



भारतीय रिज़र्व बैंक नोट मुद्रण (प्रा) लिमिटेड
Bharatiya Reserve Bank Note Mudran Private Limited
नैगामिक कार्यालय, बेंगलुरु - 560 029
Corporate Office, Bengaluru – 560 029

Advertisement No. 1/2020

IMPORTANT INSTRUCTIONS FOR CANDIDATES SHORTLISTED FOR PERSONAL INTERVIEW FOR THE POST OF SECURITY MANAGER

1. आप साक्षात्कार में भाग लेने से पहले यह सुनिश्चित कर लें कि विज्ञापन सं. 1/2020 में दिए गए पद के लिए निर्धारित सभी प्रकार के पात्रता मानदंड को पूरा करते हैं। यदि स्क्रीनिंग के समय यह पाया जाता है कि आप 31 जनवरी, 2020 तक, जारी विज्ञापन के अनुसार पात्रता मानदंड को पूरा नहीं करते हैं तो आपको साक्षात्कार में भाग लेने की अनुमति नहीं दी जाएगी। इसलिए, कृपया सुनिश्चित करें कि आपको भारतीय थलसेना/ भारतीय नौसेना / भारतीय वायुसेना में कम से कम पांच साल की कमीशंड सेवा के साथ कप्तान के समकक्ष या उससे अधिक रैंक का अधिकारी होना चाहिए। या

आवेदक सहायक कमांडेंट के समकक्ष या उससे ऊपर रैंक पर पैरा-मिलिट्री फोर्स जैसे की बार्डर सिक्योरिटी फोर्स, सेंट्रल रिज़र्व पुलिस फोर्स, असम राइफल्स, इंडो तिब्बती बार्डर पुलिस, सेंट्रल इंडस्ट्रियल सिक्योरिटी फोर्स आदि में होना चाहिए और न्यूनतम पाँच साल की सेवा होनी चाहिए।

You may please ensure that you fulfill the eligibility criteria prescribed for the post **in all respects** as given in the Advertisement No.1/2020 before attending the interview. You will **NOT** be allowed to appear for the interview in case it is found at the time of screening that you do not fulfill the eligibility criteria as per the advertisement as on January 31, 2020. Therefore, please ensure that you are Officer in the rank equivalent to Captain and above with a minimum of five years' of Commissioned Service in the Indian Army/Indian Navy/Indian Air Force. OR

at the rank equivalent to **Assistant Commandant** and above in Para-military Forces such as Border Security Force, Central Reserve Police Force, Assam Rifles, Indo Tibetan Border Police, Central Industrial Security Force etc. and should have put in a minimum of five years of service.

2. कृपया अपने साथ अपनी उम्र, योग्यता, रक्षा सेवा में अनुभव, श्रेणी, सिविल रोजगार के लिए फिटनेस, दिव्यांगता प्रमाणपत्र (पीडब्ल्यूडी के लिए) और अन्य अनुभव (यदि कोई हो) के समर्थन में मूल प्रमाण पत्र साथ लाएं।
 - i) जन्म तिथि (SSLC प्रमाणपत्र जहां जन्मतिथि दर्ज की गई है);
 - ii) शैक्षिक योग्यता – अंक पत्र और डिग्री / डिप्लोमा के प्रमाण पत्र (यदि आवेदन में घोषित किया गया है) और कोई अन्य परीक्षा उत्तीर्ण की हो तो उसका प्रमाण-पत्र।
 - iii) डिस्चार्ज प्रमाणपत्र / रिलीज ऑर्डर और सेवा का रिकॉर्ड, अनुभव प्रमाण पत्र
 - iv) डिस्चार्ज सर्टिफिकेट या डिस्चार्ज बुक / रिकॉर्ड ऑफ सर्विस या सक्षम प्राधिकारी द्वारा जारी किए गए प्रमाण पत्र में दर्शाया गया सिविल रोजगार के लिए मेडिकल फिटनेस का प्रमाण।
 - v) यदि आप रक्षा बलों से सेवामुक्त होने के बाद पुनर्नियोजित हैं, तो वर्तमान नियोक्ता के लेटर हेड पर सेवा - प्रमाण पत्र, और अगर सरकार में, अर्ध-सरकारी / पीएसयू / सार्वजनिक क्षेत्र के बैंकों में सेवारत हैं तो उनके द्वारा जारी अनापत्ति प्रमाण-पत्र प्रस्तुत किया जाना चाहिए।



