

 <p><b>Advt. No.</b> <b>01/2024</b></p>	<p>भारतीय रिज़र्व बैंक नोट मुद्रण (प्राइवेट) लिमिटेड (भारतीय रिज़र्व बैंक के सम्पूर्ण स्वामित्वधीन सहायक कंपनी) <b>BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED</b> <b>(A wholly owned subsidiary of Reserve Bank of India)</b> नैगमिक कार्यालय, बेंगलुरु - 560 029 <b>Corporate Office, Bengaluru – 560 029</b></p>
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Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL/Company) is a wholly owned subsidiary of Reserve Bank of India. The Company is committed to design, print and supply banknotes conforming to customer requirements by continuous improvement through dedicated people on a transparent, secure and confidential environment and meet the environmental needs of the area and society by complying to the relevant legal and other regulations, using eco-friendly materials, conservation of natural resources and management of waste materials. One of the core values of the Company is to be socially and environmentally responsible. BRBNMPL has already put in place an effective Integrated Management System as embodied in the ISO-9001-2015, ISO 14001:2015 and ISO 45001:2018. In terms of Section 49 and Section 40 B of Factories Act 1948, BRBNMPL invites applications from eligible candidates for the posts of Chief Welfare Officer, Welfare Officer and Safety Officer for its Presses at Mysuru in Karnataka and Salboni in West Bengal.

The indicative number of vacancies are tabulated below:

Name of the Post	Post code	No. of Vacancies	Total vacancy	Remark
		Unreserved (UR)		
Chief Welfare Officer - In the grade of Manager	CWO(S)-1	1	1	S - Salboni M - Mysuru
Welfare Officer - In the grade of Deputy Manager	WO(S) -2	1	1	
	WO(M)-3	1	1	
Safety Officer - In the grade of Deputy Manager	SO(S)-4	1	1	
	SO(M)-5	1	1	

**NOTE:** The number of vacancies is provisional and may vary according to the actual requirement of BRBNMPL. All the vacancies indicated are unreserved, however, candidates belonging to SC/ST/OBC/EWS/PWD(OH & HI)/Ex-Servicemen category may also apply if they satisfy the eligibility conditions as indicated in this advertisement at para 2. Vacancies to be filled as indicated above is of statutory nature on a regular appointment basis and are not transferable to other locations out of the respective states i.e. (West Bengal and Karnataka).

## 2) ELIGIBILITY CRITERIA:

### I. Welfare Officers (Post code CWO(S)-1, WO(S)-2 & WO(M)-3)

#### a) Essential Qualifications ( As on 01/04/2024):

##### (i) For the post of Chief Welfare Officer and Welfare Officer at Salboni Press

As per Rule 5 of The West Bengal Factories (Welfare Officers) Rules, 1971, a person shall not be eligible for appointment as a Welfare Officer unless he

(a) possesses a degree of a recognized University;

(b) has thorough knowledge of Bengali acquired through an institution which is under a Board of Secondary Education or affiliated to a University or recognized by the State Government;

(c) can speak Hindi;

(d) has obtained a degree or diploma in Labour and Social Welfare recognized by the Government of West Bengal or has passed Labour Welfare Officer's Training Course of the Labour Department of the Government of West Bengal, and has qualified at a viva-voce test conducted by a Board constituted by the Labour Department of the Government of West Bengal; and

(e) is not less than 21 years of age;

(ii) For the post of Welfare Officer at Mysuru Press

As per Rule 4 of Karnataka Welfare Officers (Duties, Qualifications and Conditions of Service) rules, 1963, a person shall not be eligible for appointment as a Welfare Officer unless he/she

(a) possesses a degree of a University recognized by the State Government;

(b) has obtained a Degree or Diploma in any Social Science with Personnel Management, Industrial Relations and Labour Welfare as their papers or subjects from a University established by law in India or equivalent qualification;

(c) has adequate knowledge of the language spoken by the majority of the workers in the factory to which attached. Since it is for Mysuru Press the applicant should have adequate knowledge of Kannada.

**b) Post Qualification Experience (As on 01/04/2024):**

(i) For the post of Chief Welfare Officer at Salboni Press

Applicant should have a minimum of 10 years' experience in Labour Welfare activities in an organization of repute.

(ii) For the post of Welfare Officer at Mysuru & Salboni Press

Applicant should have a minimum of 5 years' experience in Labour Welfare activities in an organisation of repute.

Note: For both the above posts preference will be given to the applicants who have worked as Labour Welfare Officer/Welfare Officer (or) any equivalent post in any Manufacturing Industry/large organisation.

