



# 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:U21090KA2010PTC055475

**Registered & Corporate Office, Administration Building,  
Paper Mill Compound, Note Mudran Nagar,  
Mysuru - 570 003, Karnataka**

## EMPLOYMENT NOTIFICATION NO. 01/2016-17 DTD. 01.04.2016

THE COMPANY INVITES APPLICATIONS IN “ONLINE MODE” ONLY FOR THE FOLLOWING POSTS FROM ELIGIBLE CANDIDATES

Sl. No.	Name of the Post	Approx. No. of Posts	Post Code
<b>Executive Cadre</b>			
1	<b>Manager (Technical) -</b>		
	<i>(a) Electrical/Electronics/ Instrumentation Discipline</i>	1	201
	<i>(b) Chemical/Paper &amp; Pulp Discipline</i>	1	202
2	<b>Manager (HR &amp; Administration)</b>	1	203
3	<b>Deputy Manager (Technical/ Engg.)</b>		
	<i>(a) Electrical/Electronics/Instrumentation Discipline</i>	1	204
	<i>(b) Chemical /Paper &amp; Pulp/Biotechnology Discipline</i>	1	205
4	<b>Assistant Manager - Materials Management</b>	2	206
5	<b>Assistant Manager (HR &amp; Admin)</b>	1	207
6	<b>Assistant Manager (Security)</b>	1	208
7	<b>Engineer/Officer (Civil)</b>	1	209
8	<b>Officer - Security</b>	3	210
9	<b>Executive Secretary - Trainee (Officer Level)</b>	1	211
10	<b>Officer - Trainee</b>	7	212
11	<b>Officer - Trainee (Hospitality Management)</b>	1	213

Sl. No.	Name of the Post	Approx. No. of Posts	Post Code
<b>Non-Executive Cadre ( Industrial Workmen)</b>			
<b>1</b>	<b>Senior Grade - III</b>		
	<i>(a) General Administration &amp; Mgmt.</i>	<b>03</b>	<b>101</b>
<b>2</b>	<b>Junior Grade - I</b>		
	<i>(a) Mechanical</i>	<b>20</b>	<b>102</b>
	<i>(b) Electrical/Electronics/Instrumentation</i>	<b>20</b>	<b>103</b>
	<i>(c) Chemical / Paper &amp; Pulp</i>	<b>13</b>	<b>104</b>
	<i>(c) Civil</i>	<b>02</b>	<b>105</b>
	<i>(d) General Administration &amp; Mgmt.</i>	<b>05</b>	<b>106</b>

Candidates satisfying eligibility criteria may submit their application through **online** process as under:

**How to apply:**

Candidates are requested to apply online between **06.04.2016 and 30.04.2016** only through Company's website - [www.bnpmindia.com](http://www.bnpmindia.com). Abridged advertisement will also be published in Employment News dated 16.04.2016 or subsequent issues, if not the earlier.

**Important Instructions**

*Candidates are advised to note that one candidate is allowed to apply for one Post only which is most suitable to their qualification and experience. As such the candidates are advised to go through the requirement of educational qualification, experience and other conditions carefully before choosing the post for which they wish to apply.*

*In case a candidate has applied for more than 01 post, his/her candidature shall be considered for the lowest grade/post to which he/she has applied subject to fulfillment of all other eligibility criteria.*

**Those who applied for any of the posts mentioned above in response to our earlier Advt. No. 01/2015-16 dated 12.11.2015 and not shortlisted for Interview need not apply again for similar/higher post**

**1. DISCIPLINE -WISE BREAK-UP OF VACANCIES, DETAILS OF ESSENTIAL QUALIFICATION, EXPERIENCE, AGE ETC. FOR EACH POST ARE AS UNDER:**

