BANK NOTE PAPER MILL INDIA PRIVATE LIMITED
(A Joint venture of SPMCIL – A Govt. of India Enterprise and BRBNMPL – A Subsidiary of Reserve Bank of India)
CIN: U21090KA2010PTCO55475
Corporate Office, Paper Mill Compound, Note Mudran Nagar, Mysuru - 570 003

EMPLOYMENT NOTIFICATION NO. 01/2024 DTD. 30.05.2024

Bank Note Paper Mill India Pvt. Ltd. (BNPMIPL) is a Joint Venture between Security Printing & Minting Corporation of India Limited (SPMCIL – A wholly owned Public Sector Undertaking of Government of India under Ministry of Finance) and Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL – A wholly owned subsidiary of Reserve Bank of India (RBI)) is engaged in production of Bank note papers with a capacity of 12000 TPA in Mysuru, Karnataka.

The company invites On-line applications for the following post from eligible and willing Indian citizens:

Name of the Post - Process Assistant Grade - I (Non-Executive Cadre)						
Discipline	**Approx. No. of Posts**	**SC**	**ST**	**OBC**	**EWS**	**UR**
Mechanical	10	2	1	2	1	4
Electrical	4	-	-	1	-	3
Electronics	5	1	-	1	-	3
Chemical	6	1	1	1	1	2
Pulp & Paper	6	1	-	1	1	3
Civil	2	-	1	-	-	1
Chemistry	2	-	-	1	-	1
Accounts Assistant	2	-	-	-	-	2
Office Assistant	2	-	-	-	-	2
TOTAL	**39**	**5**	**3**	**7**	**3**	**21**

NOTE: The number of vacancies is provisional and may vary according to the actual requirement of BNPMIPL.

Candidates satisfying eligibility criteria may submit their application in the prescribed format before due date. **Abridged advertisement will also be published in Employment News dated 08.06.2024 or subsequent issues.**

On-line receipt of Application   : 05.06.2024
Last date for receipt of Application : 30.06.2024

Requisite application fee is to be paid through On-line Payment Gateway using Credit Card/Debit Card/Net Banking/UPI Payment to BNPM Recruitment A/c as indicated.

1. **ELIGIBILITY CRITERIA:**

QUALIFICATION, EXPERIENCE, AGE, ETC. FOR THE POST IS AS UNDER:

Sl. No	Name of the Post	Approx. No. of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
1a.	**Process Assistant Grade – I (Technical)** (i)Mechanical Discipline	10	**18 - 28 years**	Pass in Matric /SSLC / 10th Class Board Examination **AND** A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Fitter / Machinist/ Turner / Mechanic/ Machine tool maintenance/ Tool & Die maker **OR** 3 years Diploma with 60% Marks aggregate in Mechanical Engineering from a recognized Indian University/Polytechnic Institute approved by AICTE	1.Minimum **02 years** industry experience* in Manufacturing/ Production / Operation / Process control or maintenance for ITI trade certificate holders (1- year apprenticeship training will also be considered as 1- year experience). *Experience in any of the following industries: • Paper & Pulp Industry • Fertilizer/ Petrochemical / Chemical plant • Other Production / Manufacturing Industries 2. For Diploma holders Experience is not essential.

Sl. No	Name of the Post	Approx No. of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	Process Assistant Grade – I (Technical) (ii)Electrical Discipline	**04**	**18 - 28 years**	Pass in Matric /SSLC / 10th Class Board Examination **AND** A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Electrician Trade **OR** 3 years Diploma with 60% Marks aggregate in Electrical Engineering from a recognized Indian University/ Polytechnic Institute approved by AICTE	1.Minimum **02 years** industry experience* in Manufacturing/ Production / Operation /Process control or maintenance for ITI trade certificate holders (1- year apprenticeship training will also be considered as 1- year experience). *Experience in any of the following industries: • Paper & Pulp Industry • Fertilizer/ Petrochemical/ Chemical plant • Other Production / Manufacturing Industries 2. For Diploma holders Experience is not essential.