**c) Age Limit ( As on 01/04/2024):**

(i) For the post of Chief Welfare Officer at Salboni Press

A candidate age should be not more than 45 Years.  
i.e applicants must have been born not earlier than April 01, 1979.

(ii) For the post of Welfare Officer at Mysuru & Salboni Press

A candidate age should be not more than 40 Years.  
i.e applicants must have been born not earlier than April 01, 1984.

**II. Safety Officers [Post codes SO(S)-4 and SO(M)-5]**

**a) Essential Qualifications ( As on 01/04/2024):**

(i) For the post of Safety Officer at Salboni Press

As per rule 4 of West Bengal Factories (Safety Officers) Rules, 1978, a person shall not be eligible for appointment as a Safety Officer unless he

(a) possesses a degree of a recognized University or its equivalent in any branch ,of engineering or technology with two years' experience in a position of supervision

or management in a factory in either the production or the maintenance or the safety department, or

a degree of a recognized University in Physics and Chemistry with five years' experience in a position of supervision or management in a factory in either the production or the maintenance or the safety department, or

a diploma in any branch of engineering or technology recognized by the State Government with five years' experience in a position of supervision or management in a factory in either the production or the maintenance or the safety department;

- (b) possesses a degree or diploma or certificate in industrial safety recognized by the State Government;
- (c) has thorough knowledge of Bengali acquired through an institution under a Board of Secondary Education or affiliated to a University or recognized by the State Government;
- (d) has qualified at a viva voce test conducted by a Board constituted by the Labour Department, Government of West Bengal, for the purpose;
- (e) can speak Hindi; and
- (f) is not less than 23 years of age:

(ii) For the post of Safety Officer at Mysuru Press

As per The Karnataka Factories Rules, 1969, Rule 88A(1) a person shall not be eligible for appointment as a Safety Officer unless he

- (a) Possesses a recognized degree in any branch of engineering or technology and has had practical experience of working in a factory in a Supervisory capacity for a period of not less than 2 years, or  
a recognized degree in physics or chemistry and has had practical experience of working in a factory in a supervisory capacity for a period of not less than 5 years, or a recognised diploma in any branch of engineering or technology and has had practical experience of working in a factory in a supervisory capacity for a period not less than 5 years;
- (b) Possesses a degree or diploma in industrial safety recognised by the State Government in this behalf; and
- (c) has adequate knowledge of the language spoken by majority of the workers in the region in which the factory where he is to be appointed is situated. Since it is for Mysuru Press the applicant should have adequate knowledge of Kannada.

**b) Post Qualification Experience (As on 01/04/2024):**

For the post of Safety Officer at Mysuru & Salboni Press

Applicant should have a minimum of 5 years of experience in a position of supervision or management in a factory in either production / maintenance /safety department in an organization of repute.

Note: Preference will be given to the applicants who have worked as Safety Officer in any Manufacturing Industry / large organization.

**c) Age Limit (As on 01/04/2024):**

For the post of Safety Officer at Mysuru & Salboni Press

A candidate age should be not more than 40 years.

i.e applicants must have been born not earlier than April 01, 1984.

### **3) NATURE OF JOB:**

(i) For the post of Chief Welfare Officer and Welfare Officer at Salboni/Mysuru Press

Primarily the job assigned will be in accordance with Rule 9 of The West Bengal factories (Welfare Officers) Rules, 1971 (For Salboni Press) and Rule 7 of The Karnataka Welfare Officers (Duties, Qualifications and Conditions of Service) rules, 1963 (For Mysuru Press). They may also be assigned any other job as per organizational needs.

(ii) For the post of Safety Officer at Salboni / Mysuru Press

Primarily job assigned will be in accordance with Rule (8) of the West Bengal Factories (Safety Officers) Rules, 1978 (Salboni Press) and sub-rule (3) of Rule 88-A of the Karnataka Factories Rules, 1969 (Mysuru Press). They may also be assigned any other job as per organizational needs.

### **4) APPLICATION FEE (Non-Refundable):**

₹300/- (Rupees Three Hundred for all).

Requisite Fee must be paid along with the application by means of Banker's Pay Order / Bank Draft (validity 3 months) issued by a Scheduled Commercial Bank drawn in favour of "Bharatiya Reserve Bank Note Mudran Private Limited" and payable at "Bengaluru". Payment in any other manner will not be accepted. Fees once paid will not be refunded.