उपरोक्त प्रमाणपत्रों के बिना साक्षात्कार के लिए आने वाले उम्मीदवारों को साक्षात्कार में भाग लेने की अनुमति नहीं दी जाएगी, और उनकी उम्मीदवारी रद्द की जा सकती है।

Please bring with you **original certificates** along with photocopies of the following in support of your age, qualification, experience in Defence Service, category, fitness for civil employment, disability certificate (for PWD) and other experience (if any):

- i) Date of Birth (SSLC certificate where the date of birth is recorded);
- ii) Educational Qualification - marks card and certificates of degree / diploma (if declared in the application) and any other examinations passed;
- iii) Discharge Certificate / Release Order and Record of Service, Experience Certificate.
- iv) Proof of Medical Fitness for Civil Employment as indicated in Discharge Certificate or Discharge Book / Record of Service or certificate issued by Competent Authority.
- v) In case you are re-employed after discharge from Defence forces, certificate from employer on their letter head towards proof of service, NOC if serving in Govt. / Quasi-Govt. / PSU/ Public sector Banks to be produced.

Candidates attending the interview without the Certificate/s as above will not be allowed to appear for the interview, and their candidature is liable for cancellation.

3. योग्यता, आयु, अनुभव, जाति की स्थिति, आदि के संबंध में पात्रता साबित करने की जिम्मेदारी अभ्यर्थी पर होगी / The onus of proving eligibility in respect of qualification, age, experience, caste status, etc. as the case may be lies on the candidate.
4. साक्षात्कार के स्थान के बाहर से आने वाले उम्मीदवारों को उनके आवेदनों की जांच के बाद साक्षात्कार में भाग लेने की अनुमति दिए जाने पर उन्हें, 2-टियर एसी रेलवे किराया / बस का किराया उनके निवास स्थान / कार्यस्थल से सबसे छोटे मार्ग द्वारा आने और वापस जाने की टिकट दिखाने पर, किराए की प्रतिपूर्ति की जाएगी। यदि उम्मीदवार किसी अन्य तरीके से यात्रा करते हैं, तो प्रतिपूर्ति वास्तविक किराया या 2एसी ट्रेन किराया, जो भी कम हो, तक सीमित रहेगी।

Candidates coming from outside the place of interview and allowed to face the interview after scrutiny of their applications will be reimbursed to and fro cost of 2-Tier AC railway fare/bus fare from their place of residence / work and back by shortest route within India subject to production of tickets. In case the candidates undertake to travel by any other mode, the reimbursement will be restricted to the actual fare incurred or the 2 AC train fare, whichever is less.

5. कृपया इस कॉल लेटर को साक्षात्कार स्थल पर कंपनी के अधिकारी को सौंप दें। बिना कॉल लेटर और फोटोग्राफ के उम्मीदवारों का साक्षात्कार नहीं लिया जाएगा। साक्षात्कार के केंद्र, तिथि और समय के परिवर्तन के लिए अनुरोध पर विचार नहीं किया जाएगा। उपरोक्त तिथि, समय और स्थान के अनुसार साक्षात्कार में भाग लेने में विफल होने और अंक -पत्र / प्रमाण-पत्र / प्रशंसापत्र आदि की मूल और फोटोकॉपी साथ नहीं लाने पर, आपकी उम्मीदवारी रद्द कर दी जाएगी।

Please handover this call letter to the Company official at the venue of the interview. Candidates without call letter and photograph pasted thereon will NOT be interviewed. Request for change of centre, date & time of interview will NOT be entertained. Failure to attend the interview on the date, time and place as stipulated above as also not bringing the



original and photocopies of all mark cards / certificates / testimonials, etc. will lead to cancellation of your candidature.

