



भारत सरकार टकसाल / INDIA GOVERNMENT MINT
(A UNIT OF SPMCIL)
WHOLLY OWNED BY GOVERNMENT OF INDIA



E-MAIL:- igm.hyderabad@spmcil.com
PHONE 040- 27261731-34 (4 Lines)
FAX 040 27262951
WEBSITE: <https://igmhyderabad.spmcil.com>

I.D.A. PHASE II, HCL POST,
CHERLAPALLY,
HYDERABAD,
TELANGANA-500 051.

F.No.I-240/Per./JOA & Sup(OL)/2019-20/423

Dated.01.07.2020

ADVERTISEMENT No. 01/2020

India Government Mint, Hyderabad is a unit of SPMCIL which is a wholly owned company of the Government of India. The mint was originally established in 1803 as the Royal Mint to serve the Nizam of Hyderabad. In 1950, the mint was taken over by the Government of India, and the present Mint was inaugurated on 28th August 1997 at Cherlapally.

This is the most modern minting unit in the country with modern machinery and has the capacity to produce 1200 Million pieces of coins to meet the growing demand of the nation. It is equipped with State of Art facilities on the lines of International standards and is one of the Asia's biggest Mint having refining facility as well as facility to mint coins, medals and medallion.

With the above background India Government Mint, Hyderabad invites applications from the prospective candidates for the post of Junior Office Assistant at B-3 Level & Supervisor-Official Language (OL) at A-1 Level.

Eligible and interested Candidates willing to contribute to the Company are invited to apply online only through the Company's website at: <https://igmhyderabad.spmcil.com> under the page "Careers". Applicants may apply after carefully going through all the instructions given in this advertisement. No other means/mode of application will be accepted other than online mode.

IMPORTANT INSTRUCTIONS

1. Candidates to Ensure their Eligibility for the Posts:

Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. India Government Mint, Hyderabad, hereinafter referred to as 'IGMH', would admit to the Examinations all the candidates applying for the post with the requisite fee/intimation charges (wherever applicable) based on the information furnished in the **ONLINE application** and shall determine their eligibility only at the final stage i.e. document verification stage. If at that stage, it is found that any information furnished in the ONLINE application is false/ incorrect or not according to this advertisement, or if the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled.

2. Mode of Application:

Candidates are required to apply ONLINE only through the IGMH website <http://igmhyderabad.spmcil.com/Interface/JobOpenings.aspx?menue=5>. No other mode for submission of application is available.

Brief Instructions for filling up the "Online Application Form" are given in [Appendix-I](#):

3. Important Dates:

| | |
|--|---|
| Uploading of Detailed Advertisement on the website | 01.07.2020 |
| Activation of Online Application Link/Start Date of submission of on-line application and Payment of fees through online mode: | 03.07.2020 |
| Last Date of submission of on-line application and Payment of fees through online mode : | 31.07.2020 |
| Dates of Online Test for Post Codes 1 & 2 (Stage-I for Post Code 01) | August/September' 2020 (Tentatively) |
| Date of Skill Test for Post code 01 (Stage-II) | October/November '2020 (Tentatively) |

4. **Help Facility:** In case of any problem in filling up the form, payment of fee/intimation charges or in downloading of Call Letter, queries may be made through the link <https://cgrs.ibps.in>.

5. Use of MOBILE PHONES and other electronic devices BANNED:

(a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail criminal action, including ban from future examinations.

(b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.

(c) Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe-keeping of the same cannot be assured. The IGMH will not be responsible for any loss in this regard.

6. **Corrigendum:** Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Mint's website:

<http://igmhyderabad.spmcil.com/Interface/JobOpenings.aspx?menue=5>.

DETAILED ADVERTISEMENT

1. India Government Mint, Hyderabad (IGMH) invites applications from eligible candidates for the posts mentioned below:

| S.No | Name of the Post | Number of Vacancies | | | | | | |
|------|---|---|--------------------------|--|----------|-------|-------|------------------------|
| | | Unreserved i.e., General (GEN/UR) | Scheduled Castes (SC) | Other Backward Classes (OBC- NCL) \$ | EWS @ | TOTAL | Ex-SM | PwBD (B or LV ^) |
| 1 | Junior Office Assistant (JOA) | 06 | 01 | 02 | 01 | 10 | 01 | 01 |
| 2. | Supervisor (Official Language[OL]) (A-1) | 01 | - | - | - | 01 | - | - |

Abbreviations: UR: Un-Reserved; SC: Scheduled Caste; OBC: Other Backward Classes; NCL: Non-Creamy Layer; EWS: Economically Weaker Sections; Ex-SM: Ex-Serviceman; PwBD: Persons with Benchmark Disabilities; B=Blind; LV=Low Vision.

\$ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'.

^ LV: Person will be considered with aids and appliances and suitable software support.

@Reservations for Economically Weaker Sections (EWSs) in recruitment is governed by Office Memorandum No.36039/1/2019-Estt(Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India.

Disclaimer: "EWSs 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 channels". Benefit of reservation under EWSs category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India. The Income & Asset Certificate should not have been issued one year prior to the last date of the application form.

- The advertised numbers of vacancies are subject to variation, at any point of time as per the actual requirement of India Government Mint, Hyderabad.

Note for Persons with Benchmark Disability (PwBD) candidates:

(1) IGMH has identified the following post(s) as suitable for each category of PwBD along with the Physical Requirements and Functional Classifications. Only following categories of PwBD candidates are, therefore, eligible to apply for the posts.

| S.NO | Name of Post | Categories for which identified | Physical Requirements |
|------|-------------------------|---------------------------------|-----------------------|
| 1 | Junior Office Assistant | OA, OL,OAL,BL,B,LV,HH | S,ST,W,MF,SE,RW,C,H |
| 2 | Supervisor (OL) (A-1) | OA, OL,OAL,BLOA,B,LV,HH | S, RW, SE, H.C |

ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, RW=Reading & Writing, MF=Manipulation by Fingers, SE=Seeing, C=Communication, H=Hearing, OA=One Arm, BA=Both Arms, OAL=One Arm and One Leg, OL=One Leg, BL=Both Leg, VH= Visually Impaired, B=Blind, LV=Low Vision, HH= Hearing Impaired, BLOA=Both Legs and One Arm.

2. PAY SCALE:

(i) **Pay Scale for the post of Jr. Office Assistant:** Pay in the IDA Pay Scale: Rs. 8350 – 20470 (Pre-Revised) and other Allowances as applicable to B-3 Level. The present IDA scales are as per the 2nd PRC and are likely to be revised as per the 3rd PRC.

(ii) **Pay Scale for the post of Supervisor (OL):** Pay in the IDA Pay Scale: Rs. 26,000/- to Rs. 1,00,000/- and other allowances as applicable to A-1 level.

3. ELIGIBILITY CONDITIONS:

I. Nationality: a candidate must be either:-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has **migrated** from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
- f) Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- h) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination, but the offer of appointment may be given only after the necessary eligibility certificate is issued to him/her by the Government of India.

II. Age Limits:

- A. The lower and upper age limit indicated for the post of JOA & Supervisor (OL) will be reckoned as on the last date of the advertisement. For The Post of JOA & Supervisor(OL), the Date of Birth of candidates should be between the dates given below (both dates inclusive):

| Post Code & Name | Age Group | Upper Limit of Date of Birth (Not earlier than) | | | Lower Limit of Date of Birth (Not later than) |
|---------------------|-----------|---|----------------------|------------|---|
| | | UR(Gen)/EWS | OBC-Non Creamy Layer | SC/ST | For all community / categories |
| 01 & JOA | 18 to 28 | 01.08.1992 | 01.08.1989 | 01.08.1987 | 31.07.2002 |
| 02 & Supervisor(OL) | 18 to 30 | 01.08.1990 | 01.08.1987 | 01.08.1985 | 31.07.2002 |

Note: The date of birth limits for SC, ST and OBC-NCL given in the above table includes community age relaxation. Candidates belonging to community/ categories in the table at Para B below shall be eligible for age relaxation as applicable.

