



भारत प्रतिभूति मुद्रणालय: नाशिक रोड-422101

India Security Press: Nashik Road-422101

(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)

(A unit of Security Printing and Minting Corporation of India Limited)

भारत सरकार के पूर्ण स्वामित्वाधीन

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Miniratna Category-I CPSE, ISO-9001:2015 & 14001:2015 Certified Company

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**Advt. No. 01/2023**

India Security Press, Nashik Road is one of the nine units under the “Security Printing and Minting Corporation of India Limited (SPMCIL)” a Mini Ratna Category-I, Central Public Sector Enterprise Company, a wholly owned company of Government of India, incorporated on 13th January, 2006 under the companies Act, 1956 with the objective of designing, manufacturing of Passport, Non-Judicial Stamp Paper, Stamp Paper etc. SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance having its registered and Corporate Office at 16<sup>th</sup> floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001.

India Security Press, Nashik Road invites online applications for the post of Welfare Officer at A-2 Level and Junior Technician at W-1 Level. Applicants are advised to apply online in the proforma given in the advertisement only through the Company's website at <https://ispnasik.spmCIL.com> under the page "Careers". Applicants may apply after carefully going through all the instructions given in this advertisement. **No other means/ mode of application will be accepted.**

Applicants should ensure that they must fulfill all eligibility criteria as mentioned in the advertisement for the post. Company will take up verification of eligibility with reference to the original documents only after they have qualified in their written examination (Online) result. If the candidates are found 'Not eligible' during the document verification process, they will not be allowed for joining the post & their candidature will be summarily rejected. Their admission to all the stages of the recruitment process will be purely provisional subject to meet the prescribed eligibility criteria mentioned in this advertisement and the subsequent verification of all concerned documents. Applicants who do not fulfill age and the minimum educational qualification & experience as on closing date of receipt of applications are not eligible and need not apply for the post.

Activity	Tentative Dates
Online registration including Edit/ Modification of application by candidates	15.07.2023 to 16.08.2023 (Both dates inclusive)
Payment of Application Fees/ Intimation charges (Online)	15.07.2023 to 16.08.2023 (Both dates inclusive)
Examination will be conducted “ <b>Online</b> ” at selected centers.	October/ November, 2023
Provisional Allotment	December, 2023/ January, 2024

**\*Important above Dates for the advertisement is already uploaded on the website.**

**1. VACANCIES/POSTS:**

Indicative number of vacancies proposed to be filled up for the post of Welfare Officer at A-2 Level and Junior Technician (various discipline) at W-1 Level in different discipline is as detailed below:

Projected Vacancies					Reservation Status					
Sr. No.	Name of the post	Level	No of Posts**	Scale of Pay as per 03 <sup>rd</sup> PRC (IDA Pattern)	SC	ST	OBC	EWS	UR	Total
1	Welfare Officer	A-2	01	Rs 29740-103000	00	00	00	00	01	01
2	Junior Technician (Technical)	W-1	41	Rs 18780-67390	05	04(01*)	10	03	19	41
3	Junior Technician (Control)	W-1	41	Rs 18780-67390	06	03	10	03	19	41
4	Junior Technician (Studio)	W-1	04	Rs 18780-67390	00	00	01	00	03	04
5	Junior Technician (Store)	W-1	04	Rs 18780-67390	00	00	01	00	03	04
6	Junior Technician (CSD)	W-1	05	Rs 18780-67390	01	00	01	01	02	05
7	Junior Technician (Turner)	W-1	01	Rs 18780-67390	00	00	00	00	01	01
8	Junior Technician (Machinist Grinder)	W-1	01	Rs 18780-67390	00	00	00	00	01	01
9	Junior Technician (Welder)	W-1	01	Rs 18780-67390	00	00	00	00	01	01
10	Junior Technician (Fitter)	W-1	04	Rs 18780-67390	01	00	01	00	02	04
11	Junior Technician (Electrical)	W-1	02	Rs 18780-67390	00	00	01	00	01	02
12	Junior Technician (Electronic)	W-1	03	Rs 18780-67390	00	00	01	00	02	03
<b>Total</b>			<b>108</b>		<b>Total</b>					<b>108</b>

\* 01 post of Junior Technician is added as Backlog vacancy from the last Recruitment year.

\*\* **04 Posts for Persons with Benchmark Disability (PwBD) and 10 Posts for Ex-servicemen will be adjusted by Horizontal Reservation for the post of Junior Technician at W-1 Level.**

**The above indicated vacancies are tentative and may increase/decrease as per requirement of the company.**

**Full Form of abbreviations:**

<b>UR</b> = Un-Reserved/ General	<b>SC</b> = Scheduled Caste	<b>ST</b> = Scheduled Tribe
<b>OBC</b> = Other Backward Class	<b>PwBD</b> = Persons with Benchmark Disability	<b>Ex-SM</b> = Ex-Serviceman
<b>EWS</b> = Economically Weaker Section		

- a) **EWS** vacancies are tentative. EWS reservation is subject to further directives of Govt. of India (GoI) and outcome of any litigation. The appointment will be provisional and subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudices to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset certificate issued by any one of the authorities mentioned in the prescribed format as given in Annexure-II shall only be accepted as proof of candidate's claim as belonging to EWS.

