टेली/Tele:91-033-2401-4132/33/34/35
फैक्स/Fax : 2401-0553

वैबसाइट/Website:http://igmkolkata.spmcil.com
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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. IGMK/HR(Estb.)/Security Officer/35 दिनांक/Date: 24 /07/2026

NOTIFICATION

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 on fixed tenure contract basis to the following posts, subject to fulfilling the respective eligibility criteria:-

Sl. No.	Name of Post	Number of Post	Eligibility Criteria	Consolidated Monthly Emoluments (all inclusive)
1.	**Security Officer**	**01**	Holding analogous post on regular basis at level 10 of the 7th CPC pay matrix at the time of retirement from Defence/ Para Military/ State Police.	Rs. 58,000/-

General Conditions for engagement on fixed tenure contract basis to the above positions are as under:

1. The candidates must fulfill the above eligibility criteria.
2. Age Criteria: Up to 62 years as on the last date of receipt of application.
3. On attaining the age of 65 years, the agreement/contract for engagement shall stand automatically terminated.
4. Period of engagement: The appointment will be purely on contractual basis and engagement shall be initially for a period not more than three year, which may be extended for further period depending on operational requirement and satisfactory performance up to the age of 65 years of the candidate.
5. The Contractual appointee shall observe normal working hours of I.G. Mint, Kolkata. However, he may be required to sit late and called on Sundays/Holidays whenever necessary.
6. **Roles and Responsibilities of Security Officer:**
   - i) To discharge role and function as Security Officer as mentioned in the relevant Circular/Manuals/Guidelines/SOP issued by SPMCIL from time to time.
   - ii) Liaison with the CISF, IB and local Police Administration.
   - iii) Verification/cross verification of attendance of outsourced/contractual employees.
   - iv) Keeping the Management informed about the security needs & threat perception, if any.
   - v) Any other work assigned from time to time by Management.
7. The selected candidate will not have any claim over other emoluments/ benefits/ compensations available to other SPMCIL employees. 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.

Contd...2

8. The selected candidate will also have no right whatsoever to claim for regular employment in SPMCIL by virtue of being engaged through fixed term contract.

9. There shall be no criminal case pending against the candidate. The candidate should not have been compulsorily retired by the Govt. A self-declaration in this regard to be submitted by the candidate. (Copy of self-declaration format attached).

10. A non-disclosure agreement has to be signed by the candidate before engagement as by virtue of his roles and responsibility, he will have access to some confidential information of the organization. (Copy of non-disclosure agreement attached).

11. Number of post may increase at the discretion of the Competent Authority.

12. The engagement may be terminated at any time without assigning any reason by giving a notice of 15 days.

13. The Contractual appointee will be discharged as and when alternative arrangements are made to attend to the work allotted to him.

14. **Applications to be addressed to and Last date for submission of applications:** Applications on plain paper addressed to the Chief General Manager, India Govt. Mint, Alipore, Kolkata-700053, along-with relevant enclosures e.g. copy of PPO Book etc., must reach by post or by hand to India Govt. Mint, Alipore, Kolkata-700053, within **21 days from the date of notification. Applications that are not in conformity with the requirements indicated in this advertisement, incomplete Applications and Applications received after due date will not be entertained.**

15. **Selection procedure:**

    The candidates, fulfilling Eligibility Criteria and General Conditions after scrutiny of the applications, may be called for interview, and as per recommendation of the Committee and after approval of the Competent Authority, the selected individual may be intimated for engagement on fixed tenure contract basis to the respective post.

16. No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of I.G. Mint, Kolkata would be final and binding.

17. Management reserves the right to reject the application without assigning any reason. The recruitment process can be cancelled/ suspended/ terminated without assigning any reasons. The decision of I.G. Mint, Kolkata will be final and no appeal will be entertained.

18. In order to regulate the number of eligible candidates to be called for interview, if so required, I.G. Mint, Kolkata reserves the right to raise the minimum eligibility standards/ criteria, OR to relax the minimum eligibility criteria/ standards as the case may be.

