



INDIA SECURITY PRESS, NASIK ROAD - 422101
MAHARASHTRA STATE (INDIA)

(A UNIT OF SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.)
(WHOLLY OWNED BY GOVERNMENT OF INDIA.)

CERTIFIED COMPANY (ISO.9001: 2008 & 14001: 2004)

Miniratna Category-I, CPSE

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CIN : U22213DL2006GOI144763

EMPLOYMENT NOTIFICATION No. 02 /2015

1. India Security Press, Nasik Road is a Unit of Security Printing & Minting Corporation of India Ltd, New Delhi, which is a Miniratna Category I, Central Public Enterprise and wholly owned by Government of India. The Corporation started functioning as a Corporate entity with effect from 13th January, 2006 with the objective of designing, manufacturing/printing security papers, currency and bank notes, passports, non-judicial stamp papers, minting of coins, postage stamps etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at Jawahar Vyapar Bhawan, Janpath, New Delhi-110001. It has four Minting units situated at Mumbai, Kolkata, Hyderabad and Noida and four Presses, at Nashik, Dewas and Hyderabad for Currency/Security documents and one high quality paper manufacturing Mill at Hoshangabad (M.P.).

2. With the above background, India Security Press (A unit of SPMCIL) invites applications for filling up the following posts.

Sr. No.	Name of Post	Level	Total No. of posts	Pay Scale	Upper age limit as on 11.01.2016
1	Welfare Officer	S-2	01 (UR) Post	(IDA Pay Scale) Rs.14500-32600	30 Years
2.	Assistant Welfare Officer	S-1	01 (UR) Post	(IDA Pay Scale) Rs.12300-25400	
3.	Additional Safety Officer	S-1	01 (UR) Post	(IDA Pay Scale) Rs.12300-25400	

I) Eligibility criteria for Welfare Officer (S-2 Level)

Essential Qualification:

- a) First Class Graduate with Diploma or Master's Degree course recognized by the Maharashtra State, as per "The Maharashtra Welfare Officers (Duties, Qualifications and Conditions of service) Rules, 1966 (enclosed as Annexure-A)" i.e. MSW/MA (IP&PM)/ Diploma in Labour Welfare etc., and
- b) Enrolled in the list maintain by the Director, Industrial Safety & Health, Maharashtra, Mumbai for appointment of Welfare Officer in any Factory, and Certificate of enrolment should be enclosed in support of listed member.
- c) Possesses adequate knowledge of Marathi language, preferably Certificate in respect of knowledge of Marathi.
- d) Minimum 2 (Two) years of Post qualification experience in any Industry/ Factory as Welfare Officer/Personnel Officer/HR Executive

II) Eligibility criteria for Assistant Welfare Officer (S-1 Level)

Essential Qualification:

- a) First Class Graduate with Diploma or Master Degree course recognized by the Maharashtra State, as per "The Maharashtra Welfare Officers (Duties, Qualifications and Conditions of service) Rules, 1966 (enclosed as Annexure-A)" i.e. MSW/MA(IP&PM)/ Diploma in Labour Welfare etc., and
- b) Enrolled in the list maintain by the Director, Industrial Safety & Health, Maharashtra, Mumbai for appointment of Welfare Officer in any Factory and Certificate of enrolment should be enclosed in support of listed member.
- c) Possesses adequate knowledge of Marathi language, preferably Certificate in respect of knowledge of Marathi.
- d) Minimum 1(one) year of Post qualification experience in any Industry/ Factory as Welfare Officer/Personnel Officer/HR Executive.

III) Eligibility criteria for Additional Safety Officer (S-1 Level)

Essential Qualification:

- a) First Class Degree in any branch of Engineering or Technology, and practical experience of working in any factory in a supervisory capacity for a period of not less than two years, or experience of not less than five years in training education, consultancy or research in accident prevention in any industry;
- OR
- b) Possesses,-
 - (i) a degree in Physics or Chemistry or a Diploma in any branch of Engineering or Technology; Diploma in Industrial Safety.
 - (ii) Practical experience of working in any factory in a supervisory capacity for a period of not less than five years; and
 - c) Possesses adequate knowledge of Marathi language; and
 - d) Diploma in Industrial Safety

HOW TO APPLY:

1. The application should be submitted in the Proforma given in the advertisement, preferably type written (using print out of the proforma, manual hand written in the proforma, using hand written proforma etc. will be summarily rejected).

