टेली/Tele:91-033-2401-4132/33/34/35
फैक्स/Fax : 2401-0553
वैबसाइट/Website:http://igmkolkata.spmcil.com
मेल/Email : calmint@spmcil.com

भारत सरकार टकसाल

INDIA GOVERNMENT MINT

(सिक्योरिटी प्रिंटिंग एंड मिंटिंग कॉर्पोरेशन ऑफ इंडिया लिमिटेड की इकाई)

(A Unit of Security Printing and Minting Corporation of India Ltd.)

भारत सरकार के पूर्ण स्वामित्वाधीन Wholly owned by Govt. of India

अलीपुर Alipore, कोलकाता Kolkata – 700 053

Corporate Identity Number (CIN) of SPMCIL: [U22213DL2006GOI144763]

सूचना का अधिकार RIGHT TO INFORMATION

सं./No. भासटको/मा.सं. (स्था.)/परामर्शदाता/ 87 दिनांक/Date: 05/11/2026

NOTIFICATION

Subject: Empanelment as External Expert/Consultant (Civil) for the Civil Works Panel at IGM Kolkata.

India Government Mint, Alipore, Kolkata-700053, a Unit of Security Printing & Minting Corporation of India Limited (SPMCIL) and a Miniratna Category–I Central Public Sector Enterprise (wholly owned by Govt. of India), invites applications, within 21 days from the date of Notification, for engagement as Consultants (Civil) on day-to-day need basis from retired Govt. Servants/ PSU employees or serving / retired faculty in Govt. Institution (as Domain Experts) or any Private Qualified Consultant for the Civil Works Panel for a period of one year, which can be extended by another one year subject to performance.

General Conditions for External Expert/Consultant (Civil) on fixed tenure contract basis to the above positions are as under:

1. The empanelment will be purely on need or call basis initially for a period of one year and depending on the performance, it may be extended as per the requirement of IGM Kolkata.
2. Eligibility criteria for External Expert/Consultant (Civil) shall be as per the Annexure -1.
3. The Honorarium for the consultant (Civil) shall be paid flat Rs.5000/- per day (all inclusive). However, for any out station travel as per the requirement, with the prior approval of the competent authority, only the expenses towards travelling, lodging and boarding (as per SPMCIL Travel rules/policies) will be borne by SPMCIL.
4. TDS shall be deducted at source.
5. Confidentiality of data and documents shall be maintained.
6. Any conflict of interest must be declared before engagement.
7. The empaneled candidate will not have any claim over other emoluments/ benefits/ compensations available to other SPMCIL employees.
8. The empanelment will be as per the terms and conditions in this advertisement and the candidates will be shortlisted keeping in view their experience profile etc. called for the interview.
9. No correspondence will be entertained from the applicants who are not empaneled, either before or after the empanelment. The decision of SPMCIL would be final and binding.

10. Management reserves the right to reject the application without assigning any reason. The empanelment process can be cancelled/suspended/ terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.

11. SPMCIL Management reserves the right to increase/decrease the number of consultants to be engaged or to even cancel the whole process without assigning any reasons thereof.

12. Application that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date will not be entertained.

13. In order to regulate the number of eligible candidates to be called for interview, if so required, SPMCIL Management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility criteria/standards.

14. All eligibility conditions/Age etc. will be reckoned as on last date of receipt of applications.

15. Canvassing in any form will result in disqualification.

HOW TO APPLY

1. The application should be submitted in the Proforma given in the advertisement, preferably type written.

2. The outer cover should be subscribed as "APPLICATION FOR EMPANELMENT AS EXTERNAL EXPERT/CONSULTANT (CIVIL) for Civil Works Panel on DAY-TO -DAY need Basis".

3. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age and experience.

4. Duly completed application should be sent to the Joint General Manager (HR), India Government Mint, Kolkata, Alipore, Kolkata-700053 within 21 days of the publication of this advertisement. Applications received late/incomplete will be rejected. India Government Mint, Kolkata Management will not be responsible for any postal delay/loss of documents during transit.

05/11/26

(Sunil Dupare)
Jt. General Manager (HR)
For Chief General Manager

Annexure-I

ELIGIBILITY CRITERIA FOR INDIVIDUAL EXTERNAL EXPERT/CONSULTANT (CIVIL)

1. Educational Qualification

1.1 The applicant must possess a Bachelor's Degree in Civil Engineering (B.E./B.Tech) from a recognized university or institution in India.

1.1.1 Preferences shall be given to Postgraduate qualification (M.E./M.Tech) in Civil Engineering, Structural Engineering, Construction Management, or Infrastructure Engineering will be considered desirable.

2. Minimum Professional Experience

2.1 The applicant must have a minimum of 20 years of professional experience in civil engineering works in India.

2.2 Experience should preferably be in:

- Central Government Departments
- State Government Departments
- Public Sector Undertakings (PSUs)
- Autonomous bodies
- Government-funded institutions or authorities.

3. Relevant Technical Experience

The consultant must have demonstrated experience in one or more of the following areas of civil engineering projects:

a) Project Planning and Design

b) Preparation and review of Detailed Project Reports (DPRs).

c) Preparation of cost estimates, bill of quantities (BOQ), and technical specifications.

d) Supervision and monitoring of construction activities.

e) Conducting site inspections and technical evaluations.