Sl. No	Name of the Post	Approx No.of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	Process Assistant Grade – I (Technical) (iii) Electronics Discipline	**05**	**18 - 28years**	Pass in Matric /SSLC / 10th Class Board Examination **AND** A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Electronic mechanic/ Instrument Mechanic/ Mechanic Mechatronics/ Mechanic Industrial Electronics/ Mechanic cum Operator Electronics communication system/Information Technology & Electronics system Maintenance **OR** 3 years Diploma with 60% Marks aggregate in Electrical & Electronics/ Electronics & Communication / Electronics & Instrumentation Engineering from a recognized Indian University/ Polytechnic Institute approved by AICTE	1.Minimum **02 years** industry experience* in Manufacturing /Production / Operation /Process control or maintenance for ITI trade certificate holders (1- year apprenticeship training will also be considered as 1- year experience). *Experience in any of the following industries: • Paper & Pulp Industry • Fertilizer/ Petrochemical/ Chemical plant • Other Production / Manufacturing Industries 2. For Diploma holders Experience is not essential.

Sl. No	Name of the Post	Approx No.of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	Process Assistant Grade – I (Technical)				
	(iv) Chemical Discipline	**06**	**18 - 28 years**	Pass in Matric /SSLC / 10th Class Board Examination **AND** A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Attendant Operator (Chemical Plant)/ Laboratory Assistant (Chemical Plant)/ Instrument Mechanic (Chemical Plant) **OR** 3 years Diploma with 60% Marks aggregate in in Chemical Engineering from a recognized Indian University/ Polytechnic Institute approved by AICTE	1. Minimum **02 years** industry experience* in Manufacturing /Production / Operation /Process control or maintenance for ITI trade certificate holders (1-year apprenticeship training will also be considered as 1- year experience). *Experience in any of the following industries: • Paper & Pulp Industry • Fertilizer/ Petrochemical/ Chemical plant • Other Production / Manufacturing Industries 2. For Diploma holders Experience is not essential.

Sl. No	Name of the Post	Approx No.of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	Process Assistant Grade – I (Technical) (v) Pulp & Paper Discipline	**06**	**18 - 28 years**	<u>3 years Diploma</u> with 60% Marks in aggregate in Paper & Pulp Technology/Wood & Paper Technology from a recognized Indian University/ Polytechnic Institute approved by AICTE	Experience is not essential.
	Process Assistant Grade – I (Technical) (vi) Civil Discipline	**02**	**18 - 28 years**	Pass in Matric /SSLC / 10th Class Board Examination **AND** A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Draughtsman (Civil)/Draftsman (Civil) **OR** <u>3 years Diploma</u> with 60% Marks aggregate in in Civil Engineering from a recognized Indian University/ Polytechnic Institute approved by AICTE	1.Minimum **02 years** industry Experience in construction industry/in Civil Engg. Dept.of a company having worked in civil construction project in a reputed organization for ITI certificate holders. 2.For Diploma holders experience is not essential.

Sl. No	Name of the Post	Approx No.of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	Process Assistant Grade – I (Technical) (vii) Chemistry	**02**	**18 - 28 years**	B.Sc (Chemistry) with 60% marks in aggregate from a Govt. recognised Indian University /Institute.	Experience is not essential.
1 b.	**Process Assistant Grade – I (Non-Technical)** (i)Account Assistant	**02**	**18 - 28 years**	B.Com with 60% marks in aggregate from a Govt. recognised Indian University /Institute.	Experience is not essential.
	Process Assistant Grade – I (Non-Technical) (ii) Office Assistant	**02**	**18 - 28 years**	Any Graduate with 60% marks in aggregate from a Govt. recognised Indian University /Institute.	Experience is not essential.

Note: 1. Candidates having qualification in allied branch/equivalent discipline other than specified above need not apply;

2. The no. of vacancies indicated above are only provisional and may change according to the actual requirement of the company.

3. All qualifications mentioned above shall be **Full time** only.

4. **ONE CANDIDATE CAN APPLY FOR ONE POST ONLY. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/intimation charges paid for other multiple registrations will stand forfeited.**

2. RESERVATION & RELAXATION:

a.Relaxation in upper age limit as on **30.06.2024** will be extended as per Government of India guidelines, which inter-alia would be as under:

i	Scheduled Caste / Scheduled Tribe candidates –	5 years
ii	Other Backward Classes candidates (Non-creamy layer)	3 years
iii	Persons with Benchmark Disability (PwBD)	10 years as per GOI guidelines.
iv	Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released.	3 years in addition to number of years of service in Defence Forces subject to a maximum age of 55 years.

b. Relaxation in Percentage of Marks for Educational qualification for SC/ST Candidates:

1.	Percentage of Marks only in the respective qualification	Relaxation of 5 % only in the respective Minimum marks as prescribed. No relaxation will be allowed in minimum educational qualification prescribed against each Post.