2. The outer cover should be subscribed as **“APPLICATION FOR THE POST OF _____”**.

3. A non-refundable Bank Demand Draft for Rs. 200/- drawn in favour of the India Security Press, Nasik Road, A Unit of SPMCIL payable at Nasik is to be enclosed. Candidates are advised to write their name and post applied on the reverse side of the Demand Draft. **No application fee need 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, Marks Memorandum, age and experience.

5. Duly completed application should be sent to the Manager (HR), India Security Press, Nashik Road -422 101 Maharashtra through registered/speed post so as to reach India Security Press, Nashik Road **by 11.01.2016**. Applications received late/incomplete will be rejected. India Security Press Management will not be responsible for any postal delay/loss of documents during transit.

6. Applications without Self attested photo copies of supporting documents in respect of age, caste, qualification, etc., and application fee will be rejected without any information to the applicants.

GENERAL Instruction:

1. Candidates working in Central/State Government/Public Sector and Statutory bodies must apply through proper channel. In the event the application is not sent through proper channel, the candidate would be required to produce the NOC form his employer, at the time of interview and secure due release from his organization within the stipulated notice period.

2. Depending on the number of applications received, the competent authority shall take a considerable decision whether to hold a written test or to conduct an interview.

3. Mere conformity to the job requirement will not entitle a candidate to be called for a written test and or interview. India Security Press reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for written test and or interview. The recruitment process can be cancelled or suspended/ terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.

4. Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date and also applications not accompanied with requisite demand draft will not be entertained.

5. For SPMCIL employees age relaxation up to 5 years in conformity with guidelines of Government of India.

6. In order to regulate the number of candidates to be called for written test/interview, if so required, India Security Press reserves the right to raise the minimum eligibility standards/criteria.

7. Canvassing in any form will be a disqualification.

8. Management reserves the right to call or not to call any/all candidates who have responded against this advertisement.

9. 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.

10. The selected candidates will be initially posted at India Security Press, Nashik Road. However, they are liable to be posted in any of the Units or Corporate Office of SPMCIL as per requirement.

11. No correspondence will be entertained about the outcome of the application.

Manager (HR)

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APPLICATION FORMAT

1. Advertisement No. :
2. Name of the Post :
3. Name of the Candidate :
4. Father's name :
5. Date of birth :
Age as on 11.01.2016 (DD MM YY) :
6. Permanent Address :
7. Address for correspondence :
8. Phone numbers & Contact Details
(Office) :
(Residence) :
Mobile :
Fax :
E-mail :
9. Languages known :
(a) Read
(b) Speak
(c) Write
10. Religion :
11. Nationality :
12. Whether belonging to SC/ST/OBC/
Ex-serviceman/physically handicapped :
13. Whether any relative already working
in SPMCIL.
If yes, specify the name & relationship :

Passport size
Photo

14. Details of Educational / Professional Qualifications from Matriculation onwards:

S.No.	Details of Exams	Year of passing	Subject	% of Marks	Board/ University

15. Details of Experience (in Chronological order)

S.No.	Name of Organisation	Position held	Period From To	Total Emoluments with Pay & Pay Scale	Brief description of duties.

16. Details of Computer knowledge & Experience.

17. Details of Training .

Name of Course	Institute	Contents

18. Details of Fee :

Amount_____ DD No._____ Dt._____ Drawn on _____

19. Details of Certificates/testimonials :

DECLARATION:

I hereby affirm and declare that the statements made in the application are true and unexaggerated. I undertake that any misrepresentation or material omission made in this application form will render the undersigned liable to immediate dismissal.

Date:

Place:

(Signature of the Candidate)

(To be filled by Authority forwarding the application)

(Applicable only for the candidates working in Central/State Government /Public Sector and Statutory bodies).

1. Certified that the particulars furnished by the candidate has been checked from available records and found correct.
2. No vigilance case is pending or being contemplated against the candidate. There is nothing in the CR dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.
3. His integrity of the candidate is beyond doubt.
4. No major/minor penalties have been imposed on candidate during the last ten years.
5. There is no objection from cadre clearance.

