



**BANK NOTE PRESS, DEWAS (MP)**  
**(A unit of Security Printing & Minting Corporation of India Limited)**



Mini-Ratna Category-I CPSE  
(Wholly owned by Government of India)  
ISO 9001:2015 & 14001:2015 certified

**Advt. No.BNP/HR/Rectt./03/2023**

The Bank Note Press, Dewas (BNP) 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, wholly owned by Government of India, incorporated on 13<sup>th</sup> January, 2006 under the Companies Act, 1956 with the objective of designing, manufacturing of Bank Notes & Security Inks etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi. Keeping in view of enhancement of production & operation and modernization of machineries, BNP invites applications from the Indian citizens for filling-up the vacancies for the following post:

POST PARTICULARS						RESERVATION						
Post Code	Name of the post	IDA Pay-scale	Level	Upper Age Limit	No. of Posts	UR	EWS	SC	ST	OBC	PWD	Ex-SM
1	Supervisor (Printing)	Rs.27600-95910/-	S-1	30 years	08	06	--	--	--	02	--	--
2	Supervisor (Control)	Rs.27600-95910/-	S-1	30 years	03	01	--	--	01	01	--	--
3	Supervisor (Information Technology)	Rs.27600-95910/-	S-1	30 years	01	01	--	--	--	--	--	--
4	Junior Office Assistant	Rs.21540-77160/-	B-3	28 years	04	02	01	--	--	01	--	--
5	Junior Technician (Printing)	Rs.18780-67390/-	W-1	25 years	27	08	04	05	03	07	01 (OL/BL)	02
6	Junior Technician (Control)	Rs.18780-67390/-	W-1	25 years	45	21	04	06	06	08	02 (OL/BL/HH)	04
7	Junior Technician (Ink Factory-Attendant Operator(Cheical Plant) / Laboratory Assistant(Cheical Plant)/ Machinist / Machinist Grinder / Instrument Mechanic))	Rs.18780-67390/-	W-1	25 years	15	07	01	02	01	04	01 (OL/HH)	01
8	Junior Technician (Mechanical / Air Conditioning)	Rs.18780-67390/-	W-1	25 years	03	02	--	01	--	--	--	--
9	Junior Technician (Electrical / Information Technology)	Rs.18780-67390/-	W-1	25 years	04	01	--	01	--	02	--	--
10	Junior Technician (Civil / Environment)	Rs.18780-67390/-	W-1	25 years	01	01	--	--	--	--	--	--
<b>TOTAL :-</b>					<b>111</b>	<b>50</b>	<b>10</b>	<b>15</b>	<b>11</b>	<b>25</b>	<b>04</b>	<b>07</b>

i) The number of vacancies and the number of reserved vacancies mentioned above are provisional and may increase or decrease according to the actual requirement of Bank Note Press, Dewas.

ii) Posts reserved for Physically Handicapped (PWD) and Ex-servicemen will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/UR to which they belong.

**Ex-Serviceman** – Only those candidates shall be treated as Ex-Serviceman who fulfills the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel and Administrative Reforms notification No. 36034/5/85 Estt.(SCT), dtd. 27-10-1986 as amended from time to time.

#### FULL FORM OF ABBREVIATIONS (LEGENDS) :

<b>UR</b> = Un-Reserved	<b>SC</b> = Scheduled Caste	<b>ST</b> = Scheduled Tribe
<b>OBC</b> = Other Backward Class	<b>PWD</b> = Persons with Disability	<b>EWS</b> = Economically Weaker Section
<b>OL</b> = One Leg	<b>HH</b> = Hearing Handicapped	<b>BL</b> = Both Leg
<b>Ex-SM</b> =Ex-Serviceman		

#### IMPORTANT DATES :

Opening of website link for Online application and Payment of fees in online mode	From 22.07.2023 to 21.08.2023
Closing date for receipt of applications	21.08.2023 (upto 23:59 hrs)
Tentative date of Online examination at selected centres	Sept. – 2023 / Oct. – 2023