Post Code	Name of the Post	Approx. No. of vacancies	Min & Max Age as on 31.03.2016	Minimum Educational Qualification (as on 31.03.2016)	Post-Qualification Minimum experience (as on 31.03.2016)
201	<u>Middle Management Grade (MMG)</u>	01	35 years - 45 years	-B.E./ B.Tech. (full time) with minimum 60% marks in aggregate from a Govt. recognized Indian University /Institute as approved by AICTE in any of the following branches i.e. <b>Electrical/ Electrical &amp; Electronics/ Electronics &amp; Instrumentation/ Instrumentation &amp; Control</b>	<b>A minimum of 10 years</b> of post-qualification experience in Process Automation / Process Control in a Process industry preferably in Paper & Pulp/ Chemical/ Petrochemical/ Fertilizers.
	<u>Manager (Technical/Engg.)</u>				
202	Chemical/Paper & Pulp Discipline	01	35 years - 45 years	-B.E./ B.Tech. (full time) with minimum 60% marks in aggregate from a Govt. recognized Indian University /Institute as approved by AICTE in any of the following branches i.e., Chemical Engg./ Pulp & Paper Technology  <b>OR</b>  4 years Bachelor Degree in Applied Science i.e., B.A.Sc. (Pulp & Paper) with minimum 60% marks in aggregate from a Govt. recognized Indian University/ Institute.  <b>OR</b>  Graduate in Science with minimum 60% marks in aggregate and 2-year PG Diploma in Pulp & Paper Technology	Candidates from PSU/Govt. Organization should have minimum 02 years regular service in one grade below i.e., in CDA pattern of Pay scale of Rs. 15,600- 39,100 with Grade Pay of Rs.5,400/- (PB-3)  <b>OR</b>  at equivalent IDA pattern of Pay scale of Rs.24900-50500/-  <b>OR</b>  at equivalent level in a reputed Private Sector Company having turnover of at least Rs. 75 Crore per annum.

203	Manager ( HR & Admin)	01	35 Years-45 years	<p>1. Graduate with 2 yrs. Full time course MBA (HR/IR/Personnel) /MSW (HR) with minimum 60% marks</p> <p><b>OR</b></p> <p>Graduate with PG Diploma in HR/IR/Personnel with minimum 60% marks (2 years Full time) or equivalent</p> <p>2. A degree in Law will be desirable.</p>	<p><b>10 years</b> of Industry experience as an executive conversant with human resource management, Personnel functions, labour administration, industrial relations and general administration, out of which minimum 2 years regular service should be in one grade below i.e., in CDA pattern of Pay scale of of Rs. 15,600-39,100 with Grade Pay of Rs.5,400/- (PB-3)</p> <p><b>OR</b></p> <p>equivalent IDA pattern of Pay scale of Rs.24900-50500/-</p> <p><b>OR</b></p> <p>at equivalent level of scale of Pay in a reputed Private Sector Company having turnover of at least Rs.75 Crore per annum.</p>
-----	-----------------------	----	-------------------	--	--

204	<u>Deputy Manager</u> <u>(Technical/Engg.)</u>  <b>Electrical/  Electronics/  Instrumentation  Discipline</b>	01	30 Years - 40 Years	B.E./ B.Tech. (full time) with minimum 60% marks in aggregate from a Govt. recognized Indian University /Institute as approved by AICTE in any of the following branches i.e. <b>Electrical/  Electrical &amp; Electronics/  Electronics &amp;  Instrumentation/  Instrumentation &amp; Control</b>	<b><u>A minimum of 05 years</u></b> of post-qualification experience in Process Automation/Process Control in a process industry preferably in Paper & Pulp/ Chemical /Petrochemical/ Fertilizers.
205	<b>Chemical/Paper &amp;  Pulp/Bio-  technology</b>	01	30 Years - 40 Years	B.E./ B.Tech. (full time) with minimum 60% marks in aggregate from a Govt. recognized Indian University /Institute as approved by AICTE in any of the following branches i.e., Chemical Engg./ Pulp & Paper Technology/Bio-technology/Environmental Engineering  <b>OR</b>  4 years Bachelor Degree in Applied Science i.e., B.A.Sc. (Pulp & Paper) with minimum 60% marks in aggregate from a Govt. recognized Indian University/ Institute.  <b>OR</b>  Graduate in Science with minimum 60% marks in aggregate and 2-year PG Diploma in Pulp & Paper Technology	Candidates from PSU/Govt. Organization should have minimum 02 years regular service in one grade below i.e., in CDA pattern of Pay scale of Rs. 9,300- 34,800 with Grade Pay of Rs.4,600/- (PB-2)  <b>OR</b>  at equivalent IDA pattern of Pay scale of Rs.20600-46500/-  <b>OR</b>  at equivalent level in a reputed Private Sector Company having turnover of at least Rs.50 Crore per annum.

