



बैंक नोट मुद्रणालय, देवास (म.प्र.)

Bank Note Press, Dewas (M.P)

(आईएसओ-9001:2015,14001:2015,45001:2018 एवं आईएस/आईएसओ-50001:2018 प्रमाणित इकाई)

(ISO-9001:2015,14001:2015,45001:2018 & IS/ISO-50001:2018 Certified Unit)

सिक्योरिटी प्रिंटिंग एंड मिंगिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड की इकाई

A Unit of Security Printing & Minting Corporation of India Limited

मिनिरत्न श्रेणी-I सीपीएसई

Miniratna Category-I, CPSE

(भारत सरकार के पूर्ण स्वामित्वधीन)

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RECRUITMENT OF SECURITY OFFICER/ CONSULTANT (SECURITY) ON CONTRACT BASIS

The Bank Note Press, Dewas (M.P.), is one of the nine units under the “Security Printing and Minting Corporation of India Limited” (SPMCIL), a Mini Ratna Category-I, Central Public Sector Enterprise Company, a wholly owned company of Government of India, incorporated on 13.01.2006 under the Companies Act.,1956 with the objective of designing, manufacturing of currency and bank notes, non-judicial stamp papers etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029

Bank Note Press, Dewas (MP) invites application for filling up post of Security Officer/ Consultant (Security) on contract basis. The details of the posts, qualifications required, consolidated compensation payable to Security Officer/ Consultant (Security) and age limit is given below:

Sr. No.	Name of the Post	Post	Qualification	Level	Compensation Payable
1.	Security Officer	One (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.	E-1 to E-2	Rs. 58,000/- per month (All inclusive)
2.	Consultant (Security)	One (01)	Holding analogous post on regular basis at level 6 or 7 of the 7th CPC pay matrix at the time of retirement from Defence/Para Military/State Police	S-1 to S-2	Rs. 46,000/- per month (All inclusive)
3.	Age Limit –The term of appointment shall not exceed the age of 65 Years. Place of Posting – Bank Note Press, Dewas (M.P)				

Duly completed application along with the attested copies of required certificate and latest photograph should be sent to the **Deputy General Manager, Bank Note Press, Dewas (MP) - 455001** on or before date **30.06.2026** in prescribed form. The outer cover of envelope should be super scribed as “**APPLICATION FOR THE POST OF SECURITY OFFICER /CONSULTANT (SECURITY)**”

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(2)

- (1) Other important criteria for engagement of retired security personnel: -
 - (i) Age criteria: Candidate should be less than 62 years as on the last date of receipt of application as per advertisement.
 - (ii) Period of engagement: Initially for a period of one year which may be extended as per the exigency and performance of the individual, subject to maximum 03 years or attaining age 65 year, whichever is earlier.
- (2) Key responsibilities of engaged retired personnel. **(Attached as Annexure-A)**
- (3) 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.
- (4) 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.
- (5) There shall be no criminal case pending against the candidate. The candidate should not have been compulsory retired by the Govt. A self-declaration in this regard to be submitted by the candidate. **(Self-declaration form attached Annexure-B)**
- (6) 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. **(Non-disclosure agreement attached as per Annexure-C)**

Sd/-
Deputy General Manager (HR)

9. Whether VH/HH (Yes/No) :
(Physically Handicapped)

10. Date of Birth (as per Matriculation/
equivalent Certificate) :

11. Age as on last date of receipt of application :

12. Languages Know :

13. Academic/Technical/Professional qualification (Starting from Matriculation or equivalent examination)

Examination Passed	Board/ University	Division	Total Obtained	Total Marks	Percentage & Division	Subject taken

14. Details of Experience

Name of the Employer	Designation of the post	Pay scale	Nature of Duties	Period of employment		Last pay drawn
				From	To	

15. Provide detailed retirement information as shown in the following

Name of Organization / Institution	Date of Joining in Defense / Para Military / State Police services.	Date of retirement and the post from which retired (Enclose the copy of retirement order)	Last Pay Drawn	Pay Scale / Pay and / Pay Matrix Level etc. at the time of retirement	P.P.O. No. (Please enclose copy)

16. Details of Training/Course attended if any

S. No.	Name of the Course/Training	Institution	Contents	Duration

17. Any additional information regarding Research Publication :

18. Telephone/Mobile No./e-mail address :

19. Whether any Police Case/disciplinary case is pending against him in any Court of Law :

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)

Bank Note Press, Dewas (M.P)

(Security Printing and Minting Corporation of India Limited)

Annexure-A

Role & Responsibilities of Security Officer / Consultant (Security)

1. Patrolling/Inspection of plant / residential area and outside the residential area to be carried out on regular basis to avoid unauthorized entry/encroachment.
2. Collection of input from various agencies and intimate management immediately.
3. Checking functioning of security gadget status including CCTV on regular basis and report faulty system to the Management immediately.
4. Maintain constant liaison with Sr. Security Officer at Delhi.
5. Do not discuss confidential information with unauthorized persons.
6. Develop and implement security policies, protocols and procedure.
7. Attend meetings with other security agencies (CISF, IB and local police) to determine operational record.
8. Review reports on incidents and breaches.
9. Investigate and resolve issues related to security.
10. Create periodical reports for management on security status.
11. Analyse data to form proposals for improvement (e.g. implementation of new technology).
12. Verification, cross verification of attendance of outsourced/contractual employees/visitors movement.
13. Knowledge & follow up of contingency plan of the concerned unit so that prompt and accurate action/coordination can be made in emergency.
14. Keeping the management informed about the security needs and threat perception if any.
15. Maintain constant liaison with CISF/IB/Local police for better co-ordination.
16. Checking entry and exit register at random to ensure no unauthorized movement or dubious movements of people are checked. In case anything is noticed the same should be informed to CGM with a copy to Sr. Security Officer, Headquarters.
17. Ensuring reports of IB/CISF are implementation on time.
18. Keeping a close check on all the items being taken out of premise and ensuring the same is returned on time.
19. At least one surprise checks of passes on any day every week at different locations in a month and should be made and included in the monthly report.
20. Monthly security report by security officer should be sent to CGM (HR).
21. Checking functioning of security gadget status including CCTV on regular basis and report faulty system of the Management immediately.
22. Any other duties assigned by the management from time to time.

The above Roles and responsibilities will be additional from their present duties and responsibility.

Bank Note Press, Dewas (M.P)

SELF DECLARATION BY 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: _____

Bank Note Press, Dewas (M.P)

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, contract 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 or 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

Bank Note Press, Dewas (M.P)

Check List of Required Documents

Check list of the documents duly self-attested to be enclosed with an application for the post of Security Officer / Consultant (Security) on fixed term contract basis.

Sr. No	Particular	Yes/No	To be marked as 1,2,3 etc.
1	Copy of retirement order / VRS etc.		
2	Last Payment Slip of Level-7 / Level 10 of the 7th CPC pay matrix		
3	Appointment order & Promotion order with respect to level & designation		
4	Supporting documents of Level-7 / Level 10 of the 7th CPC pay matrix & designation at the time of retirement from Defence /Para Military/State Police		
5	PPO copy		
6	Age proof (any 10 th / 12 th Leaving Certificate / Marksheet etc.)		
7	Discharge Certificates		

Total Number of Documents:

Date:

Place:

Signature of Candidate