#### 1. QUALIFICATIONS (as on closing date of receipt of applications) :

Supervisor (Printing)	<p><b>Essential:</b> 1<sup>st</sup> class full Time Diploma in Printing Technology/Engineering from Government recognized Institutes/ polytechnics.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Higher qualification</b> i.e. B.Tech. / B.E. in the relevant trade will also be considered.</p>
Supervisor (Control)	<p><b>Essential:</b> 1<sup>st</sup> class full Time Diploma in Printing/ Mechanical /Electrical / Electronics /Information Technology/ Computer Science from Government recognized Institutes/ polytechnics.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Higher qualification</b> i.e. B.Tech. / B.E. / B.Sc. Engineering in the relevant trade will also be considered.</p>
Supervisor (Information Technology)	<p><b>Essential:</b> First class full time Diploma in the Information Technology/Computer Engineering/Computer Science from Government recognized Institutes/ polytechnics.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Higher qualification</b> i.e. B.Tech. / B.E. / B.Sc. Engineering in the relevant trade will also be considered.</p>
Junior Office Assistant	<p><b>Essential:</b> Graduate with at least 55% marks and computer knowledge with typing speed on computer in English @40 wpm / Hindi @30 wpm, as per the requirement.</p>
Junior Technician (Printing)	<p><b>Essential:</b> Full Time ITI certificate recognized from NCVT/SCVT in Printing trade viz. Litho Offset Machine Minder/ Letter Press Machine Minder/ Offset Printing/ Platemaking / Electroplating/ Full time ITI in Plate Maker cum Impositor/ Hand Composing</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Higher qualification</b> i.e. Full Time Diploma in Printing Technology from Government recognized Institutes/ polytechnics will also be considered.</p>

Junior Technician (Control)	<p><b>Essential:</b> Full Time ITI certificate recognized from NCVT/SCVT in Printing trade viz. Litho Offset Machine Minder/ Letter Press Machine Minder/ Offset Printing/ Platemaking / Electroplating/ Full time ITI in Plate Maker cum Impositer/ Hand Composing</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Higher qualification</b> i.e. Full Time Diploma in Printing Technology from Government recognized Institutes/ polytechnics will also be considered.</p>
Junior Technician (Ink Factory-Attendant Operator (Chemical Plant) / Laboratory Assistant (Chemical Plant) / Machinist / Machinist Grinder / Instrument Mechanic)	<p><b>1) Junior Technician (Ink Factory) for 06 posts.</b> <b>Essential:</b> Full time ITI certificate recognized from NCVT/SCVT in Attendant Operator (Chemical Plant) Trade.</p> <p><b>2) Junior Technician (Ink Factory) for 06 posts.</b> <b>Essential:</b> Full time ITI certificate recognized from NCVT/SCVT in Laboratory Assistant (Chemical Plant) Trade.</p> <p><b>3) Junior Technician (Ink Factory) for 01 post.</b> <b>Essential:</b> Full time ITI certificate recognized from NCVT/SCVT in Machinist Trade.</p> <p><b>4) Junior Technician (Ink Factory) for 01 post.</b> <b>Essential:</b> Full time ITI certificate recognized from NCVT/SCVT in Machinist Grinder Trade.</p> <p><b>5) Junior Technician (Ink Factory) for 01 post.</b> <b>Essential:</b> Full time ITI certificate recognized from NCVT/SCVT in Instrument Mechanic Trade.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Higher qualification</b> i.e. Full Time Diploma in Attendant Operator (Chemical Plant) / Laboratory Assistant (Chemical Plant) / Machinist / Machinist Grinder / Instrument Mechanic / Dyestuff Technology / Paint Technology / Surface coating Technology / Printing Ink Technology from Government recognized Institutes / polytechnics will also be considered.</p>
Junior Technician (Mechanical / Air Conditioning)	<p><b>Essential:</b> Full time ITI certificate recognized from NCVT/SCVT in Fitter Trade.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Higher qualification</b> i.e. Full Time Diploma in Mechanical (Fitter) from Government recognized Institutes/ polytechnics will also be considered.</p>
Junior Technician (Electrical / Information Technology)	<p><b>1) Junior Technician (Electrical) for 02 posts.</b> <b>Essential:</b> Full time ITI certificate recognized from NCVT/SCVT in Electrical Trade. <b>OR Higher qualification</b> i.e. Full Time Diploma in Electrical from Government recognized Institutes/ polytechnics will also be considered.</p> <p><b>2) Junior Technician (Information Technology) for 02 posts.</b> <b>Essential:</b> Full time ITI certificate recognized from NCVT/SCVT in Information Technology Trade. <b>OR Higher qualification</b> i.e. Full Time Diploma in Information Technology from Government recognized Institutes/ polytechnics will also be considered.</p>
Junior Technician (Civil / Environment)	<p><b>Essential:</b> Full time ITI certificate recognized from NCVT/SCVT in Welder Trade.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Higher qualification</b> i.e. Full Time Diploma in Civil (Welder) from Government recognized Institutes/ polytechnics will also be considered.</p>

Note : 1<sup>st</sup> class means, first class awarded by the University/Institute irrespective of the percentage of Marks.