Note:
1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
2. Date of birth as per Secondary School Certificate (SSC) or equivalent examination should be mentioned.
3. Persons suffering from not less than 40% of relevant disability certified by Competent Authority shall alone be considered for age relaxation to PwBD candidates.
4. The SC/ST/PwBD applicants should submit Caste/Tribe/Disability Certificate issued by the Competent Authority as in Government of India format for availing the benefit of relaxation at the time of verification of documents/credentials.
5. The Candidates under OBC category are required to meet the following conditions:
   - The candidate must not belong to creamy layer/socially advanced sections.
   - The name of caste and community of the candidate must appear in the 'Central list of Backward classes'.
   - The candidate need to furnish their OBC certificate as per the format prescribed by the Government of India (not older than one year as on **30.06.2024**), from the Competent Authority, at the time of verification of documents/credentials.
   - The OBC applicants coming under 'Creamy Layer 'will be treated as 'UR/General' Category Candidates, and hence should indicate their category as 'UR/General'.
6. An Ex-serviceman should produce a certificate in the prescribed proforma to the Company that he/she has been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency from the Defence Forces.
7. A certificate for Ex-Servicemen should be signed by the appropriate Authority specified below and should also specify the period of Service in the armed forces;
   In case of JCOs/ORs and equivalent rank of Navy and Air Force – Army: By concerned regimental record office, Navy: Naval records, Mumbai, and Air Force: Air force record, New Delhi.
8. An ex-serviceman who has once joined the Government job on the Civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his Ex-serviceman status for the purpose of re-employment in Government ceases and thus will not be eligible to seek relaxation in upper age limit as detailed above.
9. 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 subject to maximum of 55 years.
10. Once the category is notified in the application form, it cannot be changed at any stage later on.

c. GUIDELINES FOR EWS (ECONOMICALLY WEAKER SECTIONS)-
   a) 10% of Vacancies are reserved for the EWS as per the instructions of Government of India issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 31st January, 2019.
   b) Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule 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 as also his/her spouse and children 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:

   - 5 acres of Agricultural Land and above;
   - Residential flat of 1000 sq. ft. and above;
   - Residential plot of 100 sq. yards and above in notified municipalities;
   - Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

c) The income and assets of the families as mentioned in Para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.

d) The reservation of EWS shall be governed as per the instructions issued by the Govt. of India in this regard from time to time.

Disclaimer: *"EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the income & Asset certificate being verified through proper channel."*

d. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

• The candidate will have to arrange his/her own scribe at his/her own cost.
• The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
• A person acting as a scribe for one candidate cannot be a scribe for another candidate.
• The scribe may be from any academic stream. However, for Process Assistant posts the scribe should be from an academic stream different from that prescribed for the post.
• Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
• Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
• Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
• Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
• During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(ii)Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

(iii)Guidelines for Visually Impaired candidates
• Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

e. GUIDELINES FOR SC/ST/OBC & PwBD CANDIDATES
(i) The SC/ST applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe Certificate issued by the Competent Authority 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 at the stage of document verification or at any date after being advised about the same.

(ii) In case of the applicants belonging to OBC Category, the Certificate to that effect should not have been obtained 1 Year earlier to the last date of online registration. Candidates 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 under the Government of India at the time of certificates verification or on any date after being advised about the same. The certificate, inter alia, must specifically state that the applicant does not belong to the socially advanced sections/ Creamy Layer. The certificate should have been obtained from the Competent Authority. The applicant should not belong to the socially advanced sections/Creamy Layer on the last date of application. The OBC applicants coming under 'Creamy Layer' will be treated as "UN-RESERVED" category applicant and hence they should select their category in online application as 'UN-RESERVED'. It may be noted that only the castes/sub-castes figuring in the Central List (Govt. of India) will be considered, and accordingly OBC caste /Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category.

