



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
भारत सरकार के पूर्ण स्वामित्वाधीन
WHOLLY OWNED BY GOVT. OF INDIA

Advt.No. 05/2020-OP

Requirement of “CSR Associate” in the area of Corporate Social Responsibility (CSR) on fixed term contract

Security Printing & Minting Corporation of India Limited (SPMCIL) is a Schedule ‘A’ Mini-ratna Category-I Central Public Sector Enterprise wholly owned by Government of India, under the administrative control of Department of Economic Affairs, Ministry of Finance.

SPMCIL is engaged in the sovereign function of manufacturing of security paper, minting of coins, printing of currency and bank notes, non-judicial stamp papers, postage stamps, travel documents, etc. Other products are commemorative coins, MICR and Non-MICR cheques etc. The Company has four Presses, four Mints and one Paper Mill to meet the requirements of RBI for Currency Notes and Coins and State Governments for Non-Judicial Stamp Papers and Postal Departments for postal stationery, stamps etc. and Ministry of External Affairs for passports, visa stickers and other travel documents.

The Company is looking forward for high caliber and talented young professional in the area of Corporate Social Responsibility (CSR) for engagement as “CSR Associate” at its Corporate Office located at New Delhi.

Category	Requirement (in Number)	Remuneration	Maximum Age (as on <u>27.01.2021</u>)
CSR Associate	01	Rs. 50,000/- all inclusive per month with 3 years experienced and Rs. 60,000/- all inclusive per month for more than 3 years experienced	35 years

Qualification (Only Regular Courses):

Masters in Social Work / Masters in Social Welfare / MBA in CSR / MS in CSR & Ethical Management / MBA/PGD in Rural Development awarded by a recognized University/Institute.(only candidate with ‘First Class’ in the requisite Masters/MBA course will be eligible).

Tenure of Engagement: The tenure of CSR Associate will be 3 years subject to satisfactory performance, which can be further extended upto 5 years depending on the performance and requirement on the sole discretion of the Company.

Experience and Attributes:

- 3 to 5 years relevant work experience in development & Planning sector, CSR engagement, CSR Project Execution
- Computer literacy: Proficiency in MS Office.

- Excellent verbal and written communication skills.

Responsibilities of CSR Associate:

- i) Developing plan/ policies for SPMCIL's CSR, ethical, sustainable & environmental responsibilities.
- ii) Creating SPMCIL's CSR strategies on annual basis.
- iii) Monitoring and reporting on CSR activities to higher management.
- iv) Ensuring that CSR project undertaken have desired outcome and positive impact on local communities and environment.
- v) Conducting research into best CSR practices.
- vi) Creating partnerships/involvement with employees, their families, reputed NGOs, state/district administration & other stake holders for furtherance of CSR activities.
- vii) Ensuring that SPMCIL CSR projects meet legal, strategic & social needs.

Various Entitlements / Service Conditions:

- (i) Leave:** He/She shall 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.
- (ii) Increment:** He/She shall be entitled to 8% annual increase in his/her remuneration after every year based on the performance review.
- (iii) TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. However in the course of performing professional duties, if he/she is deputed to out station Units, the admissible TA/DA will be at par with E-1 level Officer of SPMCIL.
- (iv)** He/She shall be reimbursed premium for mediclaim policy upto Rs.2 lacs 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.
- (v)** Reimbursement of Telephone bill/ Mobile bill upto a maximum of Rs. 500 on production of bills will be allowed.
- (vi) Other allowances:** No other facilities like DA, accommodation, conveyance/transport, personal staff etc, would be admissible.

How to apply:

1. The application has to be submitted online. Please visit the "careers" section on the website www.spmcil.com and apply on the link provided.
2. Before applying online, candidate should have a valid e-mail for registration verification process, latest Photograph (size not more than 40KB in jpeg format) and signature (Size not more than 40 KB in jpeg format) for uploading the same in the online application portal.

3. All the required documents related to Date of Birth, Education and Experience are to be uploaded as jpg/jpeg/pdf (size not more than 5MB for each document).
4. The application will be accepted through the online recruitment portal only and hard copies will not be accepted.
5. The link for online applications will be available from **28.12.2020 to 27.01.2021**

Selection process:

After receipt of applications and scrutiny, the candidates will be provisionally shortlisted for the screening process based on the merit i.e. qualification and experience profile. This screening will be subject to their fulfilling the eligibility criteria based on the documents (educational / experience etc.) produced at the time of screening. The screening process may consist of Interview or written test followed by interview. In order to regulate the number of candidates shortlisted the eligibility bar may be increased.

General Conditions:

- CSR Associate would be engaged for a fixed period for providing high quality services and for attending to specific and time-bound jobs. The appointment would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with SPMCIL. The engagement is of a temporary nature and can be cancelled at any time without assigning any reason. The engagement does not confer any right whatsoever for any future regular employment in SPMCIL and should be treated as fixed term contract engagement only.
- 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 management will be final and no appeal will be entertained.
- SPMCIL Management reserves the right to increase/ decrease the number of posts or to even cancel the whole process without assigning any reasons thereof.
- All eligibility conditions/age etc. will be reckoned as on last date of receipt of applications.
- Canvassing in any form will result in disqualification.

The applicants are requested to keep checking the Company's website www.spmcil.com for any information regarding issue of interview call letters / schedule of interview / selection process etc. which shall appear at www.spmcil.com.

(V. Balaji)
Addl. General Manager (HR)