## **2. RESERVATION :**

### **2.1 Persons with Disability :**

- a.** Posts reserved for Persons with Disabilities will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/EWS/UR to which they belong.
- b.** Persons with Disabilities (PWD), as indicated against various item(s) in the vacancy details, can apply to the respective posts even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such post by general standards of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Persons with Disabilities can avail benefit of Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PWD candidates.

**c. Guidelines for candidates with locomotor disability and cerebral palsy :**

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**d. Guidelines for Persons with Disabilities using a Scribe:**

The candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

1. The candidate will have to arrange his / her own scribe at his/her own cost.
  2. The qualification of Scribe/reader should always be matriculate or above. However, the qualification of the scribe should be one step below the qualification of the candidate taking examination.
  3. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the Online Test.
  4. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
  5. The scribe arranged by the candidate should not be a candidate for this recruitment. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
  6. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the Company to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
  7. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
- e. Use of Scribe & Compensatory time (persons having less than 40% disability):** In addition to instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:
- A.** The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned

has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix-V.

B. The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix-VI.

## 2.2 Reservation for Economically Weaker Sections (EWS) :

The vacancies advertised under **EWS** Category is as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. EWS vacancies are tentative and subject to further directives of GoI and outcome of any litigation. The appointment against EWS category shall be provisional and is subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim of belonging to EWS is fake/false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

Candidates who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs 8.00 Lakh (Rupees Eight Lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- 5 acres of agricultural land and above;
- Residential flat of 1000 sq. ft. and above;
- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

The benefit of reservation under EWS can be availed upon production of an **Income and Asset Certificate** issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-I** shall only be accepted as candidate's claim as belonging to EWS:

- a. District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner /1<sup>st</sup> Class Stipendary Magistrate / Sub-Divisional Magistrate/ Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner
- b. Chief Presidency Magistrate / Additional Chief Presidency Magistrate/Presidency Magistrate
- c. Revenue Officer not below the rank of Tehsildar and
- d. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document

verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

### 3. AGE RELAXATION :

The eligibility criteria for determination of age, qualification and experience etc. will be calculated as on last date of receipt of application :

**Minimum age** – 18 years as on last date of receipt of application for all the posts.

**Upper Age limit is relaxable as under:**

- a. Upto a maximum of 5 years for SC/ST candidates.
- b. Upto a maximum of 3 years for candidates belonging to OBC.
- c. Upto a maximum of 10 years if the candidate is a physically handicapped person.
- d. For candidates belonging to SC/ST who are physically handicapped, the maximum age relaxation is 15 years.
- e. For candidates belonging to OBC who are physically handicapped, the maximum age relaxation is 13 years.
- f. Ex-Serviceman : Upto a maximum of 3 years (8 years for SC/ST and 6 years for OBCs candidates). This is in addition to the period of their service rendered by them in the Defence force. However, they should not have crossed 50 years of age.
- g. Departmental candidates : No age bar for the in service SPMCIL employees who fulfill essential qualification and experience provided, at least three years service is left on the date of the advertisement.
- h. No relaxation in the upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.

### 4. EXAMINATION FEES :

Registration charges of Rs.600/- (including GST) for candidates belonging to UR/ OBC/ EWS category and Intimation charges of Rs.200/- (including GST) for candidates belonging to SC / ST /Ex-SM / PWD category for each posts.

- a) The applicants have to pay the applicable fees online as per the method explained in para 8(B).
- b) Transaction charges (if any) levied by the bank for the payment of above application fees is to be borne by the applicants.
- c) Payment in any other manner will not be accepted and the applicant will be considered not eligible. Applicants paying lesser fees will also be not eligible.
- d) Fees once paid will not be refunded.

### 5. SELECTION PROCEDURE:

- a) Selection for the posts will be done through examination which will be conducted "Online", and will be of objective type.
- b) The Objective type online examination will consist of tests for:

#### 1) **For Supervisory posts at S-1 level :**

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Technical/Professional Knowledge in the relevant trade.	50	125	120 Minutes
2.	General Awareness	30	30	
3.	English Language	25	25	
4.	Logical Reasoning	30	30	
5.	Quantitative Aptitude	30	30	
<b>Total</b>		<b>165</b>	<b>240</b>	

2) **For Junior Office Assistant posts at B-3 level** : The examination for Jr. Office Asstt. at B-3 level will be conducted in 02 phases. The post of Junior Office Assistant consist Typing Skill Test on Computer and Online Test. Only those candidates who qualify in Computer based Typing Skill Test will be called for Online Test. Typing Skill Test will be of qualifying nature only.