6. यह पत्र नौकरी का प्रस्ताव नहीं है। कृपया ध्यान दें कि आपको साक्षात्कार के लिए बुलाए जाने मात्र से आपको कंपनी की सेवा में भर्ती के लिए कोई अधिकार या आश्वासन नहीं दिया जा रहा है और इस संबंध में कोई पत्राचार नहीं किया जाएगा। अयोग्य उम्मीदवारों की उम्मीदवारी किसी भी स्तर पर रद्द की जा सकती है।

This letter is **NOT** a job offer. Please note that the mere fact of your having being called for the interview will not confer on you any right or any assurance for recruitment in the Company's service and no correspondence will be entertained in this regard. The candidature of ineligible candidates is liable to be cancelled at any stage.

7. वे अभ्यर्थी जो पिछली भर्ती प्रक्रिया में नियुक्त किए गए थे और पिछले नियोक्ता के अनुभव प्रमाणपत्रों में विसंगति पाए जाने, झूठी सूचनाओं की घोषणा और गलत जाति प्रमाण पत्र आदि के कारण कंपनी की सेवाओं से इस्तीफा दे चुके हैं, वे इस साक्षात्कार में भाग लेने के लिए पात्र नहीं होंगे।

Candidates, who were appointed in the previous recruitment exercises and have resigned from the services of the Company on account of discrepancy in the previous employer's experience certificates, false declaration of information and false caste certificates etc., will not be eligible to attend the interview.

8. यदि कोई उम्मीदवार प्रमाण-पत्रों की साक्षात्कार - पूर्व जांच के दौरान पद के लिए निर्धारित किसी भी मापदंड में कमी के कारण, अयोग्य पाया जाता है, तो उसकी उम्मीदवारी रद्द कर दी जाएगी, उसे साक्षात्कार में शामिल होने की अनुमति नहीं दी जाएगी और ट्रेन किराए की प्रतिपूर्ति भी नहीं की जाएगी। पात्रता, साक्षात्कार, चयन, आदि के संबंध में कंपनी का निर्णय अंतिम है और उम्मीदवारों पर बाध्यकारी है और इस संबंध में कोई पत्राचार नहीं किया जाएगा।

In case any candidate is found ineligible during pre-interview scrutiny of certificates, due to deficiency in any of the criteria stipulated for the post, his/her candidature will be cancelled, he/she will not be allowed to attend the interview and will also not be reimbursed train fare. The Company's decision with regard to eligibility, interview, selection, etc. is final and binding on the candidates and no correspondence will be entertained in this regard.

9. अयोग्य उम्मीदवार की उम्मीदवारी किसी भी स्तर पर रद्द की जा सकती है, उम्मीदवार की नियुक्ति के बाद अगर कंपनी के ध्यान में यह आता है कि वह पात्रता शर्त/शर्तों को पूरा नहीं करता / करती है, तो बिना कोई मुआवजा दिए उनकी सेवाएँ समाप्त की जा सकती हैं।

The candidature of ineligible candidate is liable to be cancelled at any stage, If it comes to the notice of the Company after appointment of the candidate that he/she does not satisfy the eligibility condition/s, his/her services are liable to be terminated, without any compensation.

10. किसी भी रूप में समर्थन जुटाने के प्रयास को अयोग्यता माना जाएगा / Canvassing in any form will be treated as a disqualification.



Recruitment for the post of Security Manager (Advt. No.1/2020) – Personal Interview Safety Protocols related to COVID-19 for candidates

The captioned interview process will be held by observing protocols related to COVID-19 personal hygiene and Social Distancing prescribed from time to time by the Government of India.