- B. However the relaxation in upper age limit / maximum upper age for the following categories/communities is given as indicated in the table below subject to submission of requisite certificates.

| Sl. No. | Community/categories | Relaxation in upper age limit (or) maximum upper age | |
|---------|--|--|---|
| 1 | OBC-Non Creamy Layer (NCL) | 3 Years | |
| 2 | SC/ST | 5 Years | |
| 3 | Ex-Servicemen candidates who have put in more than 6 months service after attestation. | UR | 03 years after deduction of the military service rendered from the actual age as on the closing date. |
| | | OBC-NCL | 03 Years plus 03 years after deduction of the military service rendered from the actual age as on the closing date. |
| | | SC/ST | 05 Years plus 03 years after deduction of the military service rendered from the actual age as on the closing date. |
| 4 | PwBD UR/EWS | 10 Years | |
| | PwBD OBC-NCL | 13 Years | |
| | PwBD SC/ST | 15 Years | |

| | | | |
|---|--|--|-----------------|
| 5 | In-service Candidates of SPMCIL | For In-Service candidates of SPMCIL, employees who fulfill the essential qualification shall have no age bar provided they have at least 03 years of service left as on the last date of application | |
| 6 | Women candidates, who are widowed, divorced or judicially separated from husband but not remarried. (Only for Post Code.1) | UR | 33 Years of age |
| | | OBC-NCL | 36 Years of age |
| | | SC/ST | 38 Years of age |
| 7 | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof | UR/OBC-NCL/EWS | 03 Years |
| | | SC/ST | 08 Years |

- a. **No age relaxation is allowed to SC/ST/OBC-NCL (Non Creamy Layer) candidates applying against unreserved vacancies.**
- b. PwBD candidates applying against UR vacancies will be allowed age relaxation applicable for UR PwBD only. Relaxation in upper age limit for PwBD will be subject to the posts having been identified suitable for such disabilities. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.
- c. If a candidate is eligible for relaxation of age on more than one ground, he/she would be accorded the highest of the age relaxations for which he/she is eligible.
- d. **Candidates should note that the date of birth filled in this application should be same as recorded in the Matriculation/SSLC/Xth Class or an equivalent certificate. No subsequent request for its change will be considered.**

Note I: - Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes those coming under the category of Ex-servicemen, PwBD, will be eligible for grant of cumulative age-relaxation under both the categories.

Note II: - The term Ex-servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

Note III: - The age concession will not be admissible to Ex- servicemen who are released on own request.

Note IV: - Notwithstanding the provision of age relaxation above, a PwBD candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the IGMH may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to the PwBD candidates by the IGMH. **Since the Post Advertised pertains to UR/OBC/SC Category; PwBD candidates have to secure minimum qualifying marks in respective category Standards and rank sufficiently high in merit to be eligible for appointment.**

Special Note for all the Candidates seeking reservation/relaxation benefits:

All the candidates seeking reservation/relaxation benefits available for SC/ST/OBC-NCL/EWS/PwBD/Ex-SM must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in this Advertisement. They should be in possession of all the requisite certificates in the prescribed format i.e. as per the annexures attached at the end of this Advertisement in support of their claim.

III. Educational Qualifications: The following minimum educational qualifications are prescribed for the posts:

| Post Name | Educational Qualifications (as on closing date of application): |
|---|---|
| Junior Office Assistant (JOA) at B-3 Level | <u>Essential:</u> Graduate with at least 55% marks from recognized university and computer knowledge with Typing speed on computer_in English @40wpm/Hindi @30 wpm, as per the requirement. |
| Supervisor (OL) at A-1 Level | <u>Essential:</u> Master's Degree from a recognized university in Hindi or English with English/Hindi Subject at Graduation Level (I.e. Hindi in case the candidate is post-graduate in English & vice-versa) And One year experience in translation from Hindi to English and Vice versa. <u>Desirable:</u> a. Knowledge of Sanskrit and/ or any other modern language. b. Proficiency in working on Computers in Hindi language. |

Note I: The candidate must hold a degree of any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification from a Foreign University recognized by the Association of Indian Universities.

Note II: Some Universities/Institutes/Boards do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/Board defines criteria for conversion of Aggregate Grade Point into percentage of marks, the same will be accepted. However, where the University/Institute/ Board does not define criteria for conversion of Aggregate Grade Point into percentage of marks, in the degree/passing certificates, the undefined parameter(s) would be worked out as under:

| Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale | Aggregate Percentage of Marks |
|--|-------------------------------|
| 6.75 | 60% |
| 6.25 | 55% |
| 5.75 | 50% |

Note III: Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

Note IV: Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per Note II above.

Note V: Experience for the post of Supervisor (OL) should have been obtained from Central/State Governments/Autonomous Bodies/PSUs/Central or State Universities/Reputed Organizations.

4. VERTICAL RESERVATION

4.1 This Advertisement provides for Vertical Reservation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) - Non Creamy Layer (NCL) and Economically Weaker Sections (EWS), wherever applicable and admissible under extant rules, as mentioned in the Vacancy Table.

- 4.2 All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters for UR candidates. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered.
- 4.3 For availing reservation, SC/ST/OBC-NCL candidates should furnish Caste Certificate from competent authorities as per the format given at **Annexure I** (for SC/ST candidates) and at **Annexure II** (for OBC-NCL candidates) at the time of document verification. Further, in case of OBC-NCL candidates, the certificates should specifically indicate that they do not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision, if any, received till the closing date for ONLINE Registration of applications for this Advertisement. The candidates should ensure that they belong to the OBC- Non Creamy Layer (NCL) category while applying for the posts against this Advertisement. Such candidates should produce a valid OBC certificate in the prescribed format during document verification. Further, in addition to the community certificate (OBC), a declaration in the prescribed format as per **Annexure IIA** has to be furnished by the candidates during document verification, that he/she does not belong to the creamy layer. The certificate produced shall not be older than one year at the time of document verification. In case of not complying to these stipulations, their claim for reserved status (OBC-NCL) will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Unreserved) category, will be considered under General(UR) vacancies only.

4.4 EWS (Economically Weaker Section) Reservation

Candidates who are not covered under the scheme of reservation for SC/ST/OBC- NCL and whose family gross annual income is below Rs. 8 Lakh (Rupees eight lakh) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a —Family in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term —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 benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure III** shall only be accepted as candidate's claim as belonging to EWS:

- A. District Magistrate/Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
- B. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate/
- C. Revenue Officer not below the rank of Tehsildhar and
- D. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this Advertisement. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (UR) category, will be considered under General (UR) vacancies

only.

- 4.5 Candidates belonging to SC/ST/OBC-NCL/EWS who fulfill required minimum educational qualification can also apply against UR vacancies. They will however, have to compete with the UR candidates. No age relaxation will be allowed to such SC/ST/OBC-NCL candidates applying against UR vacancies. However, candidates have to indicate their actual community in the application.
- 4.6 Community/EWS status as on the closing date for ONLINE Registration of application for this Advertisement shall only be considered for availing reservation benefits if eligible and any change in the community/EWS status of the candidate thereafter shall not be entertained.