- b) The post is identified suitable for Persons with Benchmark Disabilities (PwBD) candidates i.e. (a) Blindness and Low vision or (b) Deaf and Hard of hearing and (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attacks victims and muscular dystrophy. Any other type of Physically Handicapped candidates may not be considered for the post of Junior Technician at W-1 Level.
- c) Posts reserved for Persons with Benchmark Disabilities and Ex-Servicemen will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the respective categories of which they belong.
- d) 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.
- e) The selected candidates will be initially posted at India Security Press, Nashik Road, Maharashtra. However, they are liable for transfer to any of the Unit of SPMCIL (Narmadapuram/ Dewas/ Delhi/ Noida/ Mumbai/ Hyderabad/ Kolkata) as per requirement of the Company.
- f) The selected candidates will have to work for 8 hours/day with 6 days a week working, and for 48 hours/week. They will not have any claim for O.T. and other prevailing incentive schemes etc.
- g) The post notified may be increased or decreased as per the need/requirement. The recruitment process for the posts or any particular post(s) can be cancelled/suspended/terminated without assigning any reasons. The decision of the management will be final and no appeal in this regard will be entertained.
- h) Those already working in Central Government/ State Government/ PSUs/ Corporation must have to produce **“No Objection Certificate”** from their present employer at the time of scrutiny of the documents. A proper and unconditional relieving order/ discharge certificate from the previous employer will have to be produced by the candidate at the time of scrutiny of the documents; otherwise they are not allowed to join.
- i) Management reserves the right to call for any additional documentary evidence in support of educational qualification, experience, age, domicile, caste etc. of the applicant as the case may be.
- j) Canvassing in any form will be liable for disqualification for the post.
- k) For any disputes the jurisdiction shall be Nashik city only.
- l) Person who has been dismissed from the service of any Govt./ PSU/ CPSE organization need not apply.
- m) Candidates whose results are awaited as on **16.08.2023** need not apply. Applicant must possess the requisite qualification from recognized University/ College/ Institute as on **16.08.2023**.

**2. AGE (As on 16.08.2023):**

- a) The eligibility criteria for determination of age will be calculated as on **16.08.2023**. Details are as under:

Sr. No.	Name of Post	Level	Upper age limit along with date
1.	Welfare Officer	A-2	30 Years (candidate should be born not earlier than 17.08.1993 and not later than 16.08.2005– both dates inclusive)
2.	Junior Technician	W-1	25 Years (candidate should be born not earlier than 17.08.1998 and not later than 16.08.2005– both dates inclusive)

- b) **Upper age limit will be relaxed as under:**

Sr. No	Category	Relaxation in Age
1	Schedule Cast(SC)/ Schedule Tribe(ST)	By 05 years
2	Other Backward Classes (OBC)	By 03 years,
3	Persons with Benchmark Disabilities(PwBD)	By 10 years (GEN), 13 years (OBC) and 15 years (SC/ST)
4	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years (08 years for SC/ST and 6 years for OBC candidates) subject to maximum of 50 years of age.
5	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.

- **No age relaxation would be available for SC/ST/OBC candidates applying for unreserved Post/vacancies.**
- **For any other category, the age relaxation as per extant Govt. rules as promulgated from time to time.**

### 3. QUALIFICATION & EXPERIENCE (As on 16.08.2023):

a) Name of the Post: Welfare Officer, A-2 Level

- i) Degree or Diploma course recognized by Maharashtra State, as per Maharashtra Welfare Officers (Duties, Qualifications and Conditions of Service) Rules, 1966 (Enclosed as Annexure-I).
- ii) Possesses adequate knowledge of Marathi language.
- iii) Minimum 2 years of post-qualification experience in any Industry/ Factory as Welfare Officer/ Personnel Officer/ HR Executive in HR or Welfare Department.

b) Educational qualification for the post of Junior Technician, W-1 Level for various disciplines is as under:

Sr. No	Section	Name of the post	Essential Qualification
1	Technical	Junior Technician (Technical)	Full-Time ITI Certificate recognized from NCVT/SCVT in Printing trade viz. Litho offset machine Minder/Letter Press Machine Minder/Offset Printing/Platemaking/ Electroplating/ Full-time ITI in Plate maker-cum-impositor/Hand composing.
2	Control	Junior Technician (Control)	OR Full Time Diploma in Printing technology from Government recognized Institutes/ polytechnics.
3	Studio	Junior Technician (Studio)	Full time ITI Certificate in Engraver/ Platemaker (lithographic) trade recognized from NCVT/SCVT.
4	Store	Junior Technician (Store)	Full time ITI Certificate in Fitter trade recognized from NCVT/SCVT.
5	CSD	Junior Technician (CSD)	Full time ITI Certificate in Fitter trade recognized from NCVT/SCVT.
6	Workshop	Junior Technician (Turner)	Full time ITI Certificate in Turner Trade recognized from NCVT/SCVT.
7		Junior Technician (Machinist Grinder)	Full time ITI Certificate in Machinist Grinder Trade recognized from NCVT/SCVT.
8		Junior Technician (Welder)	Full time ITI Certificate in Welder Trade recognized from NCVT/SCVT.
9		Junior Technician (Fitter)	Full time ITI Certificate in Fitter Trade recognized from NCVT/SCVT.
10		Junior Technician (Electrical)	Full time ITI Certificate in Electrical trade recognized from NCVT/SCVT.
11		Junior Technician (Electronic)	Full time ITI Certificate in Electronic trade recognized from NCVT/SCVT.