### **5) EMOLUMENTS AND OTHER FACILITIES:**

(i) a) For the post of Chief Welfare Officer at Salboni Press,

In the grade of Manager, Pay level – 11 in the BRBNMPL Pay Matrix, Initial Basic Pay ₹69,700/-, Approximate CTC - ₹23,30,000/-.

b) For the post of Welfare Officer and Safety Officer at Mysuru & Salboni Press

In the grade of Deputy Manager, Pay level – 10 in the BRBNMPL Pay Matrix, Initial Basic Pay ₹56,100/-, Approximate CTC - ₹18,94,000/-.

(ii) They will also be eligible for Dearness Allowance, Perquisites and other allowances, Contributory Provident Fund and Gratuity as per rules of the Company. The present Cost to Company (CTC) per annum includes all allowances and identifiable costs and other benefits which are subject to conditions as per rules of the Company.

(iii) In addition to the gross monthly emoluments in the grade the selected candidate will also be eligible for Meal coupons, subscription of one newspaper, Conveyance Allowance, telephone facility, Outdoor Medical reimbursement, Indoor Mediclaim, EIBM & WSRI, PLR etc. as per the rules of the Company. Travelling and Halting Allowances in respect of official journeys performed as applicable to the respective grades as per Company's rules.

(iv) The selected candidates will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Company.

(v) Candidates presently in Central Government Services, on selection and appointment, will be eligible for protection of pay subject to the BRBNML Service Rules of the Company.

(vi) The seniority of the candidates and career progression on appointment will be as decided by the Company as per the existing rules of the Company.

## **6) ACCOMMODATION:**

The candidate on appointment will be eligible for allotment of residential quarters subject to availability and as per the allotment rules of the Company. If residential accommodation is not allotted, the candidate will be eligible for House Rent Allowance as per Company policy.

## **7) REIMBURSEMENT OF COST OF TRAVEL:**

Shortlisted applicants who are called for Interview will be reimbursed to and fro cost of 2 AC train fare/ bus fare by the shortest route from the place of residence/ work in India to the places of Interview for appearing at the interview subject to production of proof.

## **8) SCHEME OF SELECTION:**

The Selection for the above posts will be made through Interview of eligible short-listed candidates. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for interview. In case the number of applications received is large, BRBNMPL reserves the right to raise the minimum eligibility standard etc. in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of BRBNMPL in this regard is final.

## **9) HOW TO APPLY:**

Those who satisfy the aforesaid eligibility criteria may send their applications BY POST strictly in the prescribed format published herewith on one side only on A4 size paper available in the career page of the BRBNMPL's website [www.brbnmpl.co.in](http://www.brbnmpl.co.in) together with the requisite fee, self-attested photocopies of certificates in respect of age (School leaving certificate for date of birth proof), qualification-mark sheets of all years/semesters, Degree certificate and experience certificate issued by the employer on his letterhead clearly indicating the length and line of experience as per the eligibility conditions. Application complete in all respects, should be sent by in a cover super scribed "**Application for the post of ....., Post Code .....**" vide **Advt. No. 1/2024** to the following address so as to reach on or before **May 14, 2024**.

**The Chief General Manager, Bharatiya Reserve Bank Note Mudran Private Limited  
No.3 & 4, I Stage, I Phase, B.T.M. Layout, Bannerghatta Road  
Post Box No. 2924, D.R. College P.O., Bengaluru - 560 029.**

The said last date is extendable by 7 days i.e. upto **May 21, 2024** in respect of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Ladakh, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep or abroad.

Applicants eligible and intending to apply for more than one post, should fill separate applications indicating the post applied for along with supporting documents and requisite application fee.

## **10) IMPORTANT GENERAL INSTRUCTIONS**

- (a) Candidates who do not fulfill the eligibility conditions as indicated above are not eligible and need not apply for the post and such applications are liable for rejection and the application fee if sent will not be returned.
- (b) It is essential that the application is strictly in accordance with the prescribed format and is properly and completely filled and all certificates/mark sheets, fee are attached and contain no corrections / alterations / over-writing. The format of the application published in the advertisement should not itself be used. The application may be downloaded from the Company's website or may also be typewritten or neatly hand written in English.
- (c) All educational qualifications must have been obtained from recognised universities/institutions as indicated in the essential qualification at para 2 above. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.