• 1<sup>st</sup> phase : To qualify in Typing Skill Test, candidates have to score Typing speed on computer in English @40 wpm / Hindi @30 wpm. Criteria for evaluation of typing test and other instructions are attached as **Annexure-II and Annexure-III**. Candidates can attempt the Typing Skill Test either in Hindi or in English language (as opted by Candidates in the Online Application form).

• 2<sup>nd</sup> phase : The Online Test will consist the following parameters.

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	General Awareness	50	50	120 Minutes
2.	English Language	50	50	
3.	Logical Reasoning	50	50	
4.	Quantitative Aptitude	50	50	
<b>Total</b>		<b>200</b>	<b>200</b>	

3) For Junior Technician posts at W-1 level :

Sr. No.	Name of the Test	No. of Qs.	Marks	Duration
1.	Technical/Professional Knowledge in the relevant trade.	50	75	120 Minutes
2.	General Awareness	15	15	
3.	English Language	15	15	
4.	Logical Reasoning	10	10	
5.	Quantitative Aptitude	10	10	
<b>Total</b>		<b>100</b>	<b>125</b>	

- c) There will be no Interview for the selection of the above posts. The selection will be on merit basis.
- d) The Online Test for all the posts will be in bilingual form i.e. Hindi & English language except the English language section which will be available only in English.
- e) The Online Examination will be held tentatively in the month of **Sept.-2023 / Oct.-2023**. The exact date, session, reporting time of examination will be mentioned in the call letter. The Online examination will be conducted in venues given in the respective call letters. The applicants will have to take the examination at their own cost. The applicants are requested to keep checking the Company's website <https://bnpdewas.spmcil.com> for any change/update in the examination date.
- f) The selection process shall be done as per the norms/procedure of the Company. In the Selection process, an applicant has to secure minimum marks as per below criteria, i.e. cut-off to prepare merit list which will be applied on the total score and not on the test wise score. The minimum qualifying i.e. cut-off marks require to consider in the order of merits list for different categories of candidates are as under :-

UR & EWS Category	55%
OBC Category	50%
SC/ST Category	45%

- g) The test paper will not be shared to anybody in any condition, even after the online examination.
- h) There is no Negative Marking.

**6. EXAMINATION CENTRES :**

The Online Examination will be conducted at the following centres:

State	Centre Name
Andhra Pradesh	Hyderabad
Bihar	Patna
Delhi	Delhi NCR
Gujarat	Ahmedabad/Gandhinagar, Vadodara
Karnataka	Bengaluru
Madhya Pradesh	Bhopal, Indore, Jabalpur, Gwalior
Maharashtra	Mumbai / Navi Mumbai / Thane / MMR, Nagpur, Pune
Rajasthan	Jaipur
Uttar Pradesh	Lucknow
West Bengal	Kolkata

- i) Applicants should select only one centre. Choice of centre once exercised by the applicant will be final.
- ii) No request for change of centre/venue/date/session shall be entertained.
- iii) Efforts will be made to allot candidates to the opted centre. However, if sufficient number of applicants does not opt for a particular centre, the Company reserves the right to allot any other adjacent centre to those applicants OR if the number of applicants is more than the capacity available for Online examination for a centre.
- iv) The Company also reserves the right to allot any other centre to the candidate and/or add some other centres at its discretion, depending upon the response, administrative feasibility etc. The Company also reserves the right to allot the applicants to any of the centres other than the one he/she has opted for either within the state or outside the state.
- v) All applicants will have to appear for the Online Examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.

**7. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION OF APPLICATION :**

- a. Applicants are advised to apply online only through the Company's website at <https://bnpdewas.spmcil.com> under the page "**Career**". Applicants may apply after carefully going through all the instructions given in this advertisement. No other means/mode of application will be accepted.
- b. Before applying applicants should ensure that they fulfill all eligibility criteria as mentioned in the advertisement for the respective post. Company will take up verification of eligibility with reference to the original documents only after they have qualified in their Online examination result. If the candidates are found 'Not eligible' during the document verification process, their candidature will be summarily rejected. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Applicants who do not fulfill age as on closing date of receipt of applications and the minimum educational qualification & experience as on last date of receipt of applications are not eligible and need not apply for the post.
- c. **The candidates applying for the posts code No.1 to 3, if they are selected, at the time of joining, shall be liable to execute a bond of Rupees Two Lakhs to serve in the Company for a minimum period of three years. Such candidates shall have to provide two Sureties. In the event of leaving the Company, before completion of minimum period of three years, failing which, the Sureties will have to indemnify the Company by making the total payment of Bond Amount.**