206	<u>Junior Management Grade (JMG)</u> <b>Assistant Manager - Material Management</b>	<b>02</b>	21-30 Years	<p>B.E./ B.Tech. (full time) with minimum 60% marks in aggregate from a Govt. recognized Indian University /Institute as approved by AICTE in any of the following branches i.e. Mechanical / Electrical / Electronics Discipline</p> <p><b>AND</b></p> <p>a) A minimum 1-year PG Diploma in Materials Management / Supply Chain Management / Logistics Management.</p> <p><b>OR</b></p> <p>b) Graduate Diploma in Materials Management from Indian Institute of Materials Management</p> <p><b>OR</b></p> <p>c) MBA in SCM/Materials Management/Logistics &amp; SCM from Indian Institute of Materials Management</p>	<p><b><u>A minimum of 02 years</u></b> of post-qualification experience in Purchase/Procurement /Logistics/Supply Chain Management/Materials Management/Imports &amp; Exports/etc. in a process industry preferably in Paper &amp; Pulp/Chemical/ Petrochemical/ Fertilizer.</p>
207	<b>Assistant Manager (HR &amp; Admin)</b>	<b>01</b>	21 years - 30 years	<p>1. Graduate with 2 yrs. Full time course MBA (HR/IR/Personnel) /MSW (HR) with min. 60% marks in aggregate</p> <p><b>OR</b></p> <p>Graduate with PG Diploma (2 years Full time) in HR/IR/Personnel with min. 60% marks in aggregate or equivalent</p> <p>2. A degree in Law will be desirable.</p>	<p><b><u>A minimum of 02 years</u></b> of post-qualification Industry experience in HR &amp; Admin. Dept., preferably in manufacturing industry as welfare officer/Personnel officer/HR Executive.</p>

208	Assistant Manager (Security)	01	21 years - 30 years	<p>Graduate in Arts/Science/Commerce/ Business Administration/ Business Management /Engineering, from a Govt. recognized Indian University/Institute approved by AICTE</p> <p><b>Desirable :</b> Post Graduate Degree/Diploma in Management/ Administration from a recognized Indian University/ Institute approved by AICTE</p>	<p><b><u>A minimum of 05 years</u></b> of post-qualification experience of Commissioned Service in the rank of 'Subedar Major/Subedar' in Indian Army or equivalent rank in Indian Navy /Indian Air Force/ Central Police Organizations/ Paramilitary Forces</p> <p><b>Experience:</b> Handling overall Internal Security Matters including general duty, fire and safety, Liasoning and coordination with Police, CISF, Govt. and other agencies in all matters relating to security. He/ she will be assigned protocol and other duties as required. Preference shall be given to those applicants who have served in Infantry in Indian army or who have worked as Security Officer in any of the Public/Large reputed Private Sector Company.</p>
-----	---------------------------------	----	------------------------	--	---

209	<b>Engineer/Officer (Civil)</b>	<b>01</b>	21 - 30 years	3 years full-time Diploma in Civil Engineering with min. 60% aggregate marks from a Govt. recognized Indian Institute approved by AICTE	<b><u>A minimum of 04 years</u></b> of experience in construction industry/in Civil Engg. Dept. of a company having worked in civil construction project (Industrial building /residential complex) in a reputed organization having annual turnover above 50 crores. Experience in projects/ erection and commissioning shall have an added advantage.
210	<b>Officer - Security</b>	<b>03</b>	21 years - 30 years	Graduate in Arts/Science/Commerce/ Business Administration/ Business Management /Engineering, from a Govt. recognized Indian University/Institute approved by AICTE  <b>Desirable:</b> Post Graduate Degree/Diploma in Management/ Administration from a recognized Indian University/ Institute approved by AICTE	<b><u>A minimum of 03 years</u></b> of post-qualification experience of Commissioned Service in the rank of 'Naib Subedar Major' in Indian Army or equivalent rank in Indian Air Force or Navy/Central Police Organizations/ Paramilitary Forces  <b>Experience:</b> Handling overall Internal Security Matters including general duty, fire and safety, Liasoning & coordination with Police, CISF, Govt. & other agencies in all matters relating to security. Will be assigned protocol & other duties as required. Preference shall be given to those who have served in Infantry in Indian Army or who have worked as Security Officer in any of the PSU/Large reputed Private Sector Company.