- (d) Applicants already in service of Government / Quasi Government Organisations, Public Sector Banks / Undertakings and Autonomous Bodies will have to submit "No Objection Certificate" from their employer at the time of interview, if shortlisted for the same. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in absence of which the candidate will not be allowed to join the Company. If the application is required to be routed through their employer and in the process it reaches the BRBNMPL Office after the due date, it will not be considered even though it is submitted to their employer before the due date. In such cases, applications marked "Advance copy" should be sent to BRBNMPL Office directly together with fee (if applicable) and the regular copy (without fee) should be routed through the employer.
- (e) Persons who have been dismissed from the service of any organisation **need not apply.**
- (f) Applicants, who had joined the services of BRBNMPL from previous recruitment exercises and had left the services of the Company on account of discrepancy in their previous employers' experience certificates or false declaration of information or false caste certificates etc., **need not apply.**
- (g) The decision of BRBNMPL, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by BRBNMPL in this behalf.
- (h) Appointments of selected candidates will be subject to his/her being declared medically fit by Company Medical Officer, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer, referees and completion of all other pre recruitment formalities to the complete satisfaction of the Company. Further, such appointment shall also be subject to Service rules and Standing orders of the Company.
- (i) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Company's website [www.brbnmpl.co.in](http://www.brbnmpl.co.in) shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Bengaluru.
- (j) Canvassing in any form will be treated as a disqualification.
- (k) No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- (l) Any **corrigendum** to this advertisement will be displayed only on the Company's website [www.brbnmpl.co.in](http://www.brbnmpl.co.in). Therefore, applicants are advised to keep checking the Company's website for any update.
- (m) **The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be displayed only on the Company's website [www.brbnmpl.co.in](http://www.brbnmpl.co.in).** It will not be intimated to the applicants individually. However, in case of cancellation, application fees paid (if any) by the applicants will be refunded to them. The Company also reserves the right to fill up the vacancies fully or partly by other method of selection, if considered necessary.
- (n) The candidates should send self-attested photocopies of certificates in respect of their age, qualification-mark sheets of all semesters / years, degree certificate, experience and the requisite fee, along with the duly filled and signed application form. Originals of the certificates, mark sheets, degree certificate in support of educational qualification, age and experience will be verified before allowing the candidates for interview, if short listed for the same.

- (o) Incomplete applications, application not in the format, application without copies of relevant certificates/fee, applications without copies of marks cards of all years/semesters or applications received after the closing date are liable for rejection.
- (p) In case it is detected at any stage that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact/s, his/her candidature will stand cancelled and, if already appointed, his/her services will be summarily terminated without giving any notice or compensation in lieu thereof.
- (q) BRBNMPL shall not be responsible for any application being rejected which is based on wrong information provided in any advertisement issued by unauthorized person / institution.
- (r) BRBNMPL takes no responsibility to collect any certificate / remittance sent separately.
- (s) BRBNMPL takes no responsibility for any delay in receipt or loss in transit of any application or communication.
- (t) Duly filled-in application with Bank Pay Order / DD, mark sheets, certificates, testimonials etc. should be sent in a cover superscribed "**Application for the post of ....., Post Code .....**" *vide Advt. No. 1/ 2024* to :  
**The Chief General Manager, Bharatiya Reserve Bank Note Mudran Private Limited  
No.3 & 4, I Stage, I Phase, B.T.M. Layout, Bannerghatta Road  
Post Box No. 2924, D.R. College P.O., Bengaluru - 560 029.**
- (u) For any information in this regard please contact us at 080-66602000 or email: [recruitment@brbnmpl.co.in](mailto:recruitment@brbnmpl.co.in).

#### **11) CHECK LIST FOR SUBMISSION OF THE APPLICATION FORM:**

- a) The Format of the Application Form as downloaded from the Company's website may only be used. The application, strictly in conformity with the Format, should be typed or neatly handwritten in English on A4 paper and should be completed in all respects. Incomplete application in any form and not in the prescribed Format shall be rejected. No correspondence will be entertained by BRBNMPL in the matter.
- b) Name and address should be written in capital letters in English only.
- c) Applicants should ensure that all the entries have been correctly filled in and the application is duly signed including pasting of recent photograph.
- d) On the cover containing the application, the post applied for should be clearly indicated as "Application for the post of Chief Welfare Officer /Welfare Officer/ Safety Officer (Mysuru Press or Salboni Press as applicable)" and sent to:

**The Chief General Manager, Bharatiya Reserve Bank Note Mudran Private Limited  
No.3 & 4, I Stage, I Phase, B.T.M. Layout, Bannerghatta Road  
Post Box No. 2924, D.R. College P.O., Bengaluru - 560 029.**

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