- d. Application can be submitted by a candidate only once and against only one of the posts, which means that a candidate can apply for any one post only. Hence it is advised to apply for the post most suitable to your qualification and experience etc.
- e. The numbers of vacancies mentioned above are provisional and may slightly vary according to the actual requirement of the Company.
- f. The selected candidates will be posted at Bank Note Press, Dewas. However they are liable for transfer to any of the unit of SPMCIL as per the requirements of the Company.

**8. HOW TO APPLY :**

**REGISTRATION OF APPLICATION, PAYMENT OF FEES, DOCUMENT SCAN AND UPLOAD :**

Before applying online, candidates should-

- i. scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below) ensuring that all these scanned documents adhere to the required specifications as given below.
- ii. Signature in CAPITAL LETTERS will NOT be accepted.
- iii. The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- iv. The text for the hand written declaration is as follows –  
*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*
- v. The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- vi. Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- vii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. BNP may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that e-mail account and mobile number.
- viii. APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : Bank Transaction charges (if any) for Online Payment of application fees/intimation charges will have to be borne by the candidate.

**A. PROCESS FOR REGISTRATION OF APPLICATION**

- i. Candidates to go to the BNP's website <https://bnpdewas.spmcil.com> click on the option "**APPLY ONLINE**" which will open a new screen.
- ii. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- iii. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same, if required.

- iv. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION button.
- v. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- vi. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- vii. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- viii. Candidates can proceed to fill other details of the Application Form.
- ix. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
- x. Modify details, if required, and click on COMPLETE REGISTRATION only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- xi. Click on 'Payment' Tab and proceed for payment.
- xii. Click on 'Submit' button.

#### **B. PAYMENT OF FEES (ONLINE MODE)**

- i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- iii. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- iv. On successful completion of the transaction, an e-Receipt will be generated.
- v. Non-generation of 'e-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- vii. The payment gateway does not accept payment through credit cards.
- viii. To ensure the security of your data, please close the browser window once your transaction is completed.
- ix. There is a facility to print application form containing fee details after payment of fees.

#### **C. GUIDELINES FOR SCANNING AND UPLOADING OF DOCUMENTS**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below :

##### **a) Photograph Image:**

- i. Photograph must be a recent passport style colour picture.
- ii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iii. Look straight at the camera with a relaxed face.
- iv. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- v. If you have to use flash, ensure there's no "red-eye".
- vi. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- viii. Dimensions 200 x 230 pixels (preferred)

- ix. Size of file should be between 20kb–50 kb
- x. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- xi. If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- xii. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- xiii. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**b) Signature image:**

- i. The applicant has to sign on white paper with Black Ink pen.
- ii. The signature will be used to put on the Call Letter and wherever necessary.
- iii. If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- iv. Signature in CAPITAL LETTERS shall NOT be accepted.
- v. Dimensions 140x60 pixels (preferred).
- vi. Size of File should be between 10kb – 20kb for signature.
- vii. Ensure that the size of the scanned image is not more than 20 kb.

**c) Left thumb impression:**

The applicant has to put his/her left thumb impression on a white paper with black or blue ink.

- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
- File Size: 20 KB – 50 KB

**d) Hand - Written declaration:**

- i) Hand written declaration content is to be as expected.
- ii) Hand written declaration should not be written in CAPITAL LETTERS.
- iii) The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- iv) The hand written declaration should be of the applicant and not by any other person.
- v) Hand written Declaration
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB

**e) Scanning of the documents:**

- i) Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii) Set Colour to True Colour.
- iii) Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- iv) The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- v) Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- vi) Candidates using MS-Windows/MS-Office can easily obtain documents in .jpg/.jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

- vii) If the file size and format are not as prescribed, an error message will be displayed.
- viii) While filling in the Online Application Form the candidate will be provided with a link to upload his/her **photograph, signature, left thumb impression and hand written declaration.**

**f) Procedure for uploading the documents**

- i) While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- ii) Click on the respective link "Upload left thumb impression / hand written declaration"
- iii) Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- iv) Select the file by clicking on it
- v) Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- vi) If the file size and format are not as prescribed, an error message will be displayed.
- vii) Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.
- viii) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- ix) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- x) After registering online, candidates are advised to take a printout of their system generated online application forms.

