



Advt. No. 3/2017

**Bharatiya Reserve Bank Note Mudran Private Limited
Corporate Office, Bengaluru – 560 029**

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL/Company), a wholly owned subsidiary of Reserve Bank of India invites applications from eligible candidates for the posts of Assistant Manager for its Finance & Accounts and Civil Maintenance Departments in its Presses at Mysuru in Karnataka , Salboni in West Bengal and its Corporate Office in Bengaluru or for any other office that may be opened in future.

1. VACANCIES AND RESERVATION

Name of the Post	No. of Vacancies				Total
	SC	ST	OBC	Unreserved	
Assistant Manager – Accounts Background	0	0	1	2	3
Assistant Manager – Civil Engineering Background	1	1	0	0	2

NOTE:

The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirement of BRBNMPL. Reservation for SC/ST/OBC will be applicable **as per Govt. of India guidelines**. Further, even though no post has been reserved for Persons with Disability (OH & HI categories), they may also apply against vacancies as applicable if they satisfy the eligibility conditions.

2) ELIGIBILITY CRITERIA as on August 1, 2017

(i) Assistant Manager (with Accounts Background):

(a) External Candidates:

Qualification: Should have passed the Final Examination of Chartered Accountant Course conducted by the Institute of Chartered Accountants of India (ICAI) and completed the period of articulated training as prescribed by ICAI.

OR

Should have passed the Final Examination conducted by the Institute of Cost Accountants of India.

Desirable:

Candidates who have worked in Finance & Accounts Department in reputed organisation for more than one year and also have Operational skills in Microsoft Word and Excel, exposure to any ERP system, and Business Intelligence Software of Finance and Accounts will be preferred.

Experience: One year's post-qualification experience in Finance and Accounts department of a reputed Production / Manufacturing Unit.

(b) Internal Candidates:

Qualification:

Should have passed the Final Examination of Chartered Accountant Course conducted by the Institute of Chartered Accountants of India (ICAI) and completed the period of articulated training as prescribed by ICAI.

OR

Should have passed the Final Examination conducted by the Institute of Cost Accountants of India.

Experience: At least one year's of service in the Company as on 01/08/2017

(ii) Assistant Manager (Civil):

(a) External Candidates:

Qualification: B.Tech/B.E in Civil Engineering with a minimum of 60% marks in the aggregate from a Government recognised University / Institute. Candidates who have passed post graduate degree in Civil Engineering from a Government recognised University / Institute after passing B.Tech/B.E in Civil Engineering with a minimum of 60% marks in the aggregate will be given preference.

Experience (Other than Staff candidates)

Essential

At least 2 years' experience after graduation / post-graduation (in a position of independent responsibility equivalent to that of as Asst. Engineer) in public / private limited organisation including Hospitals/ Banks/ Financial Institutions/ Residential campus based educational institutions in planning / designing/ construction/ maintenance of large office building/ housing projects/ industrial projects including services and preparation and evaluation of tender papers.

Desirable:

- i) Administering construction projects in all its various aspects and knowledge of PERT / CPM techniques.
- ii) Working knowledge of computers with particular reference to analysis and evaluation of tenders / CAD/ CAM and structural designing.
- iii) Working knowledge of maintenance of electrical and electromechanical services.

(b) Internal Candidates:

Qualification:

(For Staff Candidates only) A minimum of 60% marks in the aggregate in B.Tech / B.E. in Civil Engineering from a Government recognised University / Institute.

Experience: At least two years' of service in the Company as on 01/08/2017

3) AGE LIMIT (as on August 1, 2017) (only for external candidates)

Not more than 31 years of age. (i.e., Applicants born on or after August 02, 1986 are only eligible to apply)

Upper age limit is relaxable for SC/ST candidates by 5 Years, OBC candidates by 3 years and PWD candidates by 10 Years, persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 by 5 years. In case of Ex-Servicemen it shall be relaxed by the length of Military Service increased by 3 years, however, they should not have crossed 50 years of age all inclusive as on August 1, 2017.

