availing the benefit of reservation at the time of interview.
5. For getting the reservation benefits under OBC category, following are required to be adhered:
 - The candidate must not belong to creamy layer/socially advanced sections.
 - The name of caste and community of the candidate must appear in the 'Central list of Backward classes'.
 - The candidate need to furnish their OBC certificate as per the format prescribed by the Government of India (not older than six months as on 31.03.2017), from the Competent Authority, at the time of interview.
 - The OBC applicants coming under 'Creamy Layer' will be treated as 'General' Category Candidates and hence should indicate their category as 'General'.

6. An Ex-serviceman should produce a certificate in the prescribed proforma to the Company that he/she has been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency from the Defence Forces.
7. 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 record, New Delhi.
8. An ex-serviceman who has once joined the Government job on the Civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his Ex-serviceman status for the purpose of re-employment in Government ceases and thus will not be eligible to seek relaxation in upper age limit as detailed above.
9. In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis subject to maximum of 50 years.
10. Once the category is notified in the application form, it cannot be changed at any stage later on.

2 (b). Relaxation for Internal Candidates (BNPMIPL):

1.	Relaxation of age for internal candidates	Upper age limit 55 years (all inclusive).
2.	Educational Qualification & Nature of Experience for Internal candidates	No relaxation will be allowed in minimum educational qualification and percentage of marks prescribed against each post. Candidates should have relevant experience in respective field/discipline as required for each post.

3. APPLICATION FEE PAYABLE (NON-REFUNDABLE)

Category	Application Fees
For SC/ST/PWD	Rs. 200/-
For all others (including OBC and Internal (BNPMIPL) candidates for each post in Executive Cadre	Rs. 600/-

Requisite fee must be paid along with the application by means of Demand Draft (Validity 03 months) issued by a Scheduled Commercial Bank drawn in favour of "**BNPM Recruitment Account**" payable at **Mysore**. Payment in any other manner will not be accepted.

4 (a) PAY SCALE AND EMOLUMENTS:

The company at present follows Central Govt. DA pattern of pay. **In order to attract and retain competent workforce, company has decided to fix higher initial pay in the respective pay band as detailed below:**

Name of the Post	Company's Pay Structure		Corresponding Comparable Central Govt. Pay Structure		Cost to Company (CTC) per annum (Approx.)
	Pay Band	Company's Basic Pay + Grade Pay at the minimum	Corresponding VI Pay Commission Scale of Pay	Corresponding Grade Pay	
Assistant General Manager	PB-3	Rs. 35400	Rs. 15600-39100	Rs. 7600	Rs. 15 lacs
Manager	PB-3	Rs. 30420	Rs.15600-39100	Rs. 6600	Rs. 13 lacs
Officer	PB-2	Rs. 17460	Rs. 9300-34800	Rs. 4200	Rs. 7 lacs

Other Allowances and Benefits: In addition to Basic Pay and Grade Pay, DA (*Central DA @ 136% at present*), HRA- depending on the place of posting i.e., @20%(on Basic Pay including Grade Pay) for Mysore. Company Leased accommodation may be considered for Managers and above subject to ceiling. Other benefits and perquisites shall be as per the rules of the company.

Note:

1. Please note that Presently the scales of pay are on Central DA Pattern but the company reserves the right to change over to scale of pay on Industrial D.A. Pattern or any other scale of pay formulated by the Company.
2. Cost to the Company (CTC) includes all allowances and identifiable costs including Retirement benefits and other benefits which are subject to conditions as per the rules of the Company

5. SELECTION PROCEDURE:

Selection for the above mentioned posts will be done through Assessment center exercise including Personal Interview. Depending upon the nos. of valid applications received, selection procedure may vary and shall be intimated in due course.

If required, the company may conduct Aptitude tests in English language based on the no. of applications received for each post. The aptitude test would consist of Quantitative Aptitude, Logical Reasoning, English and Subject Knowledge. An applicant has to secure minimum marks in the Aptitude test and rank sufficiently higher to be called for the further selection process. The minimum marks will be decided by the company based on the relative performance in the Aptitude test. However, since the final selection would depend on the no. of vacancies as also relative performance, merely qualifying in the Aptitude test and Assessment center exercise (consisting of personal interview) will not entitle an applicant for appointment in the company.

The venue for the Selection Procedure will be at Mysore. Candidates have to appear for aptitude test, if exercised, at their own cost & expenses. The Date and Time of the Aptitude Test/Assessment Center Exercise including Personal Interview shall be decided by the Company and intimated to the shortlisted and eligible candidates only. No change of date and Venue will be entertained.

6. HOW TO APPLY

The Candidates applying for the posts mentioned above are advised to submit the applications in the prescribed format published herewith on one side only on A4 - size paper along with a requisite fee, self-certified copy of testimonials/certificates in support of educational qualifications, experience, caste category and any other relevant certificates along with a self-certified recent passport size photograph and should enclose a **Demand Draft** for the relevant amount drawn in favour of **"BNPM Recruitment Account" payable at Mysore** issued by any Nationalized Bank.

Applications complete in all respects along with the enclosures should be sent only to the following address by ordinary/speed post so as to reach on or before 31.03.2017.