5. HORIZONTAL RESERVATION:

- 5.1 This Advertisement provides for horizontal reservation for Ex-Servicemen (ExSM) and Persons with Benchmark Disabilities (PwBD) irrespective of their community.
- 5.2 Vacancies for ExSM and PwBD wherever given in the vacancy table are not separate but are included in the total number of vacancies.
- 5.3 ExSM candidates may also apply against regular vacancies of any post(s) without separate earmarked ExSM vacancies. Even for these posts they are eligible for age relaxation as applicable for ExSM.
- 5.4 PwBD candidates of a particular disability may also apply against regular vacancies of any post(s) which are not having separate earmarked PwBD vacancies subject to condition that the post should have been identified suitable for that disability. Even for these posts they are eligible for age relaxation and fee exemption as applicable for PwBD.
- 5.5 If regular PwBD vacancies cannot be filled due to non-availability of suitable candidates under the type of disability for which vacancy is reserved or for any other sufficient reason, these shall not be filled and shall be carried forward as backlog vacancy to the next recruitment cycle.

6. EX-SERVICEMEN (ExSM) :

- 6.1 The term Ex-Servicemen means a person who has served in any rank (whether as a Combatant or non-Combatant) in the regular Army, Navy or Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Force
- and
- a. Who either has been retired or relieved or discharged from such service whether at his/her own request or being relieved by the employer after earning his or her pension; (or)
- b. Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; (or)
- c. who has been released from such service as a result of reduction in establishment; (or)
- d. Who has been released from such service after completing the specific period of engagement, otherwise than on his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; (or)
- e. Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; (or)
- f. Personnel who were on deputation in Army Postal Service for more than six months prior to 14th April 1987; (or)
- g. Gallantry award winners of the Armed forces including personnel of Territorial Army; (or)
- h. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension w.e.f. 01.02.2006.
- i. The Period of Call-up service of an Ex-serviceman in the Armed forces shall also be treated as service rendered in the Armed Forces for purpose of Age Relaxation, as per Rules.
- j. Age Relaxation/Ex-Serviceman reservation is not admissible to sons, daughters and dependents of Ex-servicemen. Therefore such candidates should not indicate their category as ex-serviceman.

k. A matriculate Ex-serviceman (which includes an ex-serviceman who has obtained the Indian Army Special Certificate of Education or the corresponding certificates in the Navy or the Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union may be considered eligible for appointment to the reserved vacancies of Ex-serviceman for which the essential educational qualification prescribed is graduation and where – a) Work experience of technical or professional nature is not essential; or b) Though non-technical professional work experience is prescribed as essential yet the appointing authority is satisfied that the ex-servicemen is expected to perform the duties of the post by undergoing on the job training for a short duration. Thus, those Non-graduate Ex-serviceman who have not completed 15 years of service as on the closing date of the online application form or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible to apply for this Advertisement/Notification.

6.2 Persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-Servicemen are eligible to apply for re-employment one year before the completion of the specific terms of engagement and avail themselves of all concessions available to Ex-Servicemen but such persons shall not be permitted to leave the uniform until they complete the specific terms of engagement in the Armed Forces of the Union.

Accordingly, such serving Defence personnel to be released within one year from the closing date of ONLINE Registration of applications for this Advertisement can also apply, both for vacancies earmarked for Ex-Servicemen and for posts not reserved for them. However, they should possess the prescribed educational qualifications as on the closing date of registration of online applications for this advertisement.

6.3 Ex-Servicemen candidates who have already secured civil employment under Central Government in Group C & D (including PSUs, autonomous bodies/statutory bodies, nationalized banks etc.) after availing of the benefits given to Ex-Servicemen will be permitted only the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group C/D under Central Government. Such candidates will not be considered against the vacancies reserved for Ex-Servicemen in the Central Government jobs.

6.4 If an Ex-Serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as Ex-Servicemen for any subsequent employment, subject to the condition that an Ex-Serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date wise details of application for various vacancies, including this Advertisement, for which he/she had applied for, before joining the initial civil employment. The acknowledged copy of this declaration along with no objection certificate (NOC) from the civil employer should be produced during document verification failing which they will not get benefit of reservation for Ex-Servicemen. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-Servicemen.

7. PERSONS WITH BENCHMARK DISABILITIES (PwBD)

7.1 The suitability or otherwise of a post for PwBD has been indicated under the heading "Note for Persons with Benchmark Disability (PwBD) Candidates" with details of sub disability for the Post of Junior Office Assistant & Supervisor (OL).

Benchmark Disabilities: - As per The Rights of Persons with Disabilities (RPwD) Act, 2016 (effective from 19th April, 2017), the Benchmark Disabilities are as under:-

- I. Blindness and low vision;
- II. Deaf and hard of hearing;
- III. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- IV. Autism, intellectual disability, specific learning disability and mental illness;
- V. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability.

Definition of Specified Disabilities as provided in the Schedule of RPwD Act, 2016 is as mentioned below:

7.2 Definition of Specified Disabilities:

1. Physical disability: -

A) Locomotor disability (a person's inability to execute distinctive activities associated with movement

of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) —Leprosy cured person means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression –leprosy cured shall be construed accordingly;

(b) —cerebral palsy means a group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) —dwarfism means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) —muscular dystrophy means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophies have incorrect and missing information in their genes, which prevent them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) —acid attack victims means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B) Visual impairment—

(a) —blindness means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) —low-vision means a condition where a person has any of the following conditions, namely: -

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) Limitation of the field of vision subtending an angle of less than 40 degree upto 10 degree.

C) Hearing impairment—

(a) —deaf means persons having 70 dB hearing loss in speech frequencies in both ears;

(b) —hard of hearing means person having 60 dB to 70 dB hearing loss in speech frequencies in both ears

D) (1) —speech and language disability means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

(2) Intellectual disability, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

(a) —specific learning disabilities means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) —autism spectrum disorder means a neuro-developmental condition typically appearing in the

first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

(3) Mental behaviour— —mental illness means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

(4) Disability caused due to— (a) chronic neurological conditions, such as—

(i) —multiple sclerosis means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) —Parkinson's disease means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder—

(i) —Haemophilia means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;

(ii) —Thalassemia means a group of inherited disorders characterized by reduced or absent amounts of hemoglobin.

(iii) —Sickle cell disease means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage; —hemolytic refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

(5) Multiple Disabilities (more than one of the above specified disabilities) including deaf, blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

(6) Any other category as may be notified by the Central Government.

7.3. **Degree of Benchmark Disability for Reservation and Competent Authority for Issue of Disability Certificate:** Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from not less than 40 percent of relevant benchmark disability. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation and shortlisted for Document Verification have to submit Certificate of Disability issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Annexure IV (A)**, **Annexure IV (B)** and **Annexure IV(C)** for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

7.4 **Assistance of Scribe:** Visually Impaired (VI) candidates/candidates whose writing speed is affected by Cerebral Palsy/muscular dystrophy/candidates with Locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) can avail the assistance of scribe for writing answers on their behalf. For engaging the scribe, candidates will have to indicate the same while filling ONLINE application form. Engagement of scribe will be subject to the following conditions:

(a) Candidates will have to arrange for the scribe on their own.

(b) **The scribe so arranged should not himself/herself be the candidate for the post of Junior Office Assistant or Supervisor (OL) advertised vide this notification for which the candidate is appearing.** Also same scribe should not be engaged for more than one candidate. The scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage, will render both candidate and scribe disqualified.

(c) Candidates opting for scribe will have to provide additional details for scribes as per **Annexure V**, while appearing in the online examination. Scribe should produce original and valid ID proof at Online examination Center and bring passport size photograph.