Age relaxation is as per Government of India guidelines followed for normal recruitments and hitherto being followed by the Company.

NOTE: 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.

No upper age limit **(for internal candidates)**

4) APPLICATION FEE (Non-Refundable):

₹300/- for all

Nil for SC/ST/PWD and all Staff candidates.

Requisite Fee must be paid along with the application by means of Banker's Pay Order / Bank Draft (validity 6 months) issued by a Scheduled Commercial Bank drawn in favour of "Bharatiya Reserve Bank Note Mudran Private Limited" and payable at "Bengaluru". Payment in any other manner will not be accepted. Fees once paid will not be refunded.

5) PAYSACLE & OTHER PERKS AND FACILITIES

Pay level 10 of 7th CPC Pay matrix.

The selected candidates will be placed on probation for a period of one year on a Basic Pay of ₹56100 per month in the Pay level 10 of 7th CPC Pay matrix. The period of probation may be extended by a further maximum period of one year at the discretion of the Company.

The initial gross monthly emoluments at the minimum of the pay level including Dearness Allowance at Central Government rate (presently 4%) is ₹58344 (approx.) (excluding House Rent Allowance). In addition to this, they are eligible for Food Vouchers, EIBM & WSRI, Washing allowance, Contributory Provident Fund, Gratuity, Reimbursement of conveyance expenses equal to the cost of 60 litres of petrol per month, Reimbursement of telephone charges, Subscription to newspaper, Medical facility for self and dependents, Children Education Allowance, Ex-gratia, Productivity Linked Reward etc. as per the rules of the Company. On confirmation, they will be eligible for other facilities viz. Leave travel facility, Leave encashment, Annual health check-up, Interest subsidy on housing loan, Electronic Device facility, Furnishing of residence etc. as applicable to the regular Assistant Managers of the Company. The candidates on appointment will be eligible for allotment of residential quarters as per the allotment rules of the Company. If residential accommodation is not allotted, the candidate will be eligible for House Rent allowance at Central Government rate.

6) SELECTION PROCEDURE

The Selection for the above posts will be made through Interview of eligible short-listed candidates. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for interview. In case the number of applications received is large, BRBNMPL reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of BRBNMPL in this regard is final.

7) HOW TO APPLY

Those who satisfy the aforesaid eligibility criteria may send their applications **BY POST** in the prescribed format published herewith on one side only on A4 size paper along with the requisite fee, self-attested photocopies of certificates in respect of age, qualification-mark sheets of all years/semesters, Degree certificate, experience certificate issued by the employer on his letterhead, caste certificate/Disability certificate in the Government of India format and Military Discharge certificate (if applicable) in a cover superscribed "**Application for the post of Assistant Manager – Accounts background**" or "**Application for the post of Assistant Manager – Civil Engineering background**" to the following address so as to reach on or before **September 8 , 2017**

**The Director (F&A), Bharatiya Reserve Bank Note Mudran Private Limited
No.3 & 4, I Stage, I Phase, B.T.M.Layout, Bannerghatta Road
Post Box No. 2924, D.R. College P.O., Bengaluru - 560 029.**

The said last date is extendable by 7 days i.e. upto **September 15, 2017** in respect of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Lahaul and Spiti District and Pangri Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep or abroad.

