



INDIA GOVERNMENT MINT, NOIDA
(A Unit of Security Printing & Minting Corporation of India Limited)
Mini-Ratna Category-I CPSE
(Wholly Owned by Government of India)

ADVERTISEMENT No.1/19

India Government Mint, Noida (IGM Noida) 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 13.01.2006 under the companies Act, 1956 with the objective of designing, manufacturing of security documents, Bank Notes & Security Inks etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi. With the above background, India Government Mint, Noida invites applications for following post:

Name of the Post	Level	Scale of Pay (IDA)	Total Post (No.)	Minimum Age (As on 27.07.2019)	Maximum Age (As on 27.07.2019)	Job Suitability (in case of Divyang)*
Junior Hindi Translator	A-1	Rs.26000-100000	01 (UR)	18 years (The candidate should not have been born after 27.07.2001)	30 years (The candidate should not have been born earlier than 28.07.1989)	OL, BL, MW, FT

FULL FORM OF ABBREVIATIONS*(LEGENDS):-

UR = Unreserved	OL = One Leg Affected	BL = Both Leg Affected but not arms
FT = Limited exercise to tolerance – early fatigue	MW = Muscular weakness & limited physical endurance	

**Note: The vacancy is unreserved (UR) however the job of the post is suitable for Divyangjan also who suffer from not less than 40% of disability and falling in the category of OL, BL, MW and FT.*

QUALIFICATION & EXPERIENCE (as on 27.07.2019)

Essential:

Master's Degree from a recognized University in Hindi or English with English / Hindi subject at graduation level (i.e. Hindi in case the candidate is Post-graduate in English and vice versa)

AND

One year experience in translation from Hindi to English and vice versa.

Desirable:

- Knowledge of Sanskrit and/or any other modern Indian language;
- Proficiency in working on Computer in Hindi language.

HOW TO APPLY:

- 1 The application should be submitted in the pro forma given in the advertisement, preferably type written.
- 2 The outer cover should be super-scribed as "Application for the post of Junior Hindi Translator".
- 3 A non-refundable Bank Demand Draft for Rs.400/- (inclusive of GST) drawn in favour of "India Government Mint, Noida", payable at Noida is to be enclosed. Candidates are advised to write their name and the post applied on the reverse side of the Demand Draft. No application fee to be paid by the candidates belonging to SC/ST/Physically Challenged category.
- 4 The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience.

- 5 Duly completed application should be sent to the General Manager, India Government Mint, D-2, Sector 1, Noida-201301 through registered/speed post only so that it reaches on or before 27.07.2019. Applications received late/incomplete will be rejected. SPMCIL management will not be responsible for any postal delay/loss of documents during transit. No other mode of dispatch will be considered.
- 6 Applications without self-attested photocopies of supporting documents in respect of age, educational qualification, experience and requisite application fee will be rejected without any information to the applicants.

GENERAL CONDITIONS:

- 1 Only Indian Nationals are eligible to apply.
- 2 Mere conformity to the job requirement will not entitle a candidate to be called for written test. Management reserves the right to reject any application without assigning any reason and to raise the eligibility criteria to restrict/regulate the number of candidates to be called for written test. The recruitment process can be cancelled/suspended/terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.
- 3 **Selection Process:** The selection will be on the basis of score/marks obtained in the written examination/test. The merit list shall be prepared on the basis of performance in written test only. The written test comprises of two (02) papers for duration of two (02) hours.

Paper	Subject	No. of Question	Marks	Duration
Paper-1 (Objective)	General Hindi	25	25	60 minutes
	General English	25	25	
Paper-2 (Translation)	Hindi to English	25	25	60 minutes
	English to Hindi	25	25	
Total		100	100	120 minutes

- 4 The date, time and place of examination shall be intimated separately.
- 5 Applications that are not in conformity with the requirements indicated in the advertisement or incomplete applications will not be entertained and will be rejected.
- 6 Wherever applicable, candidates should send their application through proper channel. The employees of Central/State Govt./PSUs/Autonomous Bodies, etc. should apply through proper channel or shall produce NOC at the time of written test.
- 7 **Age relaxation:** The upper age limit specified in the advertisement is for general candidates from the open market. No relaxation in upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.
- 8 The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle applicants to be called for written test.
- 9 The cut-off date for reckoning maximum age limit, qualification and experience would be the last date of submission of application i.e. 27.07.2019. The cut-off date for determining all eligibility criteria i.e. 27.07.2019 would remain same even if the last date for submission of application is extended for administrative/technical reasons.

***In case of internal candidates (SPMCIL employees), there shall be no age bar for those who fulfill the essential qualification and experience provided they have at least three years of service left on 27.07.2019.**

- 10 India Government Mint, Noida reserves the right NOT to select a candidate for a post, if suitable candidate is not found.
- 11 Appointment of the candidate in the India Government Mint, Noida/SPMCIL will also be subject to Medical fitness, satisfactory reference check, verification of character and antecedents and execution of bond for Rs.2 lacs to serve the company for a minimum period of three years.
- 12 Allowances such as perquisites, HRA, medical reimbursement, performance related pay, Gratuity, Leave encashment, Advances etc. are admissible as per the rules of the Company.
- 13 Management reserves the right to call or not to call any/all candidates who have responded against the advertisement.
- 14 SPMCIL/India Government Mint, Noida management reserves the right to fill up the post or increase/decrease the number of posts or even to cancel the whole process of recruitment without assigning any reasons thereof.
- 15 No correspondence will be entertained about the outcome of the applications.
- 16 At present the place of posting is India Government Mint, Noida but liable to be transferred to any of the Units of SPMCIL as per requirement.
- 17 All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Gautambudh Nagar district only.
- 18 Wrong declaration/submission of false information or any other action contrary to the law shall lead to cancellation of the candidature at any stage.
- 19 Canvassing in any form will be disqualification.

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Dy. Manager (HR)