c) The examination for all trade will be conducted **on stipulated date and on same timing** at designated centers, hence candidates should apply for the post as per his/her eligibility criteria fulfilled.

d) Internal candidates of SPMCIL who have acquired higher qualification through part time courses will be eligible for higher position if the same has been acquired during the service in SPMCIL with the prior approval of the Competent Authority, Provided they have rendered minimum length of 05(Five) years' service in SPMCIL on the closing date of application process. This exemption will not be applicable if the process of acquiring qualification was commenced or completed before joining SPMCIL.

4. **PROBATION:** 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 the Company. If the performance of the candidate is not found satisfactory during the extended period of probation also, his service will be terminated.

5. **ACCOMMODATION:** All the selected candidates on appointment will be eligible for allotment of Quarters as per the allotment rules of the Company subject to availability.

6. **EXECUTION OF BOND:** Welfare Officer (A-2 Level) directly recruited from the open market, shall be liable to execute a Bond of rupees Two lacks to serve in the Company for a minimum period of 03 years. Welfare Officer has to provide two sureties. In the event of their leaving the Company before completion of minimum period of 03 years, such Welfare Officer failing which the sureties will have to indemnify the Company by making the payment of Bond amount.

## 7. EXAMINATION FEE AND INTIMATION CHARGES:

- Applicants/Candidates are required to pay non-refundable Application Fees/ Intimation charges to be disbursed through online payment only (Candidate will be levied GST and Service Charge from their transaction Bank as applicable).
- No other mode of payment will be accepted. Candidates are therefore, requested to verify their eligibility before payment of the application fee. Fees once paid will not be refunded in any case.
- The candidates belonging to Unreserved (General)/ EWS and OBC-NCL category are required to pay Application Fees/ Intimation charges of **Rs. 600/-**(excluding taxes as applicable).
- The candidates belonging to SC/ST/Physically Challenged category-PwBD and Ex-Servicemen are required to pay Application Fees/ Intimation charges of **Rs. 200/-**(excluding taxes as applicable).

## 8. SELECTION PROCEDURE:

### A) Name of the Post: Welfare Office, A-2 Level

i) Selection for the post will be done through written examination which will be conducted "Online". The online examination will be of objective type comprises concerned discipline area and other subject. The online examination shall be qualified based examination for merit purpose.

ii) The Objective type online examination will consist of tests as below:

Sr. No.	Name of Test	No. of Questions	Total No. of Marks	Duration
1	Professional Knowledge- Labour Welfare & Labour Laws- Factories Act, EPF, ESI, Trade Union Act, Industrial Dispute Act, Collective Bargaining, Wage & Recognition, Industrial Relations, Working conditions, Safety, Health & Environment, Social Security Issues etc.	72	72	120 Minutes
2	General Awareness	12	12	
3	English Language	12	12	
4	Logical Reasoning	12	12	
5	Quantitative Aptitude	12	12	
<b>Total</b>		<b>120</b>	<b>120</b>	

### B) Name of the Post: Junior Technician, W-1 Level

i) Selection for the post will be done through written examination which will be conducted "Online". The online examination will be of objective type comprises concerned discipline area and other subject. The online examination shall be qualified based examination for merit purpose.

ii) The Objective type online examination will consist of tests as below:

Sr. No.	Name of Test	No. of Questions	Total No. of Marks	Duration
1	Professional Knowledge in the respective trade i.e. Printing, Engraver/ Platemaker (Lithographic), Fitter, Turner, Machinist Grinder, Welder, Electrical and Electronic.	60	90	120 Minutes
2	General Awareness	15	15	
3	English Language	15	15	
4	Logical Reasoning	15	15	
5	Quantitative Aptitude	15	15	
<b>Total</b>		<b>120</b>	<b>150</b>	

iii) The test will be in bilingual form i.e. Hindi & English language except the English language section which will be available only in English.

iv) **There is No Negative Marking.**

v) The above test structure is tentative may vary as per the requirement of the Company.