(iii) The candidates belonging to PwBD category must produce a copy of the certificate of their disability in the Government of India format issued by the authorities empowered to issue the certificate at the time of verification or at any date after being advised about the same.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

3. EXAMINATION FEES AND INTIMATION CHARGES PAYABLE (NON-REFUNDABLE)

Category	Examination Fees	Intimation charges
For SC/ST/PwBD	Nil	Rs. 200/-
For all others (including OBC & EWS)	Rs. 600/-	

The applicants (wherever applicable) have to pay the examination fees/intimation charges **online** as per the method explained. Transaction charges (if any) levied by the bank for the payment of above fees/charges, are 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 exam/selection. SC/ST/PwBD applicants are exempted from the payment of examination fees; however, they have to pay Rs. 200 towards intimation charges.

4. PAY SCALE AND EMOLUMENT

The Company in order to attract and retain competent workforce, company has decided to fix higher initial pay in the respective pay level as detailed below:

Name of the Post	Pay Level (Equivalent of Central Govt. Pay)	Minimum Basic Pay (Rs.)
Process Assistant Grade - I	02	24,500/-

Other Allowances and Benefits: In addition to Basic Pay, DA *(Central DA @ 50% at present)*, HRA- depending on the place of posting i.e., @18%(on Basic Pay) for Mysuru. Other benefits and perquisites shall be as per the rules of the company including PF, Gratuity, Indoor Mediclaim Insurance, Outdoor Medical Reimbursement, LTF, Children Education Allowance, Washing Allowance, Furnishing Allowance, Interest Subsidy on Housing Loan, Canteen facility, Conveyance Reimbursement, Performance linked Incentive, etc.

Note: *Please note that presently the Company follows CDA pattern of Pay with scales of pay as per 7th CPC Pay matrix but the company reserves the right to change over to scale of pay on Industrial D.A. Patterns or any other scale of pay formulated by the Company.*

5. SELECTION PROCEDURE:

a. Selection for the above mentioned posts will be done through On-line Test – Objective type and Trade Test/Skill Test, if any held. Depending upon the number of valid applications received, selection procedure may vary and shall be intimated in due course.

b. On-line test will comprise questions from relevant trade/profession and General Aptitude test consisting of Quantitative Aptitude, Logical Reasoning, & General Awareness. However, there will be test of English for candidates applying for the post of 'Office Assistant.' Candidates will have to periodically visit the company's website for further guidance in this matter.

c. Trade Test/Skill Test if held, the same will be qualifying in nature i.e., one should receive at least 50% in the Trade Test/Skill Test to be qualified for selection. Marks obtained in Trade Test/Skill Test will not be added with On-line test score to draw the final merit list.

d. All Tests shall be conducted in English language only.

e. Examination Centre will be at Bangalore and/or Mysuru. Candidates have to appear for On-line test at own cost.

Structure of the Online Test - For Technical Posts of Process Assistant (PA) Gr.-I: (Mechanical/ Electrical/Electronics/Chemical/Pulp & Paper/Civil/Chemistry)

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
Part A				Only English	80 minutes
1	Logical Reasoning	20	20		
2	Quantitative Aptitude	20	20		
3	General Awareness	20	20		
Part B					40 minutes
4	Professional/Technical Knowledge	40	40		
	TOTAL	**100**	**100**		**120 Minutes**

Structure of the Online Test - Non-Technical Posts of Process Assistant (PA) Gr.-I: Account Assistant Post

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
Part A				Only English	80 minutes
1	Logical Reasoning	20	20		
2	Quantitative Aptitude	20	20		
3	General Awareness	20	20		
Part B					40 minutes
4	Accounting Norms	40	40		
	TOTAL	**100**	**100**		**120 minutes**

Structure of the Online Test - Non-Technical Posts of Process Assistant (PA) Gr.-I: Office Assistant Post

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
Part A				Only English	80 minutes
1	Logical Reasoning	20	20		
2	Quantitative Aptitude	20	20		
3	General Awareness	20	20		
Part B					40 minutes
4	English Language	40	40		
	TOTAL	**100**	**100**		**120 minutes**

6.CANDIDATES REPORTING LATE 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 **120 minutes** candidates may be required to be 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.