211	Executive Secretary -Trainee (Officer Level)	01	21-30 Years	<p>a) Diploma in Commercial Practice/Secretarial Practice with a pass in Stenography (English) exam with speed of 100 wpm and Typing (English) speed of 40 wpm or equivalent from any Govt. recognized Institute.</p> <p><b>OR</b></p> <p>b) Graduate in Arts/Science /Commerce/Business Administration/Business Management from a recognized Indian University/Institute approved by AICTE.</p> <p><b>AND</b></p> <p>A pass in Stenography (English) exam with speed of 100 wpm and Typing (English) speed of 40 wpm or equivalent from any Govt. recognized Institute.</p>	<p><b><u>A minimum of 02 years</u></b> of post-qualification experience as Executive Assistant/ Private Secretary /Steno for a senior executive of a reputed organization.</p> <p><b><u>Essential:</u></b> Operational knowledge of Micro soft – Office, Excel, Power Point, Access, computer applications software etc.</p>
-----	--	----	-------------	--	--

212	Officer - Trainee	07	21-30 years	<p>A full-time Graduate in Commerce/Science/Arts with minimum 60% aggregate marks from a recognized Indian University</p> <p style="text-align: center;"><b>OR</b></p> <p>Post Graduate in Commerce /Science/Arts from a recognized Indian University</p> <p style="text-align: center;"><b>OR</b></p> <p>Graduate with Post Graduate Degree/Diploma (2 years full-time) in Financial Management/Banking/ Marketing/Human Resources or Personal Management/ Material Management or in combination from a recognized Indian University/Institute approved by AICTE.</p> <p style="text-align: center;"><b>OR</b></p> <p>A full-time 4-year degree in any branch of engineering or technology from a recognized Indian University/Institute approved by AICTE.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Certificate/Diploma in Fire &amp; Occupational Safety.</li> <li>2. Expertise in Tally.ERP 9 /Stores/Material Management/Finance &amp; Accounting</li> <li>3. Exposure in ERP/SAP environment in HCM/MM/FICO</li> </ol>	<p><b><u>A minimum of 02 years</u></b> of post-qualification experience <i>for graduates</i> in the field of handling finance &amp; accounts matters,</p> <p style="text-align: center;"><b>OR</b></p> <p>Procurement of materials/stores functions/inventory management etc.</p> <p style="text-align: center;"><b>OR</b></p> <p>General administration in a reputed manufacturing organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>A minimum 02 years of practical experience in a supervisory capacity in a factory in the field of Fire &amp; Safety for graduate engineers as prescribed by the Factories Act, 1948.</p> <p><b><u>Experience is not essential for Engineering &amp; Post-Graduate candidates. However, preference will be given to experienced candidates.</u></b></p>
-----	-------------------	----	-------------	--	--

213	Officer - Trainee (Hospitality Management)	01	21-30 years	Degree/Diploma in Food & catering Technology/ Hotel Management or equivalent with minimum 60% marks in aggregate from a government recognized Indian university/Institute.	<b>A minimum of 02 years</b> of working experience in hotel/flight kitchen industry and reputed Hotel Lobby/ Lounge as Lounge Manager etc.
-----	--	----	----------------	--	--

