



**Advt. No.**  
**3/2024**

**भारतीय रिज़र्व बैंक नोट मुद्रण (प्रा) लिमिटेड**  
**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**  
**(भारतीय रिज़र्व बैंक की पूर्ण स्वामित्व वाली कंपनी)**  
**(A wholly owned subsidiary of Reserve Bank of India)**  
**नैगमिक कार्यालय/Corporate Office, बेंगलुरु/Bengaluru – 560 029**

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL/Company) is a wholly owned subsidiary of Reserve Bank of India presently having its Presses at Mysuru in Karnataka and Salboni in West Bengal with Corporate Office at Bengaluru. The Company is committed to design, print and supply banknotes conforming to customer requirements by continuous improvement through dedicated people on a transparent, secure and confidential environment and meet the environmental needs of the area and society by complying to the relevant legal and other regulations, using eco-friendly materials, conservation of natural resources and management of waste materials. One of the core values of the Company is to be socially and environmentally responsible. BRBNMPL has already put in place an effective Integrated Management System as embodied in the ISO-9001-2015, ISO 14001:2015 and ISO 45001:2018. BRBNMPL invites applications from eligible candidates for the posts of Assistant General Manager - ERP (On Contract) and Deputy Manager with Design background for the Company.

The indicative number of vacancies are tabulated below:

| Name of the Post                               | Post code | No. of Vacancies | Total Vacancy |
|--|-----------|------------------|---------------|
|  |           | Unreserved (UR)  |               |
| Assistant General Manager-ERP<br>(on contract) | 1         | 3                | 3             |
| Deputy Manager                                 | 2         | 2                | 2             |

**NOTE:** The number of vacancies is provisional and may vary according to the actual requirement of BRBNMPL. Even though all the vacancies indicated are unreserved, candidates belonging to SC/ST/OBC/EWS/ PwBD (OH & HI)/Ex-Servicemen category are free to apply for the vacancies if they satisfy the eligibility conditions as indicated in this advertisement at para 3.

## **2. NATURE OF JOB:**

### **(A) Assistant General Manager-ERP (On Contract) – Post Code 1**

The candidates will be responsible for implementation of ERP software and coordinate as Functional and Technical consultant. The candidates may also be assigned any other job as per organizational needs. The appointment will be purely on contract basis for a period of three years only and does not confer any right whatsoever for any future regular employment in BRBNMPL.

### **(B) Deputy Manager – Post Code 2**

The candidates will be responsible for creating, conceptualizing and developing security documents, portraits, images and layouts by hand or in digital format using various design software for pre-press work flow and printing. The candidates may also be assigned any other job as per organizational needs. The appointment will be on regular basis, with one year probation extendable further one year at the discretion of the Company.

### 3. ELIGIBILITY CRITERIA as on October 1, 2024

#### (a) Assistant General Manager-ERP (On Contract) – Post Code 1

**(i) Qualification:**

Full-time First-Class Graduate/Post Graduate degree in any branch of Engineering from AICTE approved Institution / University.

**Desirable:**

Oracle certified Technology / Application Specialist for Oracle JDE 9.2 ERP system. Having in depth knowledge of Functional / Technical proficiency in designing, configuring and implementing Oracle JDE 9.2 including Oracle EBS and Hyperion.

**(ii) Experience:**

A minimum of five years of relevant experience in the level of Team Lead in at least one Oracle JDE full cycle (Oracle JDE 9.2 preferred) implementation in a reputed company having production or manufacturing unit /PSU/Central or State Government.

**Desired Skills:**

- a. As ERP professional, having knowledge in implementing Oracle JDE including Oracle EBS and Hyperion.
- b. As Strategic Oracle JDE solution expert, have a knowledge of functional modules and technical requirements (viz. customization, interfaces, analytics, mobility, etc.)
- c. Have knowledge of Oracle JDE Orchestrators and its use in effective implementation.
- d. As Strategic Oracle JDE solution expert, have studied organizational ERP needs and has provided roadmap for ERP implementation meeting organization business goals.
- e. As ERP expert, helped the organization in translating business needs into ERP requirements.
- f. As ERP professional, having mandate to oversee successful ERP implementation meeting organizational needs and ensuring meeting KPI's set by stakeholders.
- g. Having knowledge on ERP implementation methodology & Oracle JDE landscape / architecture industry.
- h. Dashboard & Reporting: Have knowledge of management requirements related to dashboard.
- i. Carried out end to end project management of the ERP implementation.
- j. Aware of the latest and best practices in digital transformation.