7.IDENTITY VERIFICATION

In the examination hall as well as at the time of skill test/trade test, if held,

the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate'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 candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

Note: Candidates have to produce in **original the photo identity proof** and **submit photocopy of the photo identity proof along with Examination call letter** as well as the Call Letter while attending the examination/ trade test/skill test respectively, without which they will not be allowed to take up the examination/ trade test/skill test. Candidates 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 candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

8. CENTRE CLAUSES:

   a) The examination will be conducted online in venues given in the respective call letters.
   b) No request for change of centre/venue/date/session for Examination shall be entertained.
   c) BNPMIPL however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
   d) BNPMIPL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
   e) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and BNPMIPL will not be responsible for any injury or losses etc. of any nature.
   f) Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates do not opt for a particular centre for "Online" examination, BNPMIPL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, BNPMIPL reserves the right to allot any other centre to the candidate.

9. OTHER CLAUSES

a) The possibility of occurrence of some problem in the 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.

b) Decision of BNPMIPL in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the company in this behalf.

c) 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 center or for any candidate.

d) BNPMIPL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by BNPMIPL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BNPMIPL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

e) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any BNPMIPL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

10. Process for Arriving at Scores in On-line examination

The Scores of Online Examination are obtained by adopting the following procedure:

(i)Number of questions answered correctly by a candidate in each objective test is considered for arriving at the CORRECTED SCORE.
(ii)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.
 (iii) Test wise scores and scores on total is reported with decimal point upto two digits.
(iv). In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher to be allowed for next stage for further process of selection.
(v). Merely qualifying in the online examination will not entitle an applicant to appointment to the posts mentioned above in the company.
(vi). There will be **no negative marking** for wrong answer for online examination.
(vii)The final merit list will be drawn by the marks obtained in the online examination only. Marks obtained in the Trade Test/Skill Test, if held will be qualifying in nature and the same will not be added with the Online test score. The candidate who does not appear or qualify in the Trade Test/Skill Test his name will be struck off from the online merit list.
(viii).The minimum qualifying marks i.e., cut-off marks required to consider final merit list for different categories of candidates are as under:

UR & EWS Category	45%
OBC Category	40%
SC/ST Category	35%

11. HOW TO APPLY

Those Candidates who qualify the aforesaid eligibility criteria may apply online only from 05.06.2024 to 30.06.2024, and no other mode of application will be accepted.

DETAILED GUIDELINES/PROCEDURES FOR

    A. **APPLICATION REGISTRATION**
    B. **PAYMENT OF EXAMINATION FEES/INTIMATION CHARGES**
    C. **DOCUMENT SCAN AND UPLOAD**

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 in Annexure I to this Advertisement.**
   (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. (**In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
   (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.**

    A. **Application Registration Procedure**
      1. Candidates to go to the **Bank Note Paper Mill India Pvt. Ltd.** website www.bnpmindia.com click on the option "**APPLY ONLINE**" which will open a new screen.
      2. To register application, choose the tab "**Click here for New 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. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
      3. In case the candidate 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 candidates are advised to use the "SAVE AND NEXT" facility to

verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates 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.

5. The Name of the candidate 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.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

B. PAYMENT OF EXAMINATION FEES/INTIMATION CHARGES (NON REFUNDABLE) ONLINE MODE: **05.06.2024 TO 30.06.2024**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

3. 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

4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.

7. 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.

8. To ensure the security of your data, please close the browser window once your transaction is completed.

9. **There is facility to print application form containing fee details after payment of fees.**

10. Bank Transaction charges for Online Payment of Examination fees/intimation charges will have to be borne by the candidate.

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)
- Photograph must be a recent passport style 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.

Signature, left thumb impression and hand-written declaration Image:
- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb.Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his 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
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - 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
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- 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 / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:
- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be

saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
(2) After uploading the Photograph / signature / 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 photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
(3) 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.
(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate himself/herself will be responsible for the same.
(6) Candidates should ensure that the signature uploaded is clearly visible
(7) After registering online candidates are advised to take a printout of their system generated online application forms.

12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates 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 information while submitting online application. At the time of examination, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(i) using unfair means or

(ii) impersonating or procuring impersonation by any person or

(iii) 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

(iv) resorting to any irregular or improper means in connection with his/ her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) 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, be liable :

       (a) to be disqualified from the examination for which he/ she is a candidate

      (b) to be debarred either permanently or for a specified period from any examination conducted by the company

      (c) for termination of service, if he/ she has already joined the Company.

Please note importantly that a candidate who has been declared successful but subsequently found ineligible will not be allowed to take part in the process / join the services of the Company and the inconvenience caused thereby will be at his/her cost and consequences.