**Non-Executive Cadre (Industrial Workmen)**

Post Code	Name of the Post	Approx. No. of vacancies	Max. Age as on 31.03.2016	Minimum Educational Qualification (as on 31.03.2016)	Post Qualification Minimum experience (as on 31.03.2016)
101	<b>Senior Grade -III</b>  <b>General Administration &amp; Management</b>	03	28 Years	Full-time Graduate in Commerce/Science/Arts from a recognized Indian University/Institute.  <b>Desirable:</b> 1. Exposure to Tally.ERP 9 / Diploma in Material management or SCM or Logistics management or equivalent.  2. Computer Knowledge in MS Office  3. A valid Driving License for two-wheeler and/or LMV	<b>A minimum of 02 years</b> of post-qualification experience in the field of General Administration/ processing of payments and maintenance of accounts in Tally environment/ purchase/SCM/ Materials Management/Stores/ Banking & Finance & Accounting functions.
102	<b>Junior Grade -I</b> <b>A. Mechanical Discipline</b>	20	25 Years	10 <sup>th</sup> Plus 2-year ITI/NAC in Fitter, Machinist, Turner, Mechanic/Machine tool maintenance/tool and die maker/AC Mechanic from a recognized Institute approved by DTE/AICTE.	<b>01 year of relevant experience</b> , preferably in continuous process industry/Pulp & Paper industry
103	<b>B. Electrical / Electronics / Instrumentation Discipline</b>	20	25 Years	10 <sup>th</sup> Plus 2-year ITI/NAC in Electrician / Electronic Mechanic / Instrument Mechanic / Mechanic Mechatronics / Mechanic Industrial Electronics / Mechanic cum Operator Electronics Communication System / Information Technology & Electronics System Maintenance from a recognized Institute approved by DTE/AICTE.	<b>01 year of relevant experience</b> , preferably in continuous process industry/Pulp & Paper industry

104	<b>Chemical Engineering/ Paper &amp; Pulp Technology Discipline</b>	<b>13</b>	25 Years	10 <sup>th</sup> Plus 2-year ITI/NAC in Attendant operator (chemical plant) / Laboratory Assistant (Chemical Plant) / Instrument Mechanic (Chemical Plant)	<b><u>01 year of relevant experience.</u></b> preferably in continuous process industry/Pulp & Paper industry
105	<b>Junior Grade - I Civil</b>	<b>02</b>	25 Years	10 <sup>th</sup> Plus 2-year ITI/NAC Draughtsman (Civil) Trade recognized by NCVT	<b><u>01 year of relevant experience</u></b> in construction industry/in Civil Engg. Dept. of a company having worked in civil construction project in a reputed organization
106	<b>Junior Grade - I (General Administration &amp; Management)</b>	<b>05</b>	25 Years	A pass in 10+2 or PUC (regular course) from recognized State/Central Board  <b>OR</b>  Pass 10 <sup>th</sup> Class/SSLC with a minimum 2-year course in ITI/NTC may also apply  <b>OR</b>  Degree in Arts/Commerce/ Science (full time) from a recognized Indian University  Knowledge of Computer operation is desirable.	<b><u>01 year of relevant experience.</u></b> preferably in continuous process industry/Pulp & Paper industry  <b><u>Desirable:</u></b> A valid two-wheeler and/or LMV Driving License

**Note:**

- (i) **Post-qualification experience means the period of experience gained after acquiring prescribed essential qualification mentioned against each post. The experience gained/claimed before the period of prescribed qualification shall not be considered for the purpose of post-qualification experience.**
- (ii) **Candidates having qualification in allied branch/equivalent discipline other than specified above need not apply.**
- (iii) **The nos. of vacancies indicated above are only provisional and may change according to the actual requirement of the company.**

**2 (a) RESERVATION & RELAXATION:**

- Reservations are being followed as per Govt. of India guidelines in force.
- Reservation for Persons with Disabilities (PWD) and Ex-serviceman is on horizontal basis and the selected candidates will be placed in appropriate category (viz. SC/ ST/ OBC/ General or Un-reserved) to which they belong.
- Relaxation in upper age limit as on 31.03.2016 will be extended as per Government Guidelines which is as below at present.

i.	Scheduled Caste / Scheduled Tribe candidates –	
	(i) Relaxation in Age:	5 years
	(ii) Relaxation in percentage of Aggregate Marks :	5%
ii.	Other Backward Classes candidates- Relaxation in age only	3 years
iii.	Persons with Disability (PWD) – Relaxation in age only	10 years
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 of 40 years.