## 9. GENERAL INSTRUCTION:

- I. In the Selection process, an applicant has to obtain high marks in each section / category of the test as per the qualifying marks made in this respect to meet the selection criteria. Accordingly, high rank shall be allowed for next stage of selection process. The final merit list will be drawn, based on the marks obtained in the online written examination.
- II. The minimum qualifying i.e., cut-off marks require to consider on order of merits for different categories of candidates are as under:-

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

- III. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Cumulative Score.
- IV. The Corrected Scores so 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.)
- V. Test-wise scores and scores on total is reported with decimal point up to two digits.
- VI. All applicants will have to appear in written examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. in any nature.
- VII. The exact date, session, reporting time of examination will be intimated in the call letter. The written examination will be conducted online in the venues given in the call letter. The applicants will have to attend the examination as per date and time schedule as indicated in the call letter. The applicants are requested to visit the Company's website for any change in the examination date, amendment, addition, deletion etc.
- VIII. The online written Examination will be conducted tentatively at the following centres: **Nashik, Mumbai/Thane/Navi Mumbai/MMR, Delhi NCR, Bhopal, Hyderabad and Kolkata.**
- IX. The job responsibility for the post of Junior Technician at W-1 Level is attached in Annexure-III.
- X. Applicants should select only one exam centre. Choice of centre once exercised by the applicant will be final. No request for further change of centre/ venue/ date/ session for online written examination will be entertained. The Company reserves the right to allot any other centre to the candidate. The Company reserves the right to cancel any of the centres and/or add some other centres at its discretion, depending upon the response, administrative feasibility etc. The Company also reserves the right to allot the applicants to any of the centres other than the one he/she has opted for either within the state or outside the state.
- XI. Admission to the written examination will be purely provisional without verification of Age / Qualification/ Experience/ Category (SC/ST/OBC/PwBD/EWS) etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfils the eligibility criteria before filling up the application form and 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 fulfil the eligibility criteria and/ or has furnished incorrect/ false information or has suppressed any material facts of information, his/her candidature will be cancelled without giving any notice to the applicant. If any of these short comings are detected after appointment his/her services will be summarily terminated without giving any notice, reasons or any compensation in lieu thereof.
- XII. **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 Company's website i.e. <https://ispnasik.spmcil.com>. Once the applicant clicks the relevant link, he/she can access the window for downloading the call letter. 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. Necessary 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.

- XIII. Applicants reporting late at the exam centre for online examination i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 02 hours, applicants may be required to present 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 for online test.
- XIV. The possibility of occurrence of some problem in 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 test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process in all respect.
- XV. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any applicant.
- XVI. In order to overcome the possibility of applicants seeking help of other applicants during the written examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the 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 Company 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 not to indulge in any unfair practice/malpractice in the examination.
- XVII. Instances for providing incorrect Information and 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 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. Such candidates are liable for legal actions also for any kind of offences.

## **10. HOW TO APPLY:**

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

- A. Application Registration Procedure**
- B. Payment of fees Procedure**
- C. Guidelines for uploading of Photograph, Signature Scan, Left Thumb Impression and Hand-Written Declaration.**
- D. Other Guidelines**

**Applicants can apply online only from 01.07.2023 to 16.08.2023 and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- i. **Scan their:**
  - **photograph (4.5cm × 3.5cm)**
  - **signature (with black ink)**
  - **left thumb impression (on white paper with black or blue ink)**
  - **a hand written declaration (on a white paper with black ink) (text given below) ensuring that all these scanned documents adhere to the required specifications as given below.**
- ii. **Signature in CAPITAL LETTERS will NOT be accepted.**
- iii. **The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**
- iv. **The text for the hand written declaration is as follows –**  
**“I,(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required”.**
- v. **The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.**
- vi. **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges.**

- vii. **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

**APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE:**  
Bank Transaction charges (if any) for Online Payment of application fees/intimation charges will have to be borne by the candidate.

**I. Application Registration Procedure:**

- I. Applicants have to visit Company's website <https://ispnasik.spmcil.com> and open the link for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.
- II. To apply online, choose the tab "Registration" and enter Name, Contact details and Email 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.
- III. 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.
- IV. 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.
- V. 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.
- VI. Validate your details and *Save* your application by clicking the 'Validate your details' and 'Save & Next' button.
- VII. 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.
- VIII. Applicants can proceed to fill other details of the Application Form.
- IX. Click on the *Preview* Tab to preview and verify the entire application form before COMPLETE REGISTRATION BUTTON.
- X. Modify details, if required, and click on 'COMPLETE REGISTRATION BUTTON' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- XI. Click on 'Payment' Tab and proceed for payment.
- XII. Click on 'Submit' button.

**II. Payment of Fees procedure (Online Mode):**

- I. The application form is integrated with the payment gateway and the payment process can be completed by following the Instructions.
- II. The payment can be made by using Debit Cards (RuPay/Visa/ MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/UPI.
- III. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- IV. On successful completion of the transaction, 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.

**III. Guidelines for Scanning Photograph, Signature, Left thumb impression and Hand-Written Declaration:**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

**i) Photograph Image:**

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken 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.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb–50 kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**ii) Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature in CAPITAL LETTERS shall NOT be accepted.
- Dimensions: 140 x 60 pixels (Preferred) for Signature.
- File Size : The size of image should be between 10 KB – 20 KB for Signature
- Ensure that the size of scanned image in not more than 20 KB for signature.