19. Travel expenses (To & Fro) will be borne by candidate for interview.

20. Details of Terms & Conditions are available in the attached Annexure-I.

(Mangesh A. Chavan)
Jt. General Manager (TO)
For Chief General Manager

ANNEXURE-I

TERMS & CONDITIONS OF CONTRACT AGREEMENT

1. The tenure of engagement will be for the period of three year with effect from the date of joining which may be reduced or extended at the discretion of the Company.

2. Working will be under the direct Control/ Orders/ Guidance/ Supervision of Undersigned/ designated officials. Communication regarding duties and responsibilities will be issued separately.

3. The contractual appointee will not sign or certify documents or pass bills etc. pertaining to the department and will not supervise or control the work of SPMCIL employees. However, interaction may be made with the concerned officials/ departments regarding the progress / execution of work assigned.

4. The attendance of the selected candidate will be monitored by the designated Officials of India Government Mint, Kolkata.

5. The contractual appointee will be required to work in accordance with the timings observed by India Govt. Mint, Kolkata, and to comply with the Face Based Biometric Attendance Management System through Face Reading of individual/signature on the Attendance Register, as the case may be, during entry in and exit from office premises. Holidays applicable will be the same as applicable to the employees of SPMCIL posted at I.G. Mint, Kolkata.

6. The contractual appointee will be paid a Consolidated Compensation (all inclusive) of Rs. 58,000/- per month.

7. Absence during the month, other than the authorized leave, will not be reckoned for the purpose of payment of Compensation. Deduction will be made on pro-rata basis for the number of days of such absence in that month.

8. The income tax as applicable will be deducted at source from the payments made.

9. The contractual appointee will be entitled for paid leave of one day for every 20 days of work including weekly holidays and other applicable holidays. The leave may be availed with the prior approval of the controlling officer only after it actually becomes due and not in advance/ anticipation.

10. The contractual appointee will be reimbursed premium for Mediclaim Policy upto Rs. 2 Lakh from a PSU Insurance Company for self, spouse and dependent children for the period of engagement only exceeding 6 months. No other medical benefits shall be available.

11. The contractual appointee will also be reimbursed premium for Accidental Insurance coverage of Rs. 3 Lakh for himself/herself only from a PSU Insurance Company for the period of engagement only exceeding 6 months.

12. During the tenure of this engagement, the contractual appointee will wholly devote to work assigned and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail immediate termination of engagement notwithstanding clause 16 below.

Cont...2

13. The contractual appointee will have to give a declaration that there is nothing adverse against him/her either presently or in the past which would disqualify him/her for being engaged in service. Following shall constitute disqualification for appointment:

    - Insolvency
    - Pendency of investigation/ trial in relation to a criminal offence.
    - Conviction by Court of Law for criminal offence.
    - Dismissal/ termination from the services in previous employment(s) pursuant to disciplinary action.

14. The contractual appointee will maintain absolute secrecy and confidentiality in matters relating to the official documents and/ or information which he/she acquires during the tenure. He/she shall at all times during the tenure, maintain absolute integrity, discipline, devotion to duty and do nothing against the interest of SPMCIL. Any contravention of this condition will entail immediate termination of engagement notwithstanding clause 16 below.

15. The performance will be reviewed periodically to ensure completion of assignment(s) entrusted. In the event of performance being unsatisfactory, the engagement is liable to be terminated without any notice and/ or without assigning any reason thereof notwithstanding clause 16 below.

16. Management has the right to terminate the engagement at any time by giving a notice of 15 days without assigning any reason.

17. Any other matter regarding the engagement not dealt with herein shall be governed at the sole discretion/ decision of the management which will be binding on the contractual appointee.

18. Canvassing in any form will result in disqualification.

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SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
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INDIA GOVERNMENT MINT, ALIPORE, KOLKATA – 700053.(A UNIT OF SPMCIL)
www.igmkolkata.spmcil.com

APPLICATION FORMAT

Advt. No. भासटको/मा.सं.(स्था.)/परामर्शदाता/**35** **Date : 24/07/2026**

1. Name of the Post

2. Name of the candidate

3. Father's Name

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

Passport size photo

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: _____