**(iii) Age Limit as on October 1, 2024**

Between 32 to 50 years, i.e., applicants born on or after October 2, 1974 and not later than October 1, 1992 are only eligible to apply.

For Internal Candidates (BRBNMPL): Upper age limit is relaxable by 5 years.

#### (b) Deputy Manager– Post Code 2

- (i) **Qualification:** Bachelor of Fine Arts (BFA) or Bachelor of Visual Arts (BVA) or Bachelor of Design (B. Des) or equivalent qualification with specialization in commercial arts or fine arts or applied arts or Graphic Design from a government recognized University or Institution.
- (ii) **Experience:** Should have minimum of three years of experience in graphic design or security document designing. Candidate must have hands-on proficiency with design

software, such as Adobe Photoshop/Adobe Illustrator/PDF workflow duly supported with documentary proof.

**Desirable:**

- a. Candidates with Adobe professional certification will be given preference;
- b. Having good knowledge of typography, fonts, layout, colour theory, and design;
- c. Understanding of basic principles of print production and pre-press workflows;
- d. Capability to showcase creative design proposals during the selection process;
- e. Hands on experience on Adobe In-Design and CorelDraw;
- f. Having an excellent portfolio with strong artistic skills, innovativeness, good communication skills, presentation skills, and drawing skills;
- g. Proficiency in creating, conceptualizing, and developing images and layouts by hand or in digital format using design software;
- h. Having Customer focus, creativity, flexibility, attention to detail, and orientation towards achieving deliverables;
- i. High on self-initiative and ability to work in teams and within deadlines;
- j. Understanding of basic principles of print production and pre-press workflows will be an advantage;
- k. Showcasing design proposals during the selection process.

(iii) **Age Limit as on October 01, 2024**

Not more than 31 years, i.e., Applicants born before October 1, 1993 need not apply.

For Internal Candidates (BRBNMPL): Upper age limit is relaxable by 5 years.

Upper age limit is relaxable as per Government of India guidelines as prescribed for services under the Government of India (OBC/SC/ST candidates are not eligible for age relaxation).

**4. SCHEME OF SELECTION:**

**(a) For Assistant General Manager-ERP (On Contract)**

Selection will be made through interview of the short-listed applicants. Merely fulfilling the eligibility criteria does not entitle an applicant to be called for interview. BRBNMPL reserves the right to raise the minimum eligibility criteria, etc., in order to restrict the number of applicants to be called for interview, commensurate with the number of vacancies. The decision of BRBNMPL in this regard will be final.

**(b) For Deputy Manager:**

- (i) Selection will be made through an offline written examination which will be of objective type. This will be followed by interview of the applicants who qualify in the written examination and short-listed for interview.
- (ii) The written examination will be conducted covering the areas, "General Knowledge, Awareness on visual culture, art/sculpture/architecture/ miniature art, painting etc., conceptual skills, execution skills in terms of workflow and printing processes, colour theory, design software skills, design discipline & hygiene etc." The test will be in English only.
- (iii) Applicants will have to appear for the offline written examination at their own cost. The minimum qualifying marks will be decided by the Company based on the

performance of the applicants in the written examination. They should rank sufficiently higher in "Professional Knowledge" to be short-listed and called for interview.

- (iv) The written examination will be conducted at **Bengaluru Centre** tentatively in the month of November/December 2024. Further, the Company reserves the right to add some other centre at its discretion, depending upon the response, administrative feasibility, etc. The Company also reserves the right to allot the applicants to any of the centre, if added, other than **Bengaluru**. The exact date, session, centre, venue, reporting time of examination will be mentioned in the call letter and will be indicated on the Company's website and the applicants will also be informed through email on their registered email id. Detailed instructions and other terms and conditions will be mentioned in the call letter.