**iii) Left thumb impression:**

- The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm \* 3 cm (Width \* Height)
- File Size: 20 KB – 50 KB

**iv) Hand-written declaration:**

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e.10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB

#### **IV. Procedure for Uploading Photograph, Signature, Left Thumb Impression and Hand-written Declaration:**

- While filling in Online Application Form, there will be provided separate links for uploading Photograph Signature and Hand-written Declaration.
- Click on the respective link "Upload Photograph /Signature/Hand-written Declaration".
- Browse & Select the location where the Scanned Photograph/ Signature/ Hand-written Declaration file has been saved.
- Select the file by clicking on it. Click the 'Upload' button.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.
- In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- After uploading the left thumb impression/ hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression/ hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her left thumb impression/ hand written declaration, prior to submitting the form.
- After registering online candidates are advised to **take a printout** of generated online application forms.
- 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.

#### **11. OTHER GUIDELINES:**

- I. Applicants are advised to submit on-line application before the closing date and not to wait till the last date to avoid the possibility of disconnection /inability/failure to log on to the Company's website on account of heavy load on internet website jam. ISP 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 India Security Press, Nashik.
- 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 any stage.
- III. India Security Press, Nashik shall not be responsible for any application made/wrong information provided by any 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 verification of certificates & Medical Examination, 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 letter head/ Photo identity proof issued by a People's Representative on official letter head/ valid recent Identity Card issued by a recognized College/University/Aadhar card/e-aadhar with a photograph/ Employee ID card 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 is not valid as 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 appear in 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.

- V. 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 candidates who have changed their name, will be allowed only if they produce original Gazette notification/their original marriage certificate / affidavit in original.

VI. **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 fact/information while submitting online application. At the time of examination, verification of certificates or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or 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 such a candidate may, in addition to rendering himself/herself liable to criminal prosecution:

- a) will be disqualified from the examination
- b) will be debarred either permanently or for a specified period from any examination conducted by India Security Press, Nashik
- c) will be terminated from service, if he/ she has already joined India Security Press, Nashik.

VII. **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 stipulated places.**

- a) They should attach the following documents and keep them ready with them.
  - Self-attested copies of the certificates pertaining to age, educational qualification i.e. Copies of all the marks sheets of all semesters/years and experience i.e. Experience certificate on the letter head of employer.
  - 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.
  - A copy of the Disability certificate Issued by the Competent Authority as prescribed by Government of India from PwBD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PwBD candidates.
  - Ex-Servicemen applicants should keep a copy of discharge certificate.
  - Self attested copies of EWS Certificate as per Annexure-II issued by the Competent Authority.
- b) Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of verification or if advised to submit at any date after being shortlisted for further selection process on the basis of 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 Company 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 Company's website <https://ispnasik.spmcil.com> which may be downloaded along with the call letter for online examination.

## 12. THE APPLICANTS MAY NOTE THE FOLLOWING:

- I. The SC/ST/OBC/PwBD/Ex-Servicemen/EWS applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe/ Non-creamy layer/Disability Certificate/Discharge Certificate/EWS Certificate issued by the Competent Authority, the Government of India format for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India at the time of verification or at any date after being advised about the same.
- II. Persons with Benchmark Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of verification or on any date after being advised about the same.
- III. PwBD candidates having more than 40% disability availing concession meant for PwBD candidate may register their name during filling online application form for availing additional time for examination, failing which they shall not be eligible for availing such additional time as prescribed for them.

- IV. 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 certificates verification or on any date after being advised about the same. 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.
- V. The decision of ISP, Nashik in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by ISP in this behalf.
- VI. **Economically Weaker Sections (EWSs):** DoPT vide their O.M. No. 36039/1/2019-Estt. (Res.) dated 31.01.2019 provided Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of India. Candidates who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 Lakh are to be identified as 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. 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.
- The income and assets of the families as mentioned above would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.
- VII. The seniority of the candidates on appointment will be as per Govt. rules.
- VIII. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and available on Company's website <https://ispnasik.spmcil.com> shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Mumbai/Nasik.
- IX. Appointments of selected candidates will be subject to medical fitness certificate issued by a medical officer in the rank of Civil Surgeon of a Govt. Hospital, satisfactory report about his/her character and antecedents by the Executive Magistrate/ Police Authorities, relieving letter 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 Company. Further, such appointment shall also be subject to Service rules and Standing orders of the Company.
- X. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- XI. No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other gadgets instrument/device in the examination hall.
- XII. Any corrigendum to this advertisement will be displayed only on the Company's website. Therefore, applicants are advised to keep checking the Company's website for any update regularly.**
- XIII. The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be displayed only on the Company's website i.e. <https://ispnasik.spmcil.com>. It will not be intimated to the applicants individually.

Sd/-

Manager (HR) & HoO

**List of Diploma's / Degree's recognised by the Government of Maharashtra for the post of "Welfare Officers" under Maharashtra Welfare Officers**

**(A) MUMBAI DIVISION**

**(I) DEGREE**

1. The Degree of Master of Arts in Social work of the Tata Institute of Social Sciences, Mumbai (with specialisation in Industrial Relations, Labour Welfare and Personnel Management).
2. The Degree of Master of Arts in Personnel Management and Labour Welfare of the Tata Institute of Social Sciences, Mumbai.
3. The Degree of Master of Labour Welfare of the Mumbai University, Mumbai.

