BNM No. 1427A / 02.02.01(2017) / 2017-18

August 7, 2017

Bangalore Branch of Southern India Regional Council,
ICAI Bhawan, 16/0 Millers Tank Bed Area, Vasanth Nagar,
Behind Mahaveer Jain Hospital,
Bangalore, Karnataka - 560052
Email: bangalore@icai.org

Dear Sir,

Recruitment of Assistant Manager

We would like to inform you that we are a wholly owned subsidiary of Reserve Bank of India engaged in the printing of banknotes at our two presses - one in Mysuru in Karnataka State and the other in Salboni in West Bengal State. The Registered and Corporate Office is located in Bengaluru.

2. We have initiated a recruitment exercise for filling up three posts in Assistant Manager with Finance & Accounts background in our Company, for which a detailed advertisement is due to be placed in the Employment News issue dated August 19, 2017. We are looking for candidates who have passed the Final Examination of Institute of Chartered Accountants of India / Institute of Cost Accountants of India and have One year's post-qualification experience in Finance and Accounts department of a reputed Production / Manufacturing Unit. The selected candidates will be appointed in the Basic Pay of ₹56100 per month in the Pay level 10 of 7th CPC Pay matrix. The initial gross monthly emoluments at the minimum of the pay level including Dearness Allowance at Central Government rate (presently 4%) is ₹58344 (approx.) excluding House Rent Allowance. The complete advertisement and the format of the application are also available on our Company’s website: www.brbnmpl.co.in under career page. The last date for receipt of applications is September 08, 2017.

3. We forward herewith a copy of the detailed advertisement and request you to kindly give wide publicity in this regard encouraging the candidates enrolled in your institute who meet the eligibility criteria as per Advt.No.3/2017 to apply to the above posts on or before the closing date.

Yours faithfully,
For and on behalf of BRBNMPL

(Anindita Ghosh)
Asst. General Manager

End: As above
1. VACANCIES AND RESERVATION

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>Unreserved</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Assistant Manager – Accounts Background</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Assistant Manager – Engineering Background</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

NOTE: The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirement of BRBNMLP. Reservation for SC/ST/OBC/Persons with Disabilities will be as per Govt. of India guidelines. Further, even though no post has been reserved for Persons with Disabilities (PH & H) categories, they may also apply against vacancies as applicable if they satisfy the eligibility conditions.

2) ELIGIBILITY CRITERIA as on August 1, 2017

(i) Assistant Manager (with Accounts Background):
   (a) External Candidates:
      Qualification:
      Should have passed the Final Examination of Chartered Accountant Course conducted by the Institute of Chartered Accountants of India (ICAI) and completed the period of articled training as prescribed by ICAI.

   OR

   Should have passed the Final Examination conducted by the Institute of Cost Accountants of India.

   Desirable:
   Graduates who have worked in Finance & Accounts Department in reputed organisation for more than one year and also have Operational skills in Microsoft Word and Excel, exposure to any ERP system, and Business Intelligence Software of Finance and Accounts will be preferred.

   Experience:
   One year's post-qualification experience in Finance and Accounts department of a reputed Production / Manufacturing Unit.

   (b) Internal Candidates:
      Qualification:
      Should have passed the Final Examination of Chartered Accountant Course conducted by the Institute of Chartered Accountants of India (ICAI) and completed the period of articled training as prescribed by ICAI.

   OR

   Should have passed the Final Examination conducted by the Institute of Cost Accountants of India.

   Experience (Other than Staff candidates)
   At least 2 years' experience after graduation / post-graduation (in a position of independence equivalent to that of Asst. Engineer) in public / private limited organisation including Hospitals/ Banks/ Financial Institutions / Residential campus based educational institutions in planning / designing / construction / maintenance of large office buildings / housing projects / industrial projects including services and preparation of tender papers.

   Desirable:
   (i) Administering construction projects in its various aspects and knowledge of PER/CPM techniques.
   (ii) Working knowledge of computers with particular reference to analysis and evaluation of tenders / CAD/CAM and structural designing.
   (iii) Working knowledge of maintenance of electrical and electromechanical services.

(ii) Assistant Manager (Civil):
   (a) External Candidates:
      Qualification:
      B.Tech/B.E in Civil Engineering with a minimum of 60% marks in the aggregate from a Government recognised University / Institute. Candidates who have passed post graduate degree in Civil Engineering from a Government recognised University / Institute after passing B.Tech/B.E in Civil Engineering with a minimum of 60% marks in the aggregate will be given preference.