The envelope should be super-scribed as:

'Application for the post of (Ref. Advt. No. 02/2016-17 dtd. 08.03.2017)'

The General Manager

Bank Note Paper Mill India Private Limited

Administrative Building,

Paper Mill Compound, Note Mudran Nagar,

Mysuru - 570 003, Karnataka

BNPM will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Note:

- The Version of the detailed advertisement given in the Company's website shall be treated as final and shall supersede any other versions for all purposes. Any corrigendum/addendum relating to this advertisement/ recruitment shall be hosted/notified in our web site only. Accordingly, the candidates are advised to visit Company's website www.bnpmindia.com regularly.
- Decision of the company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form. At the time of interview, if a candidate is (or has been) found guilty of 1. Impersonating or procuring impersonation by any person or 2. Resorting to any other irregular or improper means in connection with his/her candidature for the selection or 3. Obtaining the support of his/her candidature by any means such candidate (a) to be disqualified from the interview for which he/she is the candidate (b) to be debarred either permanently or for a specific period from any examination or selection held by the Company. Please note importantly that a candidate who has been declared successful but subsequently found ineligible will not be allowed to take part in the process / join the services of the Company and the inconvenience caused thereby will be at his/her cost and consequences.

8. IMPORTANT GENERAL INSTRUCTIONS:

- 1. Prescribed qualifications and experience are minimum and mere possession of the same does not entitle a candidate to be called for the Interview. Management reserves the right to reject any application without assigning any reason and to raise or relax the standard of specifications depending upon response.** The Recruitment/Selection process can be cancelled/ suspended/ deferred/terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.
- 2. In the absence of sufficient number of eligible candidates applying for the advertised post of AGM & Manager, the Company reserves the right to lower the post and call the applicants who are found eligible for that post for recruitment and selection. In such circumstances the pay and allowances shall be as applicable to that post. This however may not be**

presumed as a right on the part of the applicant or an obligation on the part of the Company.

3. If the candidate knowingly or willfully furnishes incorrect or false particulars/In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
4. Candidates seeking relaxation in Fee/Age must produce certificates in original in support of his/her claim at the time of interview.
5. Applications received without requisite application fee except from those who have been exempted and applications not submitted strictly in required format /incomplete applications will be summarily rejected.
6. Applications received after the due date as mentioned above will not be considered and will be summarily rejected.
7. Admission to the Interview/Assessment Center exercise will be purely provisional without verification of age/ qualification/experience/category (SC/ST/OBC/PWD/Ex-Ser.) etc. of the applicants. Each applicant should therefore, ensure that he/she fulfils the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case it is detected at any stage that an applicant does not fulfil the eligibility criteria and /or has furnished incorrect information or suppressed any material information, his/her candidature will be cancelled and, if already appointed, his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
8. All educational qualifications should be obtained from recognized Indian universities/institutions as approved by AICTE. **If grades are awarded instead of marks i.e CGPA/DGPA/OGPA/SGPA etc. candidates should clearly indicate its numerical equivalent (upto two decimal points) and submit documentary proof by relevant college/university/educational institute stating the corresponding percentage obtained. In the absence of such information, applications are liable for rejection.**
9. The percentage of marks is to be calculated as aggregate of all the semesters/trimesters/years taken together. Accordingly, statement(s) showing marks obtained in all the semesters/trimesters/years should be enclosed along with the application.
10. Candidates should enclose experience certificate(s) issued by their employers clearly mentioning the duration of their experience in their respective employment. In case of present employment, copy of appointment letter/latest salary statement issued by the employer, indicating their date of joining should be enclosed. In the absence of such information applications are liable for rejection.
11. Candidates serving in Government/Public Sector Undertakings should produce "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered/pay protection, if any, may not be considered.
12. Persons who have been dismissed from the service of any organization need not apply.
13. The decision of the company in all matters regarding eligibility, short listing of applicants for interview, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard. Mere fulfilling of minimum eligible criteria shall not entitle any candidate to be short-listed/selected.
14. Selected candidates will be liable to be posted in company's office at Mysuru or at any other places as may be existing/opened.
15. Serving Employees of BRBNMPL/SPMCIL applying against this advertisement should submit their applications well in time and no grace period will be allowed.
16. Company takes no responsibility to collect any certificate/remittance sent separately. Candidates are advised, in their own interest, to ensure that all the required certificates/testimonials are enclosed along with their application form.

17. The Company shall not be responsible for any application being rejected which is based on wrong information provided in any advertisement issued by unauthorized person/institution.
18. Any resultant dispute arising out of this advertisement shall be subject to Jurisdiction of Courts in **Mysuru**.
19. Candidates called for interview for the post of AGM will be paid II A/C Class railway fare and Officers to Managers will be paid III A/C Class (Mail/Express) railway return fare by the shortest route on production of evidence of travel, i.e. railway receipt/ticket as per the extant rules of the company.
20. Only those candidates who meet the eligibility criteria and who are short-listed for appearing in the selection process including Personal Interview will be intimated by E-mail to their E-mail address, furnished by them. The names of candidates who are finally short- listed for selection process including interview will also be available on the Company's Website www.bnpmindia.com. Applicants are requested to keep track of the same by visiting Company's website from time to time. Similarly final selection result will be available on the Company's website for candidates selected for appointment.
21. Appointment of selected candidates is subject to his/her being declared medically fit and verification of character and antecedents as per the requirement of the Company. Such appointment will also be subject to the Service & Conduct Rules of the Company.
22. Candidates selected and appointed will be placed on probation for a period of one year which may be extended for a further maximum period of one year at the discretion of the company.
23. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
24. **The Candidates may please take note that the factory being a continuous process plant, will operate on 24 x 7 i.e., 3 shifts basis and employees in junior and middle management cadre will be required to come in all shifts.**
25. Errors & omissions excused.
26. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

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[APPLICATION FORMAT](#)**

**CLICK HERE FOR
[CERTIFICATE FORMATS-
SC/ST/OBC/PWD/
Ex-Servicemen/
Serving Personnel](#)**