- (d) The candidate shall be responsible for any misconduct on the part of the scribe brought by him/her during the examination.
- (e) Candidates availing the assistance of a scribe shall be eligible for compensatory time of not less than 20 minutes for every hour of examination.
- (f) Candidates who wish to avail services of scribe but are unable to furnish the details of scribe at the time of ONLINE application, may avail the services of scribe by filling up necessary details in Format given at **Annexure V** at the Online Examination center duly complying the conditions stipulated for scribe. Any subsequent request may not be favorably entertained.
- (g) The scribe may be from any academic stream. However for the post of Supervisor (OL) the scribe should be from an academic stream different from that prescribed for the post.
- (h) 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.
- (i) Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
- (j) 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.

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).

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. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

- 7.5 All one eyed candidates and candidates whose visual degree of disability is less than 40% shall not be considered as Visually Impaired persons and the provision for engaging scribe shall not be applicable to them.
- 7.6 Selected PwBD candidates will be subjected to medical examination from the Medical Authorities as prescribed by IGMH at the time of document verification and only those conforming to the medical standards as laid down in this Notification/Advertisement and other extant provisions, as the case may be, will be eligible for appointment.

8. **SCHEME, CENTRE, CALL LETTER AND LANGUAGE OF EXAM:**

Selection for the posts will be done through online examination which will be conducted "Online", and will be of objective type. The examination will be bilingual, i.e., Hindi and English. In case of any discrepancy, English will prevail over other languages.

- a) **The scheme of the examination for the Post of Jr.Office Assistant (Post Code.1) is as follows:**
Selection to the posts of Jr. Office Assistant at B-3 Level will be done in 02 phases[#]

Phase-I:

An online exam with the under-mentioned Scheme will be conducted.

| Sr. No. | Test Name | No. of Questions | Max. Marks | Duration of the Exam |
|---------|---|------------------|------------|----------------------|
| 1 | General Awareness (with special emphasis on Computer Knowledge) | 50 | 50 | 120 Minutes |
| 2 | Logical Reasoning | 50 | 50 | |
| 3 | English Language | 50 | 50 | |
| 4 | Quantitative Aptitude | 50 | 50 | |

The Minimum Qualifying marks required to be scored by the candidates in the online examination to be eligible for further selection process for different categories is as under,

| S.No | Category of Candidate | Minimum Qualifying Marks |
|------|-----------------------|--------------------------|
| 1. | General/EWS | 55% |
| 2. | OBC | 50% |
| 3. | SC/ST | 45% |

- Candidates who qualify in the online examination with minimum qualifying marks as stated above will be shortlisted for Phase-II of the selection process.
- Mere qualifying the written examination does not entail any candidate to be eligible for appointment. He/She must rank sufficiently high in the order of merit for his/her final selection.
- Roll No. of the candidates shortlisted for Phase-II examination will be published on IGMH website, after Phase-I examination.

Phase-II*:

Those candidates who qualify the online examination as per the above standards fixed by IGMH will be called for a type writing test to be conducted on computer. The candidates must qualify the type writing test with the following standards:

- (i) English Typing Test @ 40 W.P.M
(Or)
(ii) Hindi Typing Test @ 30 W.P.M.

***Candidates have to indicate his/her preference of Language (Hindi/English) of typing test to be conducted on computer while filling their online application form.**

#The type writing test will be of qualifying nature and final selection will be based on the marks obtained by the candidates in Phase-I online examination.

b) The scheme of the examination for the Post of Supervisor(OL) (Post Code.2) is as follows:

An online exam with the under mentioned Scheme will be conducted.

| Sr. No. | Test Name* | No. of Questions | Max. Marks | Duration of the Exam |
|---------|---|------------------|------------|----------------------|
| 1 | General Awareness (with special emphasis on Computer Knowledge) | 25 | 25 | 120 Minutes |
| 2 | General Hindi | 50 | 50 | |
| 3 | General English | 50 | 50 | |
| 4 | Test of Domain Knowledge which includes Hindi to English and vice-versa translation Skills (Which includes Hindi & English Comprehension) | 75 | 75 | |

***Detailed Syllabus for the post of Supervisor (OL) is appended as Annexure-VII to this Advertisement**

The Minimum Qualifying marks required to be scored by the candidates in the online examination for the post of Supervisor(OL) to be eligible for further selection process for different categories is as under,

| S.No | Category of Candidate | Minimum Qualifying Marks |
|------|-----------------------|--------------------------|
| 1. | General/UR | 55% |

- The above mentioned qualifying marks are minimum and does not entail any right on any candidate for his/her claim for the appointment. The candidate must rank sufficiently high in the order of merit for his/her shortlisting for document verification/appointment.
- The minimum aggregate cut-off marks for being shortlisted for document verification will be decided by the IGMH in relation to the number of vacancies. Roll No. of the candidate shortlisted for document verification will be published on IGMH web-site, after the written examination.

Other Instructions to the Candidates for the post of JOA & Supervisor (OL):

- 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. The minimum marks will be decided by the Company based on the performance of the applicants in the online examination only. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the online examination will not entitle an applicant for appointment in the Company.
- Syllabus for the post of Supervisor (OL) shall be of post graduate level. In the online examination, wherever necessary, the Metric systems of weights and measures only will be used.
- There will be no separate qualifying marks in the sections (Tests).
- There will be no negative marking.
- **The online examination will be held tentatively in the month of August/September 2020.** The exact date, session, reporting time of examination will be mentioned in the call letter. The examination will be conducted online in venues given in the respective call letters. The applicants will have to take the examination on date and time as indicated in the call letter at their own cost. The applicants are requested to keep checking the Company's website <http://igmhyderabad.spmcil.com> for any change in the examination date.
- The date of examination indicated in the Notice is tentative. Any change in the schedule of examination will be informed to the candidates only through the website of the IGMH.
- All applicants will have to appear for the online examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.
- There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.
- The Resolution of Tie (in order of preference) would be done by the following:
 - The candidate older in age will get preference.
 - Alphabetical order of names.
- **The Chief General Manager, IGMH reserves the right to make changes in the Scheme/pattern of Examination if considered necessary at any stage of Recruitment process. However, the same shall be notified in the website before the conduct of the examination.**
- **If the Online examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in the difficulty level of different test batteries used across sessions.**

DOWNLOAD OF CALL LETTER

- Candidates will have to visit the **IGMH** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in

clause 11(c) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

ONLINE CENTRES OF EXAMINATION:

- (i) The online Examination (for Post codes 1 & 2) and Typing Test on computer (For post code 1) will be conducted at **Hyderabad* Test Centre only**.

***Disclaimer: However, in-case the number of applications in response to this recruitment advertisement exceeds '5000', the candidates may be allotted to any one of the following exam centers other than the centre mentioned in the online application form. The decision in respect of the test centre as decided by the Competent Authority shall be final & binding:**

1) Delhi; 2) Mumbai; 3) Kolkata

- (ii) Candidates have to appear for the examination at an Examination Centre at their own risks and expenses. IGMH does not make any arrangements for boarding/lodging of candidates. IGMH will not be responsible for any injury or losses etc. of any nature during the course of Examination.
- 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.

Process for Arriving at Scores

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 after applying penalty for wrong answers.

(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) Testwise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

9. APPLICATION FEE AND INTIMATION CHARGES:

| Sr. No. | Category | Charges | Amount* |
|----------------|-------------------|--|----------------|
| 1. | SC/ST/PwBDs/Ex-SM | Intimation Charges only | Rs. 200/-** |
| 2. | GEN/OBC/EWSs | Application fee including intimation charges | Rs. 600/-** |

*Bank/Transaction charges are to be borne by the candidate.

** The Above fee is inclusive of GST.

Note I: Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected.

Note II: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

Note III: Fee/ Intimation Charges are required to be paid only in the manner prescribed in this advertisement.

Note IV: Exemption from Payment of Fee: SC/ST/PwBD/Ex-SM candidates are exempted from payment of fee, However they are required to pay intimation charges and any Bank transaction/convenience charges.