   Experience:
   Essential:
   At least 2 years' experience after graduation / post-graduation (in a position of independence equivalent to that of Asst. Engineer) in public / private limited organisation including Hospitals/ Banks/ Financial Institutions / Residential campus based educational institutions in planning / designing / construction / maintenance of large office buildings / housing projects / industrial projects including services and preparation of tender papers.

   Desirable:
   (i) Administering construction projects in its various aspects and knowledge of PER/CPM techniques.
   (ii) Working knowledge of computers with particular reference to analysis and evaluation of tenders / CAD/CAM and structural designing.
   (iii) Working knowledge of maintenance of electrical and electromechanical services.

(iii) Assistant Manager (Engineering Background):
   Qualification:
   (For Staff Candidates only)
   A minimum of 60% marks in the aggregate in B.Tech / B.E in Civil Engineering from a Government recognised University / Institute.

   Experience:
   Essential:
   At least 2 years' experience of service in the Company as on 01/08/2017.

   Desirable:
   (i) Administering construction projects in its various aspects and knowledge of PER/CPM techniques.
   (ii) Working knowledge of computers with particular reference to analysis and evaluation of tenders / CAD/CAM and structural designing.
   (iii) Working knowledge of maintenance of electrical and electromechanical services.

3) AGE LIMIT (as on August 1, 2017) (only for external candidates)

   No more than 31 years of age. (i.e., Applicants born on or after August 02, 1985 are eligible to apply)

   Upper age limit is relaxable for SC/ST candidates by 5 years, OBC candidates by 3 years and PWD candidates by 10 years. Persons who are ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 11.1.1980 to 30.6.1989. In case of Ex-Servicemen, it shall be relaxed by the length of Military Service increased by 3 years. However, they should not have crossed 50 years of age all-inclusive as on August 1, 2017.

Age relaxation is as per Government of India guidelines followed for normal recruitment and hence being followed by the Company.

NOTE: 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.

No upper age limit for internal candidates.

4) APPLICATION FEE (Non-Refundable):

   ₹300/- for all

   Nil for SC/ST/PWD and All Staff candidates.

   Refundable Fee must be paid along with the application by means of Banker's Pay Order / Bank Draft (validity 6 months) issued by a Scheduled Commercial Bank drawn in favour of "Bharatiya Reserve Bank Note Mudran Private Limited" and payable at "Bengaluru". Payment in any other manner will not be accepted. Fees once paid will not be refunded.

5) PAYSCALE & OTHER PERKS AND FACILITIES

   Pay level 10 of 7th CPC Pay matrix.

   The selected candidates will be placed on probation for a period of one year on a Basic Pay of ₹ 56,100 per month in the Pay level 10 of 7th CPC Pay matrix. The period of probation may be extended by a further maximum period of one year at the discretion of the Company.

   The initial gross monthly emoluments at the minimum of the pay level including Dearness-Allowance at Central Government rates (presently 4%) is ₹ 83,844 (approx). (excluding House Rent Allowance). In addition to this, they are eligible for Food Vouchers, EBBN & WSN, Washing Allowance, Contributory Provident Fund, Group Insurance, Reimbursement of conveyance expenses equal to the cost of 60 litres of petrol per month, Reimbursement of telephone charges, Subscription to newspaper, Medical facility for self and dependants, Children Education Allowance, Ex-gratia, Pregnancy Linked Reward etc., as per the rules of the Company. On confirmation, they will be eligible for other facilities viz. Leave travel facility, Leave encashment, Annual health check-up, Interest subsidy on housing loan, Electronic Device facility. Furnishing of residence etc. as applicable to the regular Assistant Managers of the Company. The candidates on appointment will be eligible for allotment of residential quarters as per the allotment rules of the Company. If residential accommodation is not allotted, the candidate will be eligible for House Rent allowance at Central Government rates.

6) SELECTION PROCEDURE

   The Selection for the above posts will be made through Interview of eligible short-listed candidates. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for Interview. In case the number of applications received is large, BRBNMLP reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for Interview, commensurate with the number of vacancies. The decision of BRBNMLP in this regard is final.