**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) should be mentioned.
3. Persons suffering from not less than 40% of relevant disability certified by Competent Authority shall alone be eligible for the benefit of reservation for Persons with Disability (PWD).
4. The SC/ST/PWD applicants claiming reservation in eligibility criteria should submit Caste/Tribe/Disability Certificate issued by the Competent Authority as in Government of India format for availing the benefit of reservation at the time of interview.
5. For getting the reservation benefits under OBC category, following are required to be adhered:
  - 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 six months as on 31.03.2016), from the Competent Authority, at the time of interview.
  - The OBC applicants coming under 'Creamy Layer' will be treated as 'General' Category Candidates and hence should indicate their category as '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 50 years.
10. Once the category is notified in the application form, it cannot be changed at any stage later on.

**2 (b). Relaxation for Internal Candidates (BNPMIPL) and serving Employees of Security Printing and Minting Corporation of India Limited (SPMCIL) & Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL):**

1.	Relaxation of age for internal candidates	Upper age limit 55 years (all inclusive).
2.	Relaxation of age for serving Employees of SPMCIL & BRBNMPL	Upper Age limit + number of years of service in BRBNMPL & SPMCIL subject to maximum of 55 years.
3.	Educational Qualification & Nature of Experience for SPMCIL, BRBNMPL and Internal candidates	No relaxation will be allowed in minimum educational qualification and percentage of marks prescribed against each post. Candidates should have relevant experience in respective field/discipline as required for each post.

**3. APPLICATION FEE PAYABLE ( NON-REFUNDABLE)**

Category	Application Fees
For SC/ST/PWD	Rs. 150/-
For all others (including OBC, employees of SPMCIL/BRBNMPL/Internal candidates for each post in Executive Cadre	Rs. 600/-

**4 (a) TRAINING AND STIPEND**

*Trainees will be paid a consolidated stipend of Rs.30,000/- pm for a period of one year and on successful completion of training they shall be placed on probation for one year at the pay including Grade Pay of Rs. 17,460/-in corresponding Central Govt Pay in PB-2 Rs. 9300-34800/- Grade Pay Rs. 4200/- and other allowances as applicable.*

*“Trainees” have to undergo one year training in various work areas and after successful completion of training period they may be considered for regular appointment and placed on probation. If the performance of the trainee during training period is found unsatisfactory, the trainee will be discharged from the service of the company without any reasons and they will not be entitled for any claim of employment with the Company.*

#### 4 (b) PAY SCALE AND EMOLUMENT

The company at present follows Central Govt. DA pattern of pay. **In order to attract and retain competent workforce, company has decided to fix higher initial pay in the respective pay band as detailed below**

Name of the Post	Company's Pay Structure		Corresponding Comparable Central Govt. Pay Structure		Cost to Company (CTC) per annum (approximate )
	Pay Band	Company's Basic Pay + Grade Pay at the minimum	Corresponding VI Pay Commission Scale of Pay	Corresponding Grade Pay	
Manager	PB-3	Rs. 30420	Rs.15600-39100	Rs. 6600	Rs. 13 lacs
Deputy Manager	PB-3	Rs. 25200	Rs.15600-39100	Rs. 5400	Rs. 10 lacs
Assistant Manager	PB-2	Rs. 20570	Rs.9300-34800	Rs. 4600	Rs. 8.5 lacs
Engineer/Officer	PB-2	Rs. 17460	Rs. 9300-34800	Rs. 4200	Rs.7 lacs
Senior Grade – Grade III	PB-1	Rs. 13640	Rs. 5200-20200	Rs. 2800	Rs.4.75 lacs
Junior Grade – Grade I	PB-1	Rs. 9280	Rs. 5200-20200	Rs. 1900	Rs.3.50 lacs

**Other Allowances and Benefits:** In addition to Basic Pay and Grade Pay, DA (*Central DA @ 125% at present*), HRA- depending on the place of posting i.e., @20%(on Basic Pay including Grade Pay) for Mysore. Company Leased accommodation may be considered for Managers and above subject to ceiling. Other benefits and perquisites shall be as per the rules of the company.