Signature:
Name & Designation:
Office Address:
Telephone No:

RECOGNITION OF DEGREES AND DIPLOMAS INDUSTRIES AND
LABOUR DEPARTMENT

Sachivalaya, Bombay-32, 14th April, 1971

MAHARASHTRA WELFARE OFFICERS (DUTIES, QUALIFICATIONS
AND CONDITIONS OF SERVICE) RULES, 1966

No. WOR.1567/111449/Lab.III.- In pursuance of clause (a) sub-rule (1) of rule 3 of the Maharashtra Welfare Officers, (Duties, Qualifications and Conditions of Service) Rules, 1966, and in supersession of all Notifications issued in this behalf the Government of Maharashtra hereby recognises the following degrees and diplomas mentioned in the Schedule appended hereto for the purposes of the said sub-rule, namely:-

1. The Diploma in Labour Welfare of the Bombay University, Bombay.
2. The Diploma of the Institute for Labour Welfare Workers, Bombay awarded to a person who has undergone course for nine months of the Institute for Labour Welfare Workers, Bombay.
3. Diploma in Social Services Administration with Industrial Relations and Personnel Management, of the Tata Institute of Social Sciences, Bombay.
4. The Diploma in Labour Welfare of Shri Dorabjee Graduate School of Social Work, Bombay.
5. The Degree of Master of Arts in Social Work of the Tata Institute of Social Sciences, Bombay (with specialisation in Industrial Relations, Labour Welfare and Personnel Management).
6. Two year course (Diploma in Labour Welfare) of the Institute for Labour Welfare Workers, Bombay.
7. The Pre-1949 Diploma in Social Service Administration with Industrial Relations as the subject passed and field work in Labour Welfare or Industrial Relationship of the Tata Institute of Social Sciences, Bombay.
8. The Degree of Master of Arts in Personnel Management and Labour Welfare of the Tata Institute of Social Sciences, Bombay.
9. The Degree of Master of Labour Welfare of the Bombay University, Bombay.
10. The Diploma in Social Work with Labour Welfare as a special subject of Nagpur University, Nagpur.
11. The Diploma in Social Service Administration of the Madras School of Social Work, Madras with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
12. The Degree of Master of Arts in Social Work of the Andhra University with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
13. The Diploma in Industrial (Labour) Relation and Welfare of the St. Xavier Labour Relations Institute, Jamshedpur, Bihar.
14. The Degree of Master of Arts in Labour and Social Welfare of the Patna University, Patna.
15. The Degree of Master of Arts in Special Work of the Delhi School of Social Works, Delhi with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
16. The Degree of Master of Social Work of the Agra University, Agra with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
17. The Degree of Master of Social Work of the Maharaja Sayajirao's University of Baroda, Baroda with specialisation in Industrial Relations, Labour Welfare and Personnel Management.
18. The Diploma in Labour Welfare of the Gujarat University.

19. The Degree of Master of Social Work of the Kerala University with specialisation in Industrial Relations, Labour Welfare and Personnel Management.

20. The Master of Social Work of University of Lucknow with concentration courses in Industrial Relations, Labour Welfare and Personnel Management and Apprenticeship Training in an Industrial Establishment as and/or Trade Unions Organisation of the Lucknow University, Lucknow.

21. M.A. Degree in Social Work, Udaipur University, Udaipur with specialisation in Industrial Relations, Labour Welfare and Personnel Management.

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Sachivalaya, Bombay-32, 16th November, 1971

MAHARASHTRA WELFARE OFFICERS (DUTIES, QUALIFICATIONS AND CONDITIONS OF SERVICE) RULES, 1966

No. WOR.1271/139853-Lab.III-B.- In pursuance of clause (a) of Sub-rule (1) of Rule 3 of the Maharashtra Welfare Officers (Duties, Qualifications and Conditions of Service) Rules, 1966, the Government of Maharashtra hereby recognised the M.A. degree in Social Work of the Kashi Vidyapith, with specialisation in Industrial Relations and Welfare, for the purposes of the said sub-rule.

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Mantralaya, Bombay-32, 6th April, 1974

MAHARASHTRA WELFARE OFFICERS (DUTIES, QUALIFICATIONS AND CONDITIONS OF SERVICE) RULES, 1966

No. WOR.5093/110/Lab-4.- In pursuance of clause (a) of Sub-rule (1) of Rule 3 of the Maharashtra Welfare Officers (Duties, Qualifications and Conditions of Service) Rules, 1966, the Government of Maharashtra hereby recognises the Master Degree Course in Industrial Relations and Personnel Management conducted by the Athavale College of Social work, Bogan Villa, Station Road, Bhandara-441 904, District Bhandara for the purpose of the said sub-rule.