Note V: Candidates are also warned that they will be permanently debarred from the examinations conducted by IGMH/SPMCIL, in case they fraudulently claim SC/ST/OBC/Ex-Servicemen/PH status

10. HOW TO APPLY

- (a) Candidates are required to apply only online using the website <http://igmhyderabad.spmcil.com/Interface/JobOpenings.aspx?menue=5>. and no other means/mode of application will be accepted. Detailed instructions for filling up online applications are available at Appendix-I which is available on the IGMH website. The applicants are advised to submit a single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher Registration ID (RID) is complete in all respects like applicant's details, examination centre, photograph, signature, left thumb impression and hand writing undertaking, fee etc. The applicants who are submitting multiple applications should note that only the last completed applications with higher RID shall be entertained by the IGMH and fee paid against one RID shall not be adjusted against any other RID.
- (b) All candidates, whether already in Government Service, Autonomous Bodies, Government owned industrial undertakings or other similar organizations, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are required to submit an undertaking in the Online application or a proof to that effect during document verification that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the IGMH withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi-Government employer.

NOTE 1: Suitable provisions for information regarding use of scribes by the blind candidates and candidates with Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy and candidates with multiple disabilities (as provided under Note 1 for PwBD candidates) where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) have been made in the online application at the time of the initial online application itself.

NOTE 2: Suitable provision for information regarding availing of compensatory time by the blind candidates and candidates with Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy and candidates with multiple disabilities (as provided under Note 1 for PwBD candidates) where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) whether availing the facility of scribe or not have also been made available at the time of the initial online application itself.

NOTE 3: Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes and Physically disabled, EWSs etc. which will be verified at the time of the Document Verification only. Candidates belonging to the OBC category should have OBC certificate issued on or after **01.08.2019**. For EWSs candidates, the Income and Asset certificate should be issued by a Competent Authority in the format as prescribed in DoPT Office Memorandum No.36039/1/2019-Estt(Res) dated January 31, 2019. The candidates applying for the posts should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the IGMH viz. Phase -1 or Phase - II will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on

verification at any time before or after the Examinations or during the Typing Test, it is found that they do not fulfil any of the eligibility conditions; their candidature for the examination will be cancelled by the IGMH. If any of their claims is found to be incorrect, they may render themselves liable to criminal/disciplinary action by the IGMH.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

A candidate who is or has been declared by the IGMH to be guilty of:

- (i) Obtaining support for his/her candidature by the following means, namely: -
 - (a) offering illegal gratification to, or
 - (b) applying pressure on, or
 - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
- (ii) impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated documents or documents which have been tampered with, or making statements which are incorrect or false or suppressing material information, or
- (v) resorting to the following means in connection with his/her candidature for the examination, namely
 - (a) obtaining copy of question paper through improper means,
 - (b) finding out the particulars of the persons connected with secret work relating to the examination.
 - (c) influencing the examiners, or
- (vii) using unfair means during the examination,
- (viii) or writing obscene matter or drawing obscene sketches in the scripts, or
- (ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
- (x) using a scribe / availing compensatory time in examination despite being ineligible, or
- (xi) harassing or doing bodily harm to the staff employed by the IGMH for the conduct of their examinations, or
- (xii) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination, or
- (xiii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
- (xiv) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable.
 - 1. to be disqualified by the IGMH from the examination for which he/she is a candidate and/or
 - 2. to be debarred either permanently or for a specified period (i) by the IGMH from any examination or selection held by them; (ii) by the IGMH from any employment under them; (iii) dismissal from service by IGMH/SPMCIL if he / she is already in SPMCIL Service.; and (iv) if he/she is already in some other service, the IGMH writing to his/her employer for taking disciplinary action.

Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

11. GENERAL INSTRUCTIONS:

- (a) **Correspondence with the IGMH:** The IGMH will not enter into any correspondence with the candidates about their candidature except in the following cases:
The eligible candidates shall be issued an Call Letter two week before the commencement of the examination. The Call Letter will be made available on the Company's website www.igmhyderabad.spmcil.com for downloading by candidates. No Call letter will be sent

by post. If a candidate does not receive his e-Call letter or any other communication regarding his/her candidature for the examination two weeks before the commencement of the examination, he/she should at once contact the help facility as mentioned above.

- (b) No candidate will ordinarily be allowed to take the examination unless he/she holds an Call Letter for the examination. On downloading of Call Letter, check it carefully and bring discrepancies/errors, if any, to the notice of IGMH immediately.
- (c) **PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATIONS:** At the time of appearing for Phase - I or Phase - II of the examination, candidates are required to produce a currently valid photo identity card in original and a photocopy of the same, in addition to the Call letter. Acceptable photo identity cards are PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college / university/ e-Aadhar card / Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph. The candidate's identity will be verified with respect to his/her details on the Admission Letter /Examination 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.

Note: Candidates have to produce in original the photo identity proof and submit a photocopy of the photo identity proof along with Admission Letter/ Examination Call Letter while attending the examination without which they will not be allowed to take up the examination. For Phase-II examination, candidates will have to carry more than one photocopy of photo ID proof. However, in Phase-I only one photocopy of photo ID will be sufficient. Candidates must note that the name (provided during the process of registration) as appearing on the call letters should exactly **match the name as appearing on the photo identity proof, certificates, mark-sheets**. Female candidates who have changed first/last/middle name post marriage must take special note of this. 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, together with a photocopy. If there is any mismatch between the name indicated in the Admission Letter/ Examination Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

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 02 hours, 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.

- (d) The IGMH would be analyzing the responses of all appeared candidates to detect abnormal similarity of responses. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the IGMH reserves the right to cancel his/her candidature.
- (e) IGMH does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any other reason beyond the control of the IGMH.
- (f) The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the IGMH/SPMCIL. The mere fact that a Call Letter has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the IGMH or that entries made by the candidate in his/her application for the Advertisement have been accepted by the IGMH as true and correct. Candidates may note that the IGMH takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for the appointment. Unless candidature is formally confirmed by the IGMH, it continues to be provisional. The decision of the IGMH as to the eligibility or otherwise of a candidate for admission to the Examination

- shall be final.
- (g) All candidates who are declared qualified in the online examination for appearing in the subsequent selection process will be required to produce the relevant Certificates such as Mark sheets for all the years of Post- Graduation/Graduation/ Provisional Certificate/ Degree of Graduation in original as proof of having acquired the minimum educational qualification **as on the last date of the application form**, failing which the candidature of such candidates will be cancelled by IGMH. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed, will also be considered to meet the educational qualification. **It is reiterated that the result of required educational qualification must have been declared by the Institute/ University by the specified date. Mere processing of the result by the University/ Institute by the crucial cut-off date does not fulfill the EQ requirement.**
- (h) Candidates should note that the name in the Call letter in some cases may be abbreviated due to technical reasons.
- (i) The possibility for occurrence of some problems in the administration of the examinations 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 IGMH/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.
- (j) Candidates are advised to keep their e-mail ID/mobile number alive for receiving advices viz. Call letters/document verification letters, etc. Candidates may check e-mails/SMS regularly. The IGMH does not send any communication through any other mode.
- (k) The IGMH does not furnish the mark-sheet to candidates. Marks obtained in Phase-I (Online exam) will be made available on the website www.igmhyderabad.spmcil.com, after shortlisting of candidates for Phase-II.
- (l) Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
- (m) In all matters regarding eligibility, conduct of examinations, assessment, prescribing minimum qualifying standards in the Examination, in relation to number of vacancies and communication of result, the IGMH's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- (n) The eligibility for availing reservation against the vacancies reserved for the PwBD shall be the same as prescribed in "Rights of Persons with Disabilities (RPWD) Act 2016" provided Further that the PwBD shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements prescribed.
- (o) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to General category but subsequently writes to the IGMH to change his/her category to a reserved one, such request shall not be entertained by the IGMH. Similar principle will be followed for EWSs/PwBD categories also. In case of a candidate unfortunately becoming physically disabled during the course of the examination process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under RPWD Act, 2016 to enable him/her to get the benefits of PwBD reservation.
- (p) Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/EWSs/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (closing date) of the application.
- (q) Please note that corrigendum, if any, issued on the above advertisement, will be published only on the IGMH website www.igmhyderabad.spmcil.com.