**Note:**

1. Please note that Presently the scales of pay are on Central DA Pattern but the company reserves the right to change over to scale of pay on Industrial D.A. Pattern or any other scale of pay formulated by the Company.
2. Cost to the Company (CTC) includes all allowances and identifiable costs including retirement benefits and other benefits which are subject to conditions as per the rules of the Company

**5. SELECTION PROCEDURE:**

- i) For the post of Manager and Deputy Manager – Through Assessment Centre Exercise followed by personal Interview.
- ii) For Assistant Manager, Engineer/Officer, Engineer/Officer (Trainee) and Industrial Workmen Cadre Grade III & I: Initial screening will be done through Aptitude Test. On the basis of relative performance, thereafter, final selection will be done through Assessment Centre Exercise and/or Personal Interview.
- iii) For Executive Secretary (Trainee): Secretarial Proficiency & Skill Test followed by personal interview.
- iv) All Tests shall be conducted in English language only.
- v) Examination Centre will be at Mysore/Bangalore. Candidates have to appear for test at their own cost & expenses. The Date, Time and Venue of online test shall be decided by the Company and intimated to the short listed and eligible candidates. No change of date and Venue will be entertained.



vi) The Online test in respect of Assistant Manager and Engineer/Officer will consist of test of reasoning, Quantitative Aptitude, English and General Knowledge/apptitude.

vii) The Online test in respect of all Industrial Workmen grades will consist of test of reasoning, English, numerical ability, general knowledge and general science & mathematics.

viii) The above tests will be in English language only.

ix) In the selection process, an applicant has to secure minimum marks in each of the tests and rank sufficiently higher to be called for the interview. The minimum marks will be decided by the company based on the performance in the online test. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the online test and personal interview will not entitle an applicant to appointment in the company.

x) As the vacancies exist in both executive and non - executive cadre in disciplines like i. Mechanical Branch ii. Electrical/Electronics iii. Chemical, Pulp & Paper Technology, separate rank lists in respect of each of these disciplines will be prepared after online test as also interview, and candidates will be appointed from these three lists to the extent of vacancies earmarked for each discipline

xi) Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letter for Online test in the company's website

## **6. HOW TO APPLY**

**Application should be submitted in "online" mode only.**

Candidates are advised to note that one candidate is allowed to apply for one Post only which is most suitable to their qualification and experience. As such the candidates are advised to go through the requirement of educational qualification, experience and other conditions carefully before choosing the post for which they wish to apply.

Candidates are requested to apply through online between 06.04.2016 and 30.04.2016 only through Bank Note paper Mill's website - [www.bnpmindia.com](http://www.bnpmindia.com)

### **Pre- Requisites for Applying Application:**

Before applying online, candidates should –

- Have a valid personal email ID and Mobile Number which should be kept active till the declaration of results.
- Intimation about call letters will be sent through the registered e-mail ID. Under no circumstances, a candidate should share / mention e-mail ID to /of any other person. In case a candidate does not have a valid e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that email account.
- The online application does not require the scanned copy of the candidate's photo & signature.

### **Procedure for applying Online:**

- a) Candidate to visit [www.bnpmindia.com](http://www.bnpmindia.com) and open the link under 'Careers' Section for filling the online application form.
- b) Duly fill the online application form. Before clicking the 'Submit' button, please ensure that you have entered all the required information. Once you click the 'Submit' button, there is no provision to 'edit/modify' the application form. On successful submission of the online application form, the candidate will receive an E-mail with
  - a. An option to download the PDF document of the submitted application form, and
  - b. URL link for online payment of Application FeeCandidates are advised to take the printout of the PDF document and preserve the same for future reference. On successful payment of online fee, the candidate receives an acknowledgement with a unique number through E-mail.
- c) Individual communication to the shortlisted and application-fee-paid candidates would be sent through E-mail regarding the Selection Procedure for different posts.
- d) ***On the day of online test/interview, the candidate needs to bring the following:***
  - a. ***A print-out of the Application (PDF document received through E-mail) after affixing his/her recent passport-size photograph on the top right-hand corner of the application form. Please sign on the last sheet of the application form and hand over the same to the invigilator/BNPM Representative on the day of online test/interview.***
  - b. ***Unique Acknowledgement number (generated upon successful completion of online payment)***
  - c. ***Self-attested copies of documents in support of your age, qualification, experience claimed, caste certificates etc.***

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

### **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](http://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.