Foot Note : The above Degree Courses are recognised by Govt. of Maharashtra under Government Notification No. WOR-1567/111449/LAB-III, dated 14<sup>th</sup> April, 1971.

4. The Degree of Master of Arts in Social Work of Tata Institute of Social Science, Mumbai (with specialisation in Industrial Relations and Labour Welfare).  
Notification Industries, energy and Labour Department, No. WOR-1078 / 204078 / Lab-III-B, dated 21-2-1975.
5. M.A. Degree in Personnel Management and Industrial Relations of the Tata Institute of Social Science, Mumbai.  
Government Notification Industries, energy and Labour Department, No. WOR-1576/668/Lab-7, dated 30-9-1975.
6. The Master of Labour Studies Degree Course of the Mumbai University conducted by Maharashtra Institute of Labour Studies, Mumbai-400 012.  
Government Notification Industries, energy and Labour Department, No. WOR-1578/1193/Lab-II, dated 25-1-1979.
7. Master of Personal Management conducted by S.N.D.T. University, Mumbai.  
Notification No. FAC-05/1420/Lab-4, dt. 15/05/2007.

**(II) DIPLOMA**

1. Diploma in social service, Administration with Industrial Relations and Personnel Management of the Tata Institute of Social Science, Mumbai.
2. The Diploma in Labour Welfare of Shri Dorabje Graduate School of Social Work, Mumbai.
3. Two years course (Diploma in Labour Welfare) of the Institute for Labour Welfare Workers, Mumbai.
4. The Pre-1949 Diploma in Social Service Administration with Industrial Relations as the subject passed and field work in Labour Welfare or Industrial Relationship of the Tata Institute of Social Sciences, Mumbai.

Foot Note : The above diploma courses are recognised by Government of Maharashtra under Government Notification No. WOR-1567/111449/Lab-III, dated 14<sup>th</sup> April, 1971.

**(B) PUNE DIVISION**

**DEGREES**

1. The Post Graduate Degree of Master of Social Work (M.S.W.) of the Shivaji University, (The revised Course).  
Notification No. WOR-1571/163298/Lab-III-B, dated 25-4-1973.



2. The Master of Social Work (with Labour Welfare) Degree Course of the University of Poona.  
Notification No. WOR-1176/163/Lab-II. dated 27-10-1976 as amended by Govt. Notification, I.E. & L. Deptt., No. WOR-1081/8210/Lab-4. dated 13-10-1984.
3. Master's Degree in Personnel Management (M.P.M.) by Poona University.  
Notification No. WOR-1084/(9495)/Lab-4, dated 17<sup>th</sup> April, 1985.
4. Master Degree in Labour Law & Labour Welfare, Pune.  
Notification No. WOR-1087/787/Lab-4, dated 24-9-1992.
5. Master Degree of Social Work from Bharati Vidyapeeth Deemed University, Pune.  
Notification No. WOR-5099/326/Lab-4, dated 25-8-2000.
6. Master Degree of Social work with specialization in HRM from University of Pune.  
Notification No. FAC-2012/37/Lab-4, dated 02-01-2014.
7. Master Degree of Social work University of Solapur.  
Notification No. FAC-2014/19/Lab-4, dated 17-02-2014.

**(C) NAGPUR DIVISION**

**(I) DEGREE**

1. Master's Degree in Social Work with specialisation in Labour Welfare and Personnel Management of Nagpur University, Nagpur.  
Govt. Notification, Industries, Energy and Labour Department No. WOR-1030/(6678) /Lab 4, dated 31-7-1981.
2. Master's Degree in social Work with specialisation in Labour Welfare & Personnel Management of Amravati University.  
Notification No. WOR—1086/451/Lab-4, dated 4<sup>th</sup> August, 1987.
3. Master's Degree in Industrial Relations & Personnel Management of Amravati University.  
Notification No. WOR-2087/5143/(673)/Lab-4, dated 5<sup>th</sup> September, 1988.
4. Master of Industrial Relation of Personal Management conduct by the Athavale College, Bhandara.  
Notification No. WOR-5093/110/Lab-4, dated 6-4-1994.
5. The Degree of Master of Labour Studies in Regional Labour Institute, Nagpur.  
Notification No. FAC-102001/(725)/Lab-4, dt. 19/3/2002.
6. Master of Social Work (only Choice L : Social Work with Organised Labour) of Nagpur University, Nagpur.  
Notification No. FAC-2013/C.R.No.70/Lab-4, dt. 02/01/2014.
7. The Degree of Master of Labour Studies of Shantaram Potdukhe College of Law, Chandrapur  
Notification No. FAC-2013/C.R.No.70/Lab-4, dt. 02/01/2014.

**(II) DIPLOMA**

1. The Diploma in Social Work with Labour Welfare as a Special subject of Nagpur University.

Foot Note : The above Diploma course is recognised by the Government of Maharashtra under Govt. Notification No. WOR-1567/111449/Lab-III, dated 14<sup>th</sup> April, 1971.