## **5. EMOLUMENTS AND OTHER FACILITIES:**

### **i) For the post of Assistant General Manager – ERP (On contract)**

The selected candidate will be paid a fixed consolidated monthly emolument of ₹1,48,000/- (Rupees One Lakh Forty Eight Thousand only), during the Contract period subject to deduction of statutory taxes as applicable. The consolidated monthly emolument includes Company's notional contribution to provident fund (entire 12%). In addition, the selected candidates will also be eligible for Meal Coupons, EIBM & WSRI, PLR, Ex-gratia, Annual Health Check-up, one daily newspaper, visiting cards, Conveyance Allowance, Telephone Facility, Outdoor Medical facilities and Indoor Mediclaim facilities as per the rules of the Company. He / She will be eligible for Earned Leave, Sick Leave and Casual Leave at the rates as admissible to Officers of the Company and Travelling & Halting Allowances in respect of official journeys performed as per the rules of the Company. At present, the Cost to Company (CTC) per annum which includes all allowances, identifiable costs and other benefits as per the rules of the Company will be approximately ₹31.0 Lakhs. The candidate will **not** be eligible for any leave encashment and superannuation benefits for the contractual period.

### **ii) For the post of Deputy Manager**

- (a) Pay level 10 in the BRBNMPL Pay Matrix.
- (b) The selected candidates will be placed on probation for a period of one year on a Basic Pay of ₹56,100/- per month in the above Pay level of BRBNMPL Pay matrix. The period of probation may be extended by a further maximum period of one year at the discretion of the Company.
- (c) He/she will also be eligible for Dearness Allowance, Perquisites and other allowances, Contributory Provident Fund and Gratuity as per the rules of the Company. The present Cost to Company (CTC) per annum will be approximately ₹19.0 Lakhs which includes all allowances and identifiable costs including Retirement Benefits and other benefits which are subject to conditions as per the rules of the Company.
- (d) Candidates presently in Central Government Services, on selection and appointment, will be eligible for protection of pay as per the rules of the Company.
- (e) The seniority of the candidates and career progression on appointment will be as per the existing rules of the Company subject to review of the policy, if any, at a later date.

## 6. APPLICATION FEE:

- i) Nil for the post of AGM-ERP (On contract)
- ii) ₹500/- (inclusive of GST) for the post of Deputy Manager. No fee is payable by SC/ST/PwBD(OH & HI)/Women/Ex-servicemen/Staff candidates.

Requisite application fee must be paid by means of Bank Pay Order/Demand Draft (Validity of 3 months) issued by a Scheduled Commercial Bank drawn in favour of "Bharatiya Reserve Bank Note Mudran Private Limited" payable at "Bengaluru" along with the application. Transaction charge (if any) levied by the bank for the payment of above application fees is to be borne by the applicants. Payment in any other manner will not be accepted and the applicant will be considered not eligible. Applicants paying lesser fees will also be not eligible. Fees once paid will not be refunded or kept in reserve for future examination/selection.

## 7. ACCOMMODATION:

The candidate 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 as per the policy of the Company.

## 8. REIMBURSEMENT OF COST OF TRAVEL:

All applicants will have to appear for the written examination at their own cost. Shortlisted applicants who are called for interview will be reimbursed to and fro cost of 2 AC train fare/ bus fare by the shortest route from the place of residence/ work in India to the place of interview for appearing at the interview subject to production of proof.

## 9. HOW TO APPLY:

Those who satisfy the aforesaid eligibility criteria may send their duly filled-in application **BY POST** strictly in the prescribed format published herewith on one side only on A4 size paper along with self-attested photocopies of certificates in respect of age (School leaving certificate for date of birth proof), educational qualification (Degree certificate and mark sheets of all years/semesters), Experience certificate issued by the employer on its letterhead clearly indicating the length and line of experience as per the eligibility conditions and Caste Certificate/Disability certificate in the Government of India format (if applicable).