- (r) **Dispute Resolution:**
In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and available on Company's website <http://igmhyderabad.spmcil.com> shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts/tribunals situated in Hyderabad/Secunderabad.
- (s) **Action against candidates found guilty of misconduct:**
If any candidate is found indulging in any irregularity/ misconduct/ malpractice at any stage of recruitment, the candidate shall be debarred, apart from cancellation of candidature for the examination without prejudice to any other legal action. IGMH may take appropriate actions as deemed fit including verification of Signature, Thumb Impression, Handwriting, Photograph, etc captured during various stages of recruitment to ascertain genuineness of candidates to ensure fair selection.
- (t) Candidates whose applications have been rejected will be notified on the website in advance before conduct of examination.
- (u) **Payment of Travelling Allowance for SC/ST/PwBD candidate:**
SC/ST/PwBD candidates called for document verification will be paid Travelling Allowance, as per extant of Government rules.
- v) The examination will be conducted online in venues given in the respective call letters.
- w) No request for change of centre/venue/date/session for Examination shall be entertained.
- x) IGMH, 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.
- y) IGMH also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- z) Choice of centre once exercised by the candidate will be final.

11.1 Applicants are advised to note the following instructions carefully:

- I. The candidates are required to carefully go through the advertisement in detail.
- II. The candidate must check her/his eligibility before applying for a trade/post and take an informed decision.
- III. Candidates will have to apply ONLINE only. Please also refer to "How to apply" section under the link "Click here for applying online" in case of any difficulty in applying online.
- IV. Candidates are required to check the website regularly for any updates and changes. Any corrigendum to this advertisement will be displayed only on the Company's website <http://igmhyderabad.spmcil.com>. Therefore, applicants are advised to keep checking the Company's website for any update.
- V. Candidates are required to give a valid mobile Number and e-mail id for periodical notices. Error in these details will result in non-delivery of important communication with respect to the examination. Candidates are advised to retain the same Mobile Number and email ID in their own interest, till all the processes of the said recruitment drive are completed.
- VI. Online examination is 'Multiple Choice Question type (MCQ)' There will be **NO NEGATIVE MARKING** for any wrong answer.
- VII. **BEWARE OF TOUTS:** Canvassing of any kind will disqualify the candidate. **Candidates are advised not to fall prey to any unscrupulous elements.** The candidates are requested to bring the same to the notice of Senior Vigilance Officer at his email id nageswar.rao@spmCIL.com.
- VIII. **The candidates are also advised to ensure that their clear PHOTO, SIGNATURE, Declaration & Left Thumb Impression have been uploaded and are also printed on the Application Form.**
- IX. The candidate must not attempt impersonation or take help from any impersonator at any stage of the selection process or try to copy from neighboring candidates, books and use any electronic gadgets or any other unfair means. This shall lead to cancellation of candidature, debarment in appearing future exams conducted by IGMH/SPMCIL without prejudice to criminal prosecution.
- X. The candidates will be thoroughly frisked at the time of entry to the examination Centre. Candidates are advised not to bring any valuable/costly items to the Examination Halls. IGMH/SPMCIL will not be responsible for safe keeping of any items belonging to them and the candidates shall be solely responsible for their belongings. No electronic gadgets shall be allowed inside the examination Centre.
- XI. **BIOMETRIC DATA – Capturing and Verification:** In the event, the Central Government allows for Biometric Capturing in the wake of COVID-19 Pandemic, the biometric data (thumb impression) and the photograph of the candidates shall be captured on the day of the Examination. The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. However, photograph may be captured in any event.

Candidates are requested to take care of the following points in order to ensure a smooth process:

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

The candidature of the candidates shall be cancelled in the absence of non-capture of biometric data Subject to the decision of Capturing the Bio-Metric data.

- XII. The candidate may note that IGMH/SPMCIL may record the entire examination process through Videography/CCTV at all the venues.
- XIII. Any material suppression of facts or submitting forged certificates/documents shall lead to rejection of candidature at any stage of selection of this process.
- XIV. Decision of the competent authority in all matters relating to the eligibility, acceptance/rejection of any application, allotment of language, examination Centre, etc will be final and binding on the candidate and no inquiry/correspondence shall be entertained in this regard.
- XV. The candidates applying for the examination should ensure that they fulfil all the eligibility criteria for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification of documents / certificates, at any time before or after the online examination, it is found that the candidate does not fulfil any of the eligibility conditions, his/her candidature for the examination shall be cancelled by IGMH at any stage of recruitment.
- XVI. Record retention period for examination material (Attendance Sheet/any other records / documents etc.) will be 6 months after the declaration of final result. After that, no RTI shall be entertained by IGMH regarding this examination.
- XVII. The Competent Authority reserves the right to adopt any alternative lawful mode of selection in part or in whole, in case of contingency.
- XVIII. Request for change/correction in any particulars in the application form shall not be entertained under any circumstances. The IGMH/SPMCIL will not be responsible for any consequence arising out of non-acceptance of any correction/addition/deletion in any particulars filled in the application form, whatever the reason may be.
- XIX. The vacancies intimated in this advertisement are tentative in nature and IGMH/SPMCIL reserves the right to increase/decrease the number of vacancies or cancel the recruitment process, in total.
- XX. The candidates may please take note that they are liable to be posted/adjusted in any of the SPMCIL Units situated across India, other than the one they have applied to.
- XXI. In accordance with the directions issued by DoPT vide its O.M. No. 39020/1/016/Estt(B)dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result, IGMH will make available scores and ranking of candidates in the recruitment examination on its portal/ <http://igmhyderabad.spmcil.com>. Accordingly, it has been decided that apart from Roll Number-scores, ranking of the candidates in the final examination, Name of candidate, name of parents/husband, educational qualification, date of birth, category, sex (male/female), total marks in qualifying examination, complete address including e-mail address will be made available on the website after the declaration of final result. However, the candidates will have the option to opt out from the disclosure scheme to disclose his/her information publically at the time of filling up the application.**
- XXII. The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be displayed only on the Company's website <http://igmhyderabad.spmcil.com>. It will not be intimated to the applicants individually.

11.2 REJECTION OF CANDIDATURE:

Instances for providing incorrect Information and/or process violation by an applicant detected at any stage of the selection process will lead of disqualification of the applicant from the selection process and he/she will not be allowed to appear in any SPMCIL 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.

The application or candidature of the candidate may be rejected for any of the following reasons:

- I. Incomplete Application
- II. Fees not remitted where applicable
- III. Fees Details not entered while submitting the ONLINE application.
- IV. Does not possess the prescribed qualification as on closing date of submission of on-line application.
- V. Over aged or under aged or Date of Birth not filled or wrongly filled.
- VI. Double or multiple applications submitted.
- VII. Application with unclear photo, photo with cap, wearing goggles, disfigured or unidentifiable photo, unclear signature or LTI.
- VIII. Candidate's name is figuring in the debarred list of SPMCIL or any other Government recruitment agencies
- IX. Only a single application will be entertained. Candidature in respect of multiple applications (if found) may be rejected out rightly, without any notice to such candidates.
- X. Mismatch of Name, Father's name and Date of Birth in ONLINE application form with the 10th certificate/10+2/Graduation/Post Graduation/Experience certificates.
- XI. Irrelevance between the applied trade and Graduation certificate.
- XII. Any other irregularities which may render the candidature of applicant invalid by IGMH
- XIII. Any material suppression of facts or submitting forged certificates/documents shall lead to rejection of candidature at any stage of selection of this process.
- XIV. The candidature of candidates shall be cancelled in the absence of non-capture of biometric data due to mehendi/tattoo on fingers.
- XV. Candidate found to be appearing malpractices during examination. In this regard decision of the Invigilator shall be final.