A Few important instructions are given below in this regard for candidates:-

- (i) Wearing of N95 mask is compulsory for all candidates. No accompanying member will be allowed with the candidates inside the premises.
- (ii) Candidates should maintain safe social distance with one another.
- (iii) Candidates should bring his/ her transparent water bottle, call letter, Government issued Original ID card (Ration card and learner's driving license are not considered as valid proof).
- (iv) Candidates will be allowed to carry hand sanitizer (50 ML) bottle to the interview hall.

Mandatory instructions to be followed by the candidate related to Social Distancing Mode

SOCIAL DISTANCING MODE DURING CONDUCT OF INTERVIEW RELATED – INSTRUCTIONS

1. Candidate is required to report at the interview venue strictly as per the time slot mentioned in the Call Letter AND/OR informed via Mail on their registered mail prior to interview date. It is expected that candidate strictly adheres to this time slot – as entry into the interview venue will be provided based upon the individual's time slot ONLY. Candidates should report at least 15 minutes before the Reporting time indicated on the call Letter.
2. Items permitted into the venue for Candidates:-
Candidates will be permitted to carry only certain items with them into the venue.
 - a. Mask (WEARING A N-95 MASK is COMPULSORY)
 - b. Gloves
 - c. Personal transparent water bottle (Candidate should bring his / her own water bottle)
 - d. Personal hand sanitizer (50 ml)
 - e. A ball point pen
 - f. Interview related documents (Call Letter, ID card in Original, documents supporting qualification, age, experience, caste, travel, etc.)

No other Items are permitted inside the venue.

3. Candidates should not share any of their personal belonging/material with anyone
4. Candidates should maintain safe social distance with one another.
5. Candidates should stand/seated in the row as per the instructions provided at the venue.



6. Candidates coming to the venue must have Aarogya Setu App installed on his/her mobile phone. The Aarogya Setu status must show candidate's risk factor. Candidate will have to display this status to the Security Guard at the entry into the interview venue. Candidate must bring in a signed declaration to this effect (declaration is provided along with this instruction sheet) and submit the same to the Security Guard at the entry into the interview venue.
7. After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
8. All candidates will be checked with Thermal scanner / Thermo guns at the entry point for temperature. Candidates having symptoms of fever, cough, cold or any of these would not be allowed as a safety measure.
9. It may also be noted that in terms of Government of India guidelines, candidates who are Covid Positive will not be allowed to enter the examination venue as they are required to be under quarantine for the prescribed period.
10. After the entry, all the documents original and copies will be UV sanitized at the venue. Candidates should cooperate with the venue staff in that regard.
11. Rough sheet(s)/notepad shall be provided at the venue to be used by candidate during the interview.
12. Post Interview Controls
 - On completion of interview, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.
13. If on the date of interview, the Government of India has issued amended guidelines with regard to safety protocols to be followed, the same shall be binding on the candidates coming for the interview.



Self-Declaration

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a ✓ (Yes, I have) or X (No, I do not have).

- | | |
|----------------------------|--------------------------|
| Cough | <input type="checkbox"/> |
| h | |
| Fever | <input type="checkbox"/> |
| r | |
| Sore Throat / Runny | <input type="checkbox"/> |
| Nose | |
| Breathing | <input type="checkbox"/> |
| Problem | |
| Body | <input type="checkbox"/> |
| Ache | |

I have NOT been in close contact with a person suffering from Covid-19 and am NOT under mandatory quarantine.

I may be subject to legal provision/ action as applicable for hiding any facts on Covid-19 infections related to me and causing health hazard to others.

I am aware BRBNMPL has taken measures as per advisories of Government of India related to norms of social distancing and sanitization at the Interview venue.

I'm certifying that I've NOT tested Positive for the Corona virus or identified as a potential carrier of the COVID-19 virus. I also understand that health and well-being of our community is our first priority; therefore BRBNMPL reserves the right to deny entry to its premises in view of safety concerns of public at large.

I will not hold BRBNMPL responsible, if I contracted COVID-19 during my transit or during my attendance for interview at BRBNMPL premises.

Candidate's Name : _____

Candidate's Appl. No : _____

For Office Use only

Date of Interview : _____

Interview Venue Name : _____

Signature of Candidate : _____