Duly filled-in application along with Bank Pay Order / Demand Draft and photocopies of all the relevant testimonials should be sent in a cover superscribed "**Application for the post of ....., Post Code .... vide Advt. No. 03/2024 (as applicable)**" to the following address so as to reach on or before **15/11/2024**.

**The Chief General Manager, 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 prescribed last date is extendable by 7 days, i.e., up to **22/11/2024**, in respect of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Ladakh, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep or abroad.

## 10. 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) Candidates seeking age relaxation as per Govt. of India guidelines shall submit relevant certificate in the prescribed format issued by the competent authority.
- (d) 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.
- (e) Applicants already in service of Government / Quasi Government Organisations, Public Sector Banks / Undertakings and Autonomous Bodies will have to submit "No Objection Certificate" from their employer at the time of interview, if shortlisted for the same. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in absence of which the candidate will not be allowed to join the Company. If the application is required to be routed through their employer and in the process it reaches the BRBNMPL Office after the due date, it will not be considered even though it is submitted to their employer before the due date. In such cases, applications marked "Advance copy" should be sent to BRBNMPL Office directly together with fee (if applicable) and the regular copy (without fee) should be routed through the employer.
- (f) Persons who have been dismissed from the service of any organisation **need not apply**.
- (g) Applicants, who had joined the services of BRBNMPL from previous recruitment exercises and had left the services of the Company on account of discrepancy in their previous employers' experience certificates or false declaration of information or false caste certificates etc., **need not apply**.
- (h) The decision of BRBNMPL, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by BRBNMPL in this behalf.
- (i) Selected applicants 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.
- (j) Appointments of selected candidates will be subject to his/her being declared medically fit by Company Medical Officer, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer, referees 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.
- (k) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Company's website [www.brbnmpl.co.in](http://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.
- (l) Canvassing in any form will be treated as a disqualification.
- (m) No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- (n) Any **corrigendum** to this advertisement will be displayed only on the Company's website [www.brbnmpl.co.in](http://www.brbnmpl.co.in). Therefore, applicants are advised to keep checking the Company's website for any update.
- (o) **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 [www.brbnmpl.co.in](http://www.brbnmpl.co.in).** It will not be intimated to the applicants

individually. However, in case of cancellation, application fees paid (if any) by the applicants will be refunded to them. The Company also reserves the right to fill up the vacancies fully or partly by other method of selection, if considered necessary.

- (p) The candidates should send self-attested photocopies of certificates in respect of their age /educational qualification /Experience certificate issued by the employer on its letterhead clearly indicating the length and line of experience as per the eligibility conditions/Caste Certificate/Disability certificate/ PwBD certificate in the Government of India format (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.
- (q) Incomplete applications, application not in the prescribed format, application without copies of relevant certificates/fee, applications without copies of requisite documents or applications received after the closing date are liable for rejection.
- (r) 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.
- (s) 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.
- (t) BRBNMPL takes no responsibility to collect any certificate / remittance sent separately.
- (u) BRBNMPL takes no responsibility for any delay in receipt or loss in transit of any application or communication.
- (v) For any information in this regard please contact us at 080-66602000 or email: [recruitment@brbnmpl.co.in](mailto:recruitment@brbnmpl.co.in).

#### **11. CHECK LIST FOR SUBMISSION OF THE APPLICATION FORM:**

- a) The Format of the Application Form published herewith may only be used. The application, strictly in conformity with the Format, should be typed or neatly handwritten in English on one side only on A4 paper and should be completed in all respects. Incomplete application in any form and not in the prescribed Format shall be rejected. No correspondence will be entertained by BRBNMPL in the matter.
- b) Name and address should be written in capital letters in English only.
- c) Applicants should ensure that all the entries have been correctly filled in and the application is duly signed including pasting of recent passport size photograph.
- d) On the envelope containing the application, the post applied for should be clearly indicated as "Application for the post of Assistant General Manager – ERP (On contract) / Deputy Manager" (as applicable) and sent to:

**The Chief General Manager,  
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.**

\*\*\*\*\*