2. Diploma in Labour studies (DIPL's.) of the Regional Labour Institute Nagpur.  
Notification No. WOR-1085/9820/Lab-4, dated 4<sup>th</sup> October, 1985.
3. Master of Industrial Relations of Personnel Management conducted by the Athavale College, Bhandara.

**(D) AURANGABAD DIVISION****(I) DEGREE**

1. Masters Degree in Social work of Marathwada University with specialisations in Labour Welfare.  
(Govt. Notification No. WOR-1081/(8039)/Lab-4, dated 6-6-1984)  
Notification No. WOR-1084/9600/Lab-4, dated 3<sup>rd</sup> July, 1985.
2. The Degree of Master of Social Work in Ramanand Tirtha Vidyapeeth, Nanded.  
Notification No. FAC-102000/449/Lab-4, dt. 8/3/2002.

**(II) DIPLOMA**

1. The Post Graduate Diploma in Labour Laws of Marathwada University.  
Govt. Notification No. WOR-1080/(6381)/Lab-4, dated 4-2-1981.

**(E) JALGAON****(I) DEGREE**

1. Master Degree in Personnel Management from North Maharashtra University, Jalgaon.  
Notification No. WOR-5096/525/588/Lab-4, dated 29-1-2000.
2. Master Degree of Social Welfare, North Maharashtra University, Jalgaon.  
Notification No. WOR-502000/2997/514/Lab-4, dated 5-3-2002.

**(F) OTHER STATES****(I) DEGREE**

1. The Degree of Master of Arts in Social Work of the Andhra University with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
2. The Degree of Master of Arts in Labour and Social Welfare of the Patna University, Patna.
3. The Degree of Master of Arts in Social Work of the Delhi School of Social Work, Delhi with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
4. The Degree of Master of Social work of the Agra University, Agra with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
5. The Degree of Master of Social Work of the Maharaja Sayajirao University of Baroda, with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
6. The Degree of Master of Social Work of the Kerala University with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
7. The Master of Social Work of University of Lucknow with concentration course in Industrial Relations Welfare and Personnel Management and Apprenticeship Training in a Industrial Establishments as and/or Trade Unions Organisation of the Lucknow University, Lucknow.
8. M.A. Degree in Social work Udaipur University, Udaipur with specialisation in Industrial Relations, Labour Welfare and Personnel Management.

Foot Note : The above Degree courses are recognised by the Government of Maharashtra under Govt. Notification No. WOR-1567/111449/Lab-III, dated 14<sup>th</sup> April, 1971.



9. M.A. Degree in Social work, Kashi Vidyapith with specialisation in Industrial Relations. Labour Welfare.

Govt. corrigendum, Industries, Energy and Labour Department No. WOR-1202/8448/ Lab-4, dated 27-1-1983, Welfare (Notification No. WOR-1271/139853/Lab-III-D, dated 16-11-1971).

10. The Degree of Master of Arts in Social Work with Personnel Management and Labour Relations as special subject of the Karnatak University.

(Notification No. WOR-1073/197769/Lab-III-B, dated 15<sup>th</sup> November, 1973).

11. Master of Arts in Social Welfare, Udaipur School of Social Welfare Rajasthan University (upto April 1964).

(Notification No. WOR-1572-189323/Lab-III-B, dated 31<sup>st</sup> December, 1973).

12. The Degree of Master of Arts Industrial Relations and Labour Welfare of Andhra University, Andhra.

(Govt. Notification No. WOR011781/(5686)/Lab-4, dated 28<sup>th</sup> November 1979).

13. The Degree of Master of Arts in Social Work with specialisation in Labour Welfare and Personnel Management of the Indore University.

(Govt. Notification No. WOR-1078/(5697)/Lab-4, dt. 7<sup>th</sup> September, 1981).

14. The Degree of Master of Social Work of Gujrat University, Gujrat.

(Govt. Notification No. FAC/10200/628/Lab-4, dt. 17-5-2002).

## (II) DIPLOMA

1. The Diploma in Social Service Administration of the Madras School of Social Work, **Madras** with specialisation in Industrial Relations, Labour Welfare and Personnel management.
2. The Diploma in Industrial (Labour) Relation and Welfare and of the St. Xavier Labour Relations Institute, Jamshedpur, **Bihar**.
3. The Diploma in Labour Welfare of Gujrat University.

Foot Note : The above Diploma course is recognised by the Government of Maharashtra under Govt. Notification No. WOR-1567/111449/Lab-III, dated 14<sup>th</sup> April, 1971.

4. The Diploma in Social Science Administration with specialisation in Personnel Management, Labour Welfare of the National Institute of Social Sciences, **Banglore**.  
(Notification No. WOR-1073/197769/Lab-III, dated 15<sup>th</sup> November, 1973).
5. The Post Graduate Diploma Course in Social Service with specialisation in Personnel Management and Industrial Relations of the Xavier Institute of Social service St. Xavier College, **Ranchi**.  
(Notification No. WOR-1572-654/Lab-7, dated 30-9-1975).
6. The Diploma in Personnel Management of National Institute, **Kolkata**.



