

भारत सरकार टकसाल
INDIA GOVERNMENT MINT
(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम 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]



No. IGMK/HR (Estt.)/Consultant/2020/75

Date : 08.01.2021

NOTIFICATION

India Govt. 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 for engagement on fixed tenure contract basis for the following post, from those who fulfill the below mentioned eligibility criteria:-

Sl. No.	Name of Post	Number of Post	Essential Qualification	Eligibility Criteria	Emoluments (consolidated) to be paid Per Month
1	Consultant (Civil Engineer)	01	Degree in Civil Engineering (B.E. or B. Tech.)	1. Retired Civil Engineer from Government Dept., State Bodies, Autonomous Bodies, PSU, etc. from the retired Executives who have served in CDA/IDA Pay scales at E-3 to E-4 Level. 2. Experience in construction and maintenance Works of structure and buildings, Quarters, Monitoring and execution of civil projects and having hand-on experience in the e-tendering process.	Rs. 60,000/-

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

1. The candidate must fulfill the above eligibility criteria.
2. Age Criteria: Candidate should be less than 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: Initially for a period of one year which may be extended as per the exigency and performance of the individual.
5. The Consultants shall observe normal working hours of the Unit and may be required to set late and called on Sundays/Holidays whenever necessary.

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6. Roles and Responsibilities of the Consultant (Civil Engineer):

- i) Proper Planning and execution on the requirements of Civil works of the Museum and SPMCIL Training Centre.
- ii) Finalizing agency for undertaking repair maintenance work.
- iii) Managing the proposal of the construction and maintenance works.
- iv) Coordinating for the progress of the Civil works.
- v) Managing civil tenders.
- vi) Giving suggestions to management to carry out preventive works for the longevity of the properties.
- vii) Monitoring and maintenance of drainage, choke-up of pipelines etc.
- viii) Supervision of Toilet cleaning, housekeeping activities, painting work.
- ix) Any other work assigned from time to time.

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.
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. (Attached self-declaration format).
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.
11. The engagement may be terminated at any time without assigning any reason by giving a notice of 15 days.
12. The Consultants will be discharged as and when alternative arrangements are made to attend to the work allotted to them.


13. **Last date of Applications and to be addressed to:**

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** i.e., by **29.01.2021**. **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.**

14. **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 individuals may be intimated for engagement on fixed tenure basis as Consultant (Civil Engineer).

15. 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.
16. 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 the I.G. Mint, Kolkata will be final and no appeal will be entertained.
17. 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.
18. Place of posting will be at Kolkata only.
19. Details of Terms & Conditions are available in the attached Annexure-I.


Dy. General Manager (HR)
For Chief General Manager

TERMS & CONDITIONS OF CONTRACT AGREEMENT

- 1) The tenure of engagement will be for a period of one year with effect from the date of joining which may be reduced or extended at the discretion of the Company.
- 2) Joining will be at India Government Mint, Alipore, Kolkata – 700 053 (A Unit of SPMCIL) and posting will be at Old Mint (Silver Refinery Complex), Strand Road, Kolkata.
- 3) Working will be under the direct Control/ Guidance/ Orders/ Supervision of the undersigned / designated officials. Communication regarding duties and responsibilities will be issued separately.
- 4) 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.
- 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 Attendance Management System through swiping of individual AMS card / 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 this Unit.
- 6) The contractual appointee will be paid a Consolidated Compensation (all inclusive) as under :

Sl. No.	Category (From/To)	Monthly Compensation (All inclusive) in Rs.
1.	E-3 to E-4	60,000/-

- 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 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.
- 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.



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 undertake 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 utilize 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: _____

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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 : _____

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