12. . POST SELECTION PROCESS:

- I. Selected candidates will be posted at I.G.Mint, Hyderabad and are liable to be posted to any of the Mint/Presses as per the requirement of the company.
- II. The seniority of the candidates on appointment will be as decided by the Company based on their merit.
- III. Appointments of selected candidates will be subject to his/her being declared medically fit by Company Medical Officer, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer and referees, verification of caste/tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the Company. Further, such appointment shall also be subject to Service rules and Standing orders of the Company.
- IV. The Panel of candidates in order of merit as recommended by the Selection committee, on approval by the competent authority, will form the basis for issue of offers of appointment.
- V. A waiting list shall be prepared and the same will remain valid for one year. In case any selected candidate fails to join, the waiting list will be operated and offer letter will be issued to the candidates placed as per merit in the waiting list.
- VI. **Probation:** The selected candidates will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. If the performance of the candidate is not found suitable during the extended period of probation also, his service will be terminated.

**Joint General Manager (HR),
For Chief General Manager,
India Government Mint,
Hyderabad.**

HOW TO APPLY

Candidates must apply only online through the Mint's website i.e. www.igmhyderabad.spmcil.com from July 01st to July 31st, 2020. No other means/mode of applications will be accepted.

(A) PRE-REQUISITES FOR APPLYING ONLINE:

Before applying online, candidates should—

- (i) scan their :
 - photograph (4.5cm × 3.5cm)
 - signature
 - left thumb impression
 - a hand-written declaration (text given below)

ensuring that the all these scanned documents adhere to the required specifications as given below.
- (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 number which should be kept active till the completion of this recruitment process. IGMH 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 have mobile number before applying on-line and must maintain that email account and mobile number.
- (viii) **The IGMH does not send any communication by any other mode than E-mail/SMS.**
 No change in E-mail ID will be entertained during the entire process of the recruitment.

(B) PROCEDURE FOR APPLYING ONLINE:

- (i) Candidates satisfying the conditions of eligibility as on the last date of the advertisement/notification are first required to visit the URL “Recruitment for the post of “Junior office Assistant & Supervisor(OL)” on IGMH's website i.e. www.igmhyderabad.spmcil.com >careers >Recruitment to the post of Jr. Office Assistant & Supervisor(OL) and click on the hyperlink **“Online Application Form”** in the advertisement page for filling the ‘Online Application’. It redirects the candidates to the online registration page.
- (ii) Candidates will have to enter their basic details and upload the photograph, signature, left thumb impression and a hand-written declaration in the online application form as per the specifications given.
- (iii) 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.

- (iv) 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.
- (v) 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 FINAL SUBMIT BUTTON.
- (vi) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Photo identity proof / Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- (vii) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (viii) Candidates can proceed to upload Photo, Signature, left thumb impression and a hand-written declaration as per the specifications given in the Guidelines for Scanning and Upload of Documents as given in item (D) below.
- (ix) Candidates can proceed to fill other details of the Application Form.
- (x) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (xi) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded, and other details filled by you are correct.
- (xii) Click on 'Payment' Tab and proceed for payment.
- (xiii) Click on 'Submit' button.
- (xiv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fees/intimation charges so collected shall be entertained by the IGMH.
- (xv) To avoid last minute rush, candidates are advised to pay the application fees/ intimation charges and register online at the earliest.
- (xvi) IGMH does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason.

(C) MODE OF PAYMENT FOR APPLICATION FEE/INTIMATION CHARGES: Candidates have to make the payment of requisite fee/intimation charges through the online mode only:

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- (iii) 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.
- (iv) On successful completion of the transaction, an e-Receipt will be generated.
- (v) 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.
- (vi) Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) 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.
- (viii) To ensure the security of your data, please close the browser window once your transaction is completed.
- (ix) There is facility to print application form containing fee details after payment of fees.

(D) GUIDELINES FOR SCANNING & UPLOADING THE PHOTOGRAPH & SIGNATURE:

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature 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 (LT) impression and Handwriting declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand-written declaration should be of the applicant and not of any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- 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.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb – 50 kb
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- 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 Color to True Color
- 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 not exceeding 50kb (photograph and hand-written declaration) & 20kb (signature and left thumb impression) by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced

below 50 kb (photograph and hand written declaration) & 20 kb (signature and left thumb impression) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form, the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand-written declaration.

Procedure for Uploading the documents

- There will be separate links for uploading Photograph, signature, left thumb impression and hand-written declaration
- Click on the respective link "Upload Photograph / signature / 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' button

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, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

NOTE: Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the IGMH's website www.igmhyderabad.spmcil.com

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/ Srimati/ Kumari*
 son/daughter* of Village/Town
 District/Division* of
 the State/Union Territory* belongs to the
Caste*/Tribe which is recognised as a Scheduled Caste /

Scheduled Tribe under:-

- *The Constitution Scheduled Castes Order 1950.
- *The Constitution Scheduled Tribes Order 1950.
- *The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- *The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951; [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]
- *The Constitution (Jammu and Kashmir)* Scheduled Castes Orders, 1956
- *The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled *Tribes Orders (Amendment) Act, 1976
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
- *The Constitution (Pondicherry) Scheduled Castes Orders, 1964
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (SC) Orders (Amendment) Act, 1990
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1991
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- *The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- *The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri / Srimati *father / mother* of Shri / Srimati / Kumari of Village / Town* in District / Division * of the State / Union Territory * who belongs to theCaste*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe in the Station/ Union Territory* issued by the dated

3. Shri / Srimati / Kumari* and /or* his/her* family
ordinarily resides in Village / Town* District / Division*
..... of the State/ Union Territory* of

Place.....

Signature.....

Date.....

Designation.....

(with seal of Office)

State/ Union

Territory.....

* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note: (a) The term -ordinarily reside(s)' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

OBC CERTIFICATE FORMAT**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kumari.....
 son / daughter of of Village/Town in
 District/ Division in the State / Union Territory..... belongs to the
 community which is recognised as a Backward Class under the
 Government of India, Ministry of Social Justice and Empowerment's Resolution No.
 Dated

Shri/Smt./Kum.* and /or his/her family ordinarily
 reside(s) in the District / Division of the
 State / Union Territory. This is also to certify that he/she does not belong to
 the persons / sections (Creamy layer) mentioned in column 3 (of the Schedule to the Government of
 India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT), dated 8.9.1993 and modified
 vide Government of India, Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res)
 dated 27.05.2013 and 13.09.2017**.

Date:

DISTRICT MAGISTRATE /
 DY. COMMISSIONER ETC.

(Seal)

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

DECLARATION

Annexure II A

Proforma for declaration to be submitted by Other Backward Class Candidates at the time of document verification.