4. Senior Level Position Experience

The applicant must have held senior engineering or managerial positions during their service career or have undertaken works/rendered consultancy of the nature as mentioned at Para '3' above for at least 5 projects of value Rs. 10 Crore and above preferably for government departments/PSUs. Eligible positions held may include:

a) Superintending Engineer

b) Executive Engineer

c) General Manager (Civil) in PSU

d) Additional General Manager (Civil) in PSU

5. Knowledge of Government Procedures and Standards

The consultant should have working knowledge of the following :-

a) Government procurement procedures
b) Tendering and contract management
c) Public works construction standards
d) Government project monitoring systems.
e) Knowledge of the following guidelines is desirable:
f) General Financial Rules (GFR)
g) CPWD Works Manual
h) CVC procurement guidelines
i) Standard bidding documents used in government projects.

6. Age Limit

a) The consultant should preferably be not more than 65 years of age as on last date of application.
b) The consultant must be medically fit and capable of undertaking field visits and technical inspections.

7. Integrity and Service Record

- The applicant must have retired from government service or PSU with a clean and satisfactory service record. (Applicable for retired government servant)
- The candidate must not have been dismissed, removed, or compulsorily retired due to disciplinary action at any point of time in his/her career.
- The applicant must declare that:

  a) No vigilance or disciplinary case is pending.

  b) No criminal case or investigation is pending.

  c) The individual or his/her firm has not been blacklisted by any government department/entity at any point of time. (In case of private applicants)

8. Scope of Work

The Consultant may be engaged for the following responsibilities:

a) Technical review of DPRs and civil engineering proposals.

b) Reviewing tender documents and technical specifications.

c) Conducting site inspections and quality review.

d) Providing recommendations for improving quality of civil works.

e) Assisting in resolving technical disputes or issues during project execution.

f) Any other Civil Engineering related works as per the requirement of India Govt. Mint, Kolkata.

9. Duration of Contract

a) The consultant will be empaneled initially for a period of 1 year, which may be extended based on performance and requirements of India Govt. Mint, Kolkata.
b) The empanelment will be purely contractual and will not confer any right for regular employment.

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SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
(Wholly Owned by Government of India)
3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029.
www.spmcil.com

INDIA GOVERNMENT MINT, ALIPORE, KOLKATA – 700053.(A UNIT OF SPMCIL)
www.igmkolkata.spmcil.com

APPLICATION FORMAT

Advt. No. **भासटको/मा.सं.(स्था.)/परामर्शदाता/87** **Date : 05/11/2026**

1. Name of the Post

2. Name of the candidate

3. Father's Name

4. Date of Birth
Age as on ……..
(DD MM YY)

5. Permanent Address

6. Address for correspondence

7. Phone numbers (office)
(Residence)
Mobile
Fax
E-mail

8. Religion

9. Nationality

10. Whether belonging to SC/ST/OBC/Ex-serviceman/physically handicapped

11. Details of Educational Qualifications starting from professional to matriculation:

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

12. Details of Experience starting from latest employment:

Name of Organisation	Position held & Level	Period		Pay-scale with Pay	Total Emoluments	Brief description of duties
		From	To			

13. Whether any relative already working with SPMCIL.
If yes, specify the relationship.

14. Details of Computer knowledge & Experience

15. Details of Training

Name of Course	Institute	Contents

16.(a)Whether any criminal case is pending ? If yes, please provide details.

(b)Whether the candidate has been convicted in any criminal case? If yes, please provide details.

17**.** Copies of Certificates/testimonials enclosed.

a. c.

b. d.

DECLARATION

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

Date:
Place:

(Signature of the Candidate)

NON-DISCLOSURE AGREEMENT

I _____ engaged as _____ by SPMCIL and by virtue of my roles and responsibility. I will have access to some confidential information and accordingly, I understand that:

i. I will maintain absolute secrecy and confidentiality in the matter relating to the official documents and/or information acquired during the tenure.

ii. Never to pass any information obtained as part of the organization to anyone outside the organization, unless I have been directed to do so by the reporting authority, and the reasons for doing so are clearly understood.

iii. To keep all names, contact details and personal information secure and confidential.

iv. I shall not utilized or publish or disclose or part with any part of the data or statistics or proceedings or information collected for the purpose of my assignment or during the tenure of engagement in SPMCIL, to a third party without the express written consent of the Competent Authority.

v. I shall be bound to hand over the entire set of records of assignment to authorized officer/authority before the expiry of my contract.

I understand that any breach of the above conditions will tantamount to breach of contract and will expose me to suit for damages in a court of law.

Signature: _____

Name: _____

Date: _____

Address: _____

Witnessed by: _____

Signature of witness: _____

Name: _____

Date: _____

Address: _____

SELF DECLARATION BY THE CANDIDATE
(To be submitted with application)

I _____ may be engaged as _____ by SPMCIL, I hereby undertake that:

i. There is no criminal case pending against the undersigned.

ii. I have not been compulsory retired by the Govt.

Signature: _____

Name: _____

Date: _____

Address: _____