Note:

- The version of the detailed advertisement given in the Company's website shall be treated as final and shall supersede any other versions for all purposes. Any corrigendum/addendum relating to this advertisement/ recruitment shall be hosted/notified in our web site only. **Accordingly, the candidates are advised to visit Company's website www.bnpmindia.com regularly.**

- Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

- 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 appropriate places for future purposes. Applicants are not required to send anything through post. Only online mode is accepted.

13. IMPORTANT GENERAL INSTRUCTIONS:

1. **Prescribed qualifications and experience are minimum and mere possession of the same does not entitle a candidate to be called for On-line test and/or Skill Test/Trade Test, if held. Management reserves the right to reject any application without assigning any reason and to raise or relax the standard of specifications depending upon response.** The recruitment process can be cancelled/suspended/deferred/terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.

2. If the candidate knowingly or willfully furnishes incorrect or false particulars/In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated.

3. Candidates seeking relaxation in Fee/Age/Marks must produce requisite certificates in original in support of his/her claim at the time of verification process.

4. Admission to the On-line Test will be purely provisional without verification of age/ qualification/experience/category (SC/ST/OBC/EWS/PwBD/Ex-Ser.) etc. of the applicants. Each applicant should therefore ensure that he/she fulfils the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case it is detected at any stage that an applicant does not fulfil the eligibility criteria and /or has furnished incorrect information or suppressed any material information, his/her candidature will be cancelled and, if already appointed, his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.

5. All educational qualifications should be obtained from recognized Indian universities/institutions. **If grades are awarded instead of marks i.e CGPA/DGPA/OGPA/SGPA etc, candidates should clearly indicate its numerical equivalent (upto two decimal points) and submit documentary proof by relevant college/university/educational institute stating the corresponding percentage obtained at the time of document verification. In the absence of such information, the candidature of the applicant is liable for rejection.**

6. Candidates should bring experience certificate(s) issued by their employers clearly mentioning the duration of their experience in their respective employment. In case of present employment, copy of appointment letter and latest salary statement issued by the employer, indicating their date of joining should be produced at the time of document verification. In the absence of such documents, candidature of the applicant is liable for rejection.

7. Candidates serving in Government/Public Sector Undertakings should produce "No Objection Certificate" from their employer at the time of verification of documents /credentials if they desire protection of pay.

8. Persons who have been dismissed from the service of any organization need not apply.

9. The decision of the company in all matters w.r.t. eligibility, short listing of applicants for On-line test, verification of documents/credentials and/skill test/ trade test and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.

10. Selected candidates will be liable to be posted in company's office at Mysuru or at any other places as may be existing/opened.

11. The Company shall not be responsible for any application being rejected which is based on wrong information provided in any advertisement issued by unauthorized person/institution.

12. Any resultant dispute arising out of this advertisement shall be subject to Jurisdiction of Courts in **Mysuru.**

13. Outstation Candidates called for Skill Test /Trade Test/verification of credentials for the post of Process Assistant cadre shall be paid Sleeper class (Mail/Express) railway return fare (to and fro) by the shortest route on production of evidence of travel, i.e. railway receipt/ticket as per the extant rules of the company.

14. Only those candidates who meet the eligibility criteria and who are short-listed for On-line test will be intimated through e-mail address furnished by them. The names of candidates who are provisionally shortlisted for further selection process including Skill Test/Trade Test /verification of credentials will be available on the Company's Website **www.bnpmindia.com. Applicants are requested to keep track of the same by visiting Company's website from time to time.** Similarly final selection result will be available on the Company's website for candidates selected for appointment.

15. However, appointment of a selected candidate is subject to his/her being declared medically fit and verification of character and antecedents, caste etc., as per the requirement of the Company. Final appointment will also be subject to applicable Service & Conduct Rules/Standing Orders of the Company.

16. Candidates selected and appointed will be placed on probation for a period of one year which may be extended for a further maximum period as per the applicable service rules/standing orders of the company, at the discretion of the management.

17. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, etc. at the time of verification of documents/credentials, in support of his/her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.

18. Errors & omissions excused.

19. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

CLICK HERE FOR
ON-LINE APPLICATION

CERTIFICATE FORM - SC/ST/OBC/EWS/PwBD/EX-SERVICEMEN