**Government of .....**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- 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.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

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\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose 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

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**THE SECTION WISE JOB RESPONSIBILITY FOR JUNIOR TECHNICIAN IS AS UNDER:-**

Sr. No.	Section	Job Responsibility
1	Technical	<ul style="list-style-type: none"> <li>• Jr. Technician is a workmen post working on shop floor.</li> <li>• Production on Printing/ Post printing/ Finishing/ Allied Machines.</li> <li>• Involvement in all kind of work/ activities like machine pre make ready, make ready, printing, post printing, finishing, packing, basic computer operations, machine cleaning as per requirement.</li> <li>• Materials handling right from stores to loading on machine, production, storage of finished goods as per requirement.</li> <li>• Maintain the quality of production with achievement of target output.</li> <li>• Should assist supervisors and work with discipline to achieve daily, monthly target of production.</li> </ul>
2	Studio	<ul style="list-style-type: none"> <li>• To assist all Sr. Technician, Technician, Artist, Supervisors while making PS, Nylo, CToP plates, Brass die, &amp; artwork designing with computer and also have to do all necessary sectional work in studio section.</li> <li>• To keep machine, equipment, computers &amp; workstation clean by housekeeping in the section.</li> <li>• Carrying material (i.e. paper reels, reams, chemical, cotton waste, M/C spare parts etc.) from store department to Studio and then to other sections.</li> <li>• Physically involve on machine to achieve target with quality within time.</li> <li>• Regular opening, closing and bringing tapal of studio section.</li> <li>• To perform any work as directed by Executives and supervisors.</li> </ul>
3	Control	<ul style="list-style-type: none"> <li>• Counting of Security products at various stages i.e. blank paper, printed sheets, perforated sheets, forms &amp; booklets.</li> <li>• Piling/locking of base stock security blank paper for feeding on printing machine.</li> <li>• To bundle/ pack the security/finished products in the forms of reams, packets, bundles, labels as per requirement.</li> <li>• To stencil serial numbers and code numbers on the corrugated boxes, packing of finished products in corrugated boxed and sent to CSD.</li> <li>• To shift security products/ raw materials from one section to other section for next operation.</li> <li>• Semi finished products are to be shifted to cutting machine for cutting operations and back to concerned section.</li> <li>• Examination of Security Products.</li> <li>• Other miscellaneous work as per sectional requirement and assigned by Executives and Supervisor.</li> </ul>
4	Stores	<ul style="list-style-type: none"> <li>• Physical movement of materials</li> <li>• Operation and maintenance of motorized and non-motorized material handling equipments.</li> <li>• Data entry in electronic and physical ledgers.</li> <li>• Stock keeping, updating and verification of stock.</li> <li>• Periodical reporting of stock.</li> <li>• Unloading, stocking and loading of materials, Receipt and issue of goods.</li> </ul>

5	CSD	<ul style="list-style-type: none"><li>• Removing the cases received from Printing Sections (Controls) daily and stacking them properly as directed by the Checker/Supervisor;</li><li>• Removing cases ready for despatch and arranging them in the Dispatching Section as directed by the Checker/Supervisor In-charge;</li><li>• Shifting cases for weighing and Loading the lorries with cases to be dispatched;</li><li>• Loading/Unloading materials received/returned by the Customers and shifting of parcels by the Post;</li><li>• Doing petty pacing work whenever required</li><li>• Removing the lots of material on the boards whenever required</li><li>• Any other work as directed by the Executives and Supervisors.</li></ul>
6	Turner	<ul style="list-style-type: none"><li>• Manufacturing parts/ components for various machines and auxiliary equipments on Lathe machines.</li><li>• Turning, threading, boring and facing operations.</li></ul>
7	Machinist Grinder	<ul style="list-style-type: none"><li>• Repairing/ manufacturing components for various machine and auxiliary equipments.</li><li>• All types of milling works i.e., keyway milling, side and face milling, slitting, slotting, gear cutting, grinding, re-sharpening of all kind of tools etc.,</li></ul>
8	Welder	<ul style="list-style-type: none"><li>• To perform various welding works.</li></ul>
9	Machine Shop (Fitter)	<ul style="list-style-type: none"><li>• Repairing of malfunctioning mechanical systems, maintain, trouble shoot and repair of machines and auxiliary equipments like motors, cranes, AC plant, Air compressors, water pumps and material handling equipments.</li><li>• Erection/ Installation and relocation of various machinery and equipments.</li><li>• Repairing of Mechanical components (Hydraulics and Pneumatics) to keep machines in production.</li><li>• Utilizing various measuring tools and power tools to manufacture machine components.</li></ul>
10	Electrical	<ul style="list-style-type: none"><li>• Domestic and Industrial wiring</li><li>• Maintenance works at power house, LT sub stations.</li><li>• Maintain, trouble shoot and repair of machines and auxiliary equipments like motors, starters, cranes, AC Plant, air compressors used in production and related services.</li></ul>
11	Electronics	<ul style="list-style-type: none"><li>• Installation and relocation of various machinery and equipments.</li><li>• Repairing and Testing of Electrical and Electronic components to keep machines in production.</li></ul>