7) HOW TO APPLY

   Those who satisfy the aforesaid eligibility criteria may send their applications BY POST in the prescribed format published herewith on one side only on A4 size paper along with the requisites fee, self-attested photocopies of certificates in respect of age, qualification mark sheets of all years/semesters, Degree certificate, experience certificate issued by the employer on his letterhead, caste certificate/Disability certificate in the Government of India format and Military Discharge certificate (if applicable) in a cover superscribed "Application for the post of Assistant Manager – Accounts background" or "Application for the post of Assistant Manager – Civil Engineering background" to the following address so as to reach the Company by September 8, 2017

   The Director (F&A), Bharatiya Reserve Bank Note Mudran Private Limited
   No.3 & 4, 1st Stage, 1st Phase, B.T.M. Layout, Banerghatta Road
   Post Box No. 2524, D.R, College P.O., Bengaluru - 560 029.

   The said last date is extendable by 7 days i.e. up to September 15, 2017 in respect of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Ladakh and Spiti District and Pangi Subdivision of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep or abroad.

8) IMPORTANT GENERAL INSTRUCTIONS

   (a) Candidates who do not fulfil the eligibility conditions as indicated above are not eligible and need not apply for the post and such applications are liable for rejection and the application fee will not be returned.

   (b) It is essential that the application is strictly in accordance with the prescribed format and is properly and completely filled and all certificates/mark sheets, fees are attached and contain no corrections / alterations / over-writing. The format of the application published in the advertisement should not itself be used. The application may be downloaded from the Company's website or may also be typewritten or neatly hand written in English.

   (c) All educational qualifications must have been obtained from recognised universities/institutions. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent so as to check the eligibility percentage. In the absence of such information applications are liable for rejection.

   (d) The SC/ST/PWD and Ex-Servicemen candidates should enclose a photocopy of the Certificate of Tribe/Disability Certificate issued by the Competent Authority as 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. Ex-Servicemen candidates should enclose a copy of the Discharge Certificate issued by the Competent Authority.
5. Nationality:

6. a) Address for communication (in BLOCK LETTERS), Name not to be repeated.

b) Telephone No. (with STD code):

c) Mobile No. :

d) Email:

7. (a) Are you a candidate who had ordinarily been domiciled in Kashmir Division of State of Jammu & Kashmir during the period 1.1.1985 to 31.12.1989? Yes / No

(b) If yes, are you an employee of BRBNMPL? Yes / No

(i) If yes, please indicate your Employee No.

& Date of Appointment

(EMP. No.) (Date of Appointment)

7. Category: (SC/ST/OBC/General)

In case you belong to SC/ST/OBC, please attach your caste certificate and Govt. of India format issued by the Competent Authority.

9. Do you belong to Orthopaedically/Hearing impaired category? Yes/No

If yes, please attach a copy of your Disability Certificate in Govt. of India format issued by the Competent Authority.

10. Educational Qualifications (As on 01/08/2017) [Use separate sheet, if required, duly signed]

(Attach atleast authenticated photographs of marks sheets of all your previous and certificates issued by the University/Institute)

Name of the Board/ University/Institute

Examination/ passed

Division/ Class/ Grade

Main subjects offered

Month & Year of passing

Percentage of marks in the aggregate (upto 2 decimals)

11. Experience (As on 01/08/2017) [Use separate sheet, if required, duly signed]

(please attach copy of the certificate in support of your experience in each organization)

Name/s with full addresses of the employer/s

Department

Period of employment

From

To

Nature of duties

Designation/ post held

Last Gross Salary drawn

12. Whether you have:

a. Operated stand alone Microsoft Word and Excel : Yes / No

b. Exposure to any ERP system : Yes / No (If yes, give details below)
c. Exposure to any Business Intelligence Software : Yes / No (If yes, give details below)

Details

13. Particulars of Banker's Pay Order / Demand Draft

(Please attach the Pay Order/DD to this application)

Name of the Issuing Bank

Date of Issue

Pay Order/DD Number

Amount (\)

DECLARATION

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false or incorrect or suppressed or I do not satisfy the eligibility criteria, my candidature shall be terminated and if already appointed, my services shall be summarily terminated without giving any notice or compensation in lieu thereof.

Place:

Date:

(Signature of the candidate)

(Important: Use only A4 size paper for application and other testimonials)

Annexure - A

I hereby declare that I belong to the community which is recognized as backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Dept. of Personnel and Training Office Memorandum No. 3021/22/93-SCT dated 29.06.1993. It is also declared that I do not belong to the persons / sections (creamy layer) mentioned in column 3 of OM No.360/12/22/93-SCT dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training Office Memorandum No.360/3/2004-Ext.(Res.) dated 08.03.2004 and 14.10.2004.

Place:

Date:

(Signature of the candidate)