8) IMPORTANT GENERAL INSTRUCTIONS

- (a) Candidates who do not fulfill the eligibility conditions as indicated above are not eligible and need not apply for the post and such applications are liable for rejection and the application fee if sent will not be returned.
- (b) It is essential that the application is strictly in accordance with the prescribed format and is properly and completely filled and all certificates/mark sheets, fee are attached and contain no corrections / alterations / over-writing. The format of the application published in the advertisement should not itself be used. The application may be downloaded from the Company's website or may also be typewritten or neatly hand written in English.
- (c) All educational qualifications must have been obtained from recognised universities/institutions. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent so as to check the eligibility percentage. In the absence of such information applications are liable for rejection.
- (d) The SC/ST/PWD and Ex-servicemen candidates should enclose a photocopy of the Caste/Tribe/Disability Certificate issued by the Competent Authority as in the Government of India format for claiming the benefits of reservation in Civil posts and services for these categories under the Government of India. Ex-servicemen candidates should enclose a copy of the Discharge Certificate issued by the Competent Authority.
- (e) The Candidates belonging to OBC must 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. The certificate, interalia, must specifically state that the candidate does not belong to the socially advanced sections / Creamy Layer. The OBC candidates coming under "Creamy Layer" will be treated as "GENERAL" category candidates and hence they should indicate their category as "GENERAL". In case they do not indicate "General" their candidature will be cancelled. In addition, they should also send a declaration as per **Annex 'A'** duly signed under full signature and date along with the application.
- (f) At the time of joining, candidates in employment should produce a proper and unconditional relieving order from their present employer.
- (g) The appointment of selected candidates will be subject to formalities like medical examination, character verification, police verification and verification of other certificates/documents.
- (h) The candidates called for interview in connection with selection will be paid A.C.2 Tier train fare from their place of residence / work and back by shortest route.
- (i) The candidates should send self-attested photocopies of certificates in respect of their age, qualification-mark sheets of all semesters / years, degree certificate and experience, and caste /Disability certificate (if applicable) in the Government of India format, Military Discharge Certificate (if applicable) and the requisite fee, along with the duly filled and signed application form. Originals of the certificates, mark sheets, degree certificate in support of educational qualification, age, experience and caste certificate will be verified before allowing the candidates for interview, if short listed for the same.
- (j) Persons who have been dismissed from service of any organization need not apply.
- (k) The decision of BRBNMPL in all matters regarding eligibility, shortlisting of candidates for interview, conduct of interview and selection will be final and binding on the candidates and no correspondence will be entertained in this regard.
- (l) Selected candidates are liable to be posted to any of the Presses / Offices (i.e. Mysuru in Karnataka / Salboni in West Bengal and Corporate Office at Bengaluru) or to any of the offices / presses that may be opened by the Company in future.

- (m) The seniority of the candidates on appointment will be as decided by the Company.
- (n) Incomplete applications, application not in the format, application without copies of relevant certificates/fee, applications without copies of marks cards of all years/semesters or applications received after the closing date are liable for rejection.
- (o) 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 www.brbnmpl.co.in shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Bengaluru.
- (p) In case it is detected at any stage that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact/s, his/her candidature will stand cancelled and, if already appointed, his/her services will be summarily terminated without giving any notice or compensation in lieu thereof.
- (q) BRBNMPL shall not be responsible for any application being rejected which is based on wrong information provided in any advertisement issued by unauthorized person / institution.
- (r) BRBNMPL takes no responsibility to collect any certificate / remittance sent separately.
- (s) BRBNMPL takes no responsibility for any delay in receipt or loss in transit of any application or communication.
- (t) No Correspondence from the applicants will be entertained with regard to their eligibility to apply.
- (u) Canvassing in any form will be a disqualification.
- (v) Any corrigendum to this advertisement will be displayed only on the Company's website <https://www.brbnmpl.co.in>.
- (w) Duly filled-in application with Bank Pay Order / DD, mark sheets, certificates, testimonials etc. should be sent in a cover superscribed "**Application for the post of Assistant Manager – Accounts background**" or "**Application for the post of Assistant Manager – Civil Engineering background**" to The Director (F&A), Bharatiya Reserve Bank Note Mudran Private Limited, No.3 & 4, I Stage, I Phase, B.T.M.Layout, Bannerghatta Road, Post Box No. 2924, D.R. College P.O., Bangalore 560 029.
- (x) For any information in this regard please contact us at 080-66602000 or email: recruitment@brbnmpl.co.in