—I, son/daughter of
Shri resident of Village/Town/City
....., district..... State
..... hereby declare that I belong to the

(indicate your sub caste) community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93- Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.03.1993 and its subsequent revision through O.M.No.36033/1/2013-Estt. (Res) dated 27 05.2013 and 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the candidate

Government of _____
 (Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No. _____

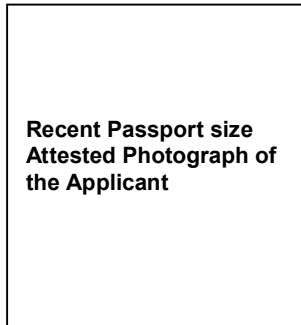
Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri / Smt./ Kumari _____
 son/daughter/wife of _____ permanent resident of _____,
 Village/Street _____ Post Office _____ District _____
 _____ in the State/Union Territory _____ Pin Code _____

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her -family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____
 _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari _____ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).



Signature with seal of _____
 Office _____
 Name _____
 Designation _____

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family' for this purpose 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.

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport
Size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No.: Date:

This is to certify that I have carefully examined Shri / Smt / Kum
son / wife / daughter of Shri Date of Birth
(DD/MM/YYYY) Age..... Years, Male/Female Registration No.
..... Permanent Resident of House No. Ward
/ Village / Street Post Office..... District.....
State....., whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

*Locomotor Disability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is

(1) He / She has% (in figure)..... percent (in words)
permanent locomotor disability / dwarfism/blindness in relation to his/her
..... (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

Signature/Thumb
Impression of the person in
whose favour disability
certificate is issued

(Signature and Seal of Authorized Signatory of notified Medical
Authority)

FORM-VI

ANNEXURE IV(B)

Certificate of Disability

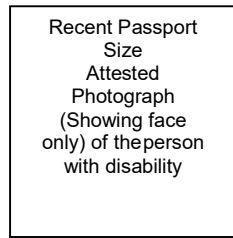
(In case of multiple disabilities) [See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No.:.....

Date:

1. This is to certify that we have carefully examined Shri/Smt./ Kum
..... son/wife/daughter Of Shri
..... Date of Birth(DD/MM/YYYY)
Age.....years, Male/FemaleRegistration No.
Permanent Resident of House No. Ward/Village/Street
whose photograph is affixed above and are satisfied that:



(A) He/She is a case of **Multiple Disability**. His / Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

| S. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment/ Mental Disability (in%) |
|--------|---------------------------------|-----------------------|-----------|--|
| 1 | Locomotors Disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Dwarfism | | | |
| 5 | Cerebral Palsy | | | |
| 6 | Acid attack Victim | | | |
| 7 | Low Vision | # | | |
| 8 | Blindness | # | | |
| 9 | Deaf | £ | | |
| 10 | Hard of Hearing | £ | | |
| 11 | Speech and Language disability | | | |
| 12 | Intellectual Disability | | | |
| 13 | Specific Learning Disability | | | |
| 14 | Autism Spectrum Disorder | | | |
| 15 | Mental illness | | | |
| 16 | Chronic Neurological Conditions | | | |
| 17 | Multiple Sclerosis | | | |
| 18 | Parkinson's Disease | | | |
| 19 | Hemophilia | | | |
| 20 | Thalassemia | | | |
| 21 | Sickle Cell disease | | | |

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures:percent , In words : percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/afterYear months, and therefore this certificate shall be valid till(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

| Nature of Document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

5. Signature and seal of the Medical Authority

| | | |
|--|--|--|
| | | |
|--|--|--|

Name and seal of Member Name and seal of Member Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

FORM-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI) [See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No.: Date:

Recent Passport
Size
Attested
Photograph
(Showing face
only) of the
person
with disability

1. This is to certify that we have carefully examined Shri / Smt. / Kum

..... son / wife / daughter of

Shri..... Date of Birth(DD/MM/YYYY)

Age years, Male / Female Registration No.

..... Permanent Resident of House No..... Ward/Village/Street

..... whose photograph is affixed above and I am satisfied that He / She

is a case of _____ **Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

| S. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment/ Mental Disability (in%) |
|--------|---------------------------------|-----------------------|-----------|--|
| 1 | Locomotor Disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Cerebral Palsy | | | |
| 5 | Acid attack Victim | | | |
| 6 | Low Vision | # | | |
| 7 | Deaf | £ | | |
| 8 | Hard of Hearing | £ | | |
| 9 | Speech and Language disability | | | |
| 10 | Intellectual Disability | | | |
| 11 | Specific Learning Disability | | | |
| 12 | Autism Spectrum Disorder | | | |
| 13 | Mental illness | | | |
| 14 | Chronic Neurological Conditions | | | |
| 15 | Multiple Sclerosis | | | |
| 16 | Parkinson's Disease | | | |
| 17 | Haemophilia | | | |
| 18 | Thalassemia | | | |
| 19 | Sickle Cell disease | | | |

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified) is as follows:

In figures: percent, In wordspercent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/afterYearmonths, and therefore this certificate shall be valid till.....(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence :

| Nature of Document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

| | | |
|--|--|---|
| | | |
| Countersigned [(Countersignature and seal of the CMO / Medical Supdt.) Superintendent / Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)] | | (Authorised Signatory of notified Medical Authority) (Name and Seal) |

Signature/Thumb impression of the person in whose favour disability certificate is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. The principal rules were published in the Gazette of India vide notification number S.O. 908(E),dated the 31st December, 1996.

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

- 1. Name of the Candidate
- 2. Roll No
- 3. Name of Online Exam Center
- 4. Qualification of Candidate
- 5. Disability Type
- 6. Name of the Scribe
- 7. Date of Birth of the Scribe
- 8. Father's Name of the Scribe
- 9. Address of the Scribe :
 - (a) Permanent Address
 - (b) Present Address

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old.

Signature of SCRIBE in the above box below the photograph

- 10. Educational Qualification of the Scribe
- 11. Relationship, if any, of the Scribe to the Candidate.....

12. DECLARATION:

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the India Government Mint, Hyderabad/SPMCIL regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iii) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)

(Signature of the Scribe)

Left thumb impression of the Candidate in the box given above

Left thumb impression of the Scribe in the box given above

Signature of the Invigilator

**DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES
REGARDING CIVIL EMPLOYMENT BY AVAILING
EX-SERVICEMEN QUOTA**

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex- Servicemen in regard to the recruitment covered by this Advertisement/Notification, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

I also hereby declare the following facts:

- a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the post of Junior Office Assistant Advertised vide Notice No. 01/2020.
- b) I have availed Ex-Servicemen quota for securing civil employment and I have given self-declaration/undertaking to my employer about the details of application for the post of Junior Office Assistant Advertised vide Notice No. 01/2020 for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration / undertaking from the present Employer is enclosed.

(Strikeout whichever is not applicable).

Place:

Signature :

Date:

Name :

Roll No :

SYLLABUS FOR THE POST OF SUPERVISOR(OL)

1. General Awareness (with Special emphasis on computer Knowledge):

- Current Affairs
- Indian Polity
- Modern Indian History
- MS Office & Basic Computer Skills

2. General Hindi:

Topics covered in Hindi Language Preparation:

- Grammatical Topics i.e. Samas, Sandhi, Kriya, Visheshan, etc
- Hindi Synonyms
- Hindi Paragraphs
- Hindi Proverbs
- Hindi Antonyms
- Modern Hindi Literature.
- Rajbhasha Policy of Government of India, etc.,

3. Part-II General English:

This part of the Paper-I tests the Reading and Writing Skills of the candidate in English:

Topics covered in English Language Preparation:

- Fill in the Blanks
- Error Recognition
- Articles
- Verbs
- Preposition
- Spelling Test
- Vocabulary
- Grammar
- Synonyms
- Sentence Structure
- Antonyms
- Sentence Completion
- Correct use of words
- Phrases and Idioms

4. Test of Domain Knowledge which includes Hindi to English and vice-versa translation Skills (Which includes Hindi & English Comprehension)

This paper will test the candidates' translation skills and their ability to translate as well as comprehend the Hindi and English languages correctly, precisely and effectively.