### **7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form. At the time of interview, if a candidate is (or has been) found guilty of 1. Impersonating or procuring impersonation by any person or 2. Resorting to any other irregular or improper means in connection with his/her candidature for the selection or 3. Obtaining the support of his/her candidature by any means such candidate (a) to be disqualified from the interview for which he/she is the candidate (b) to be debarred either permanently or for a specific period from any examination or selection held by 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.

### **8. 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 interview. 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. In the absence of sufficient number of eligible candidates applying for the advertised post, the Company reserves the right to lower the post and call the applicants who are found eligible for that post for recruitment and selection. In such circumstances the pay and allowances shall be as applicable to that post. This however may not be presumed as a right on the part of the applicant or an obligation on the part of the Company.
3. 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 is/are detected even after appointment, his/her services are liable to be terminated.
4. Candidates seeking relaxation in Fee/Age must produce certificates in original in support of his/her claim at the time of interview.
5. Applications received without requisite application fee except from those who have been exempted and applications not submitted strictly in required format /incomplete applications will be summarily rejected.
6. Applications received after the due date as mentioned above will not be considered and will be summarily rejected.
7. Admission to the Interview/Assessment Center exercise will be purely provisional without verification of age/ qualification/experience/category (SC/ST/OBC/PWD/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.
8. All educational qualifications should be obtained from recognized Indian universities/institutions as approved by AICTE. 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. In the absence of such information, applications are liable for rejection.
9. The percentage of marks is to be calculated as aggregate of all the semesters/trimesters/years taken together. Accordingly, statement(s) showing marks obtained in all the semesters/trimesters/years should be enclosed along with the application.
10. Candidates should enclose 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/latest salary statement issued by the employer, indicating their date of joining should be enclosed. In the absence of such information applications are liable for rejection.
11. Candidates serving in Government/Public Sector Undertakings should produce "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered.
12. Persons who have been dismissed from the service of any organization need not apply.
13. The decision of the company in all matters regarding eligibility, short listing of applicants for interview, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard. Mere fulfilling of minimum eligible criteria shall not entitle any candidate to be short-listed/selected.

14. Selected candidates will be liable to be posted in company's office at Mysuru or at any other places as may be existing/opened.
15. Serving Employees of BRBNMPL/SPMCIL applying against this advertisement should submit their applications well in time and no grace period will be allowed.
16. Company takes no responsibility to collect any certificate/remittance sent separately. Candidates are advised, in their own interest, to ensure that all the required certificates/testimonials are enclosed along with their application form.
17. 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.
18. Any resultant dispute arising out of this advertisement shall be subject to Jurisdiction of Courts in **Mysuru**.
19. Candidates called for interview for the post of Manager and above will be paid Second A/C Class railway fare. Officers/Engineer to Deputy Manager will be paid Three-tier A/C class (Mail/Express) railway return fare and Industrial Workmen cadre employees shall be paid Sleeper Class (Mail/Express) railway return fare by the shortest route on production of evidence of travel, i.e. railway receipt/ticket as per the extant rules of the company.
20. Only those candidates who meets the eligibility criteria and who are short-listed for appearing in the selection process including Personal Interview will be intimated by E-mail to their E-mail address, furnished by them. The names of candidates who are finally short- listed for selection process including interview will also be available on the Company's Website [www.bnpmindia.com](http://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.
21. Appointment of selected candidates is subject to his/her being declared medically fit and verification of character and antecedents as per the requirement of the Company. Such appointment will also be subject to the Service & Conduct Rules of the Company.
22. Candidates selected and appointed (Other than Trainees) will be placed on probation for a period of one year which may be extended for a further maximum period of one year at the discretion of the company.
23. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
24. **The Candidates may please take note that the factory being a continuous process plant will operate on 24 x 7 i.e., 3 shifts basis and employees in junior and middle management cadre will be required to come in all shifts.**
25. Errors & omissions excused.
26. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

[CLICK HERE FOR  
ONLINE APPLICATION](#)

[CLICK HERE FOR  
CERTIFICATE FORMATS-  
SC/ST/OBC/PWD/  
Ex-Servicemen/  
Serving Personnel](#)