**9. DOWNLOAD OF CALL LETTER :**

Applicants who have registered Online will be allowed to download online call letters for the Online examination on the basis of the information furnished in the Online application. No detailed scrutiny of application will be carried out at the time of issuing call letters Online. The call letters can be downloaded from the Company's website <https://bnpdewas.spmcil.com>. Once the applicant clicks the relevant link, he/she can access the window for call letter download. The applicant is required to use (I) Registration Number/Roll Number, (II) Password/Date of Birth for downloading the call letter. Applicants are required to affix recent recognizable photograph on the call letter preferably the same as provided during registration. Applicants have to appear at the examination centre with (i) Original Call Letter and (ii) Original Photo Identity Proof as specified and mentioned in call letter. Applicants are also required to bring one photocopy of the original photo identity proof. Intimation for downloading call letter will also be sent through email/SMS to the email ID and mobile number as given by them in the online application form. However, applicants should keep checking the above website for latest updates.

**10. APPLICANTS REPORTING LATE FOR ONLINE EXAMINATION:**

- i. Applicants reporting late for Online examination i.e. after the reporting time specified on the call letter will not be permitted. The reporting time mentioned on the call letter is prior to the Start time of the tests.
- ii. The possibility of occurrence of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of the company. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing

to participate in the delayed process of test delivery shall be summarily rejected from the process.

- iii. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any applicant.
- iv. In order to overcome the possibility of applicants seeking help of other applicants during the Online examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the Online examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Company reserves the right to cancel the candidature of the concerned applicant and the result of such applicants (disqualified) will be withheld. Hence the applicants are advised in their own interests not to indulge in any unfair practice/ malpractice in the examination.
- v. Instances for providing incorrect information and/or process violation by an applicant detected at any stage of the selection process will lead to disqualification of the applicant from the selection process and he/she will not be allowed to appear in any SPMCIL recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

## **11. PROBATION:**

The selected candidates will be placed on probation for a period of one or two years as the case may be. The probation period may be extended further for maximum one year at the discretion of the Company. If the performance of the candidate is not found suitable during the extended period of probation also, his services will be liable for termination.

## **12. GENERAL GUIDELINES :**

- i. Applicants are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection /inability/failure to log on to the Company's website on account of heavy load on internet website jam. BNP takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the BNP.
- ii. All the information given by the candidates in the Application is treated as final and no correction is allowed after the completion of registration. Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution / civil consequences in case the information /details furnished by him /her are found to be false at a later stage.
- iii. BNP shall not be responsible for any application made/wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.
- iv. Identity Verification -In the examination hall as well as at the time of verification of original certificates the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card / Passport/ Driving License/Voter's Card/Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letter head/ Photo identity proof issued by a People's Representative on official letter head/ valid recent Identity Card issued by a recognized College/University/Aadhar card/e-Adhaar card with a photograph/ Employee ID card needs to be shown by the candidate.
- v. Identity Card with photograph should be submitted to the invigilator for verification. The applicant's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the applicant is in doubt the applicant may not be allowed to appear for the Examination.  
**Please note that Ration Card and Learner's Driving License are not valid ID proof for this recruitment exercise.**
- vi. Applicants have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without

which they will not be allowed to take up the examination. Applicants must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female applicants who have changed first/last middle name post marriage must take special note of this.

- vii. All parts of the Name of the candidate on the call letter and ID must exactly match. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the applicant will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/their original marriage certificate / affidavit in original.
- viii. **Action Against Applicants Found Guilty of Misconduct Use of Unfair means**  
Applicants are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, verification of certificates or in a subsequent selection procedure, if an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or resorting to any irregular or improper means in connection with his/her candidature or obtaining support for his/her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
- a. to be disqualified from the examination.
  - b. to be debarred either permanently or for a specified period from any examination conducted by SPMCIL.
  - c. for termination of service, if he/ she has already joined the company.
- ix. Applicants are advised to take a printout of the system generated application form, paste a photograph below the scanned photograph and sign across. Applicant should also sign at appropriate places. They should attach the following documents and keep ready with them :
- a. Self-attested copies of the certificates pertaining to age, educational qualification i.e Copies of all the marks sheets of all semesters/years and experience i.e Experience certificate on the letter head of employer.
  - b. Self-attested copies of Caste/Tribe certificates for SC/ST/OBC applicants. Income & Asset Certificate for EWS candidates. The Certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India.
  - c. A copy of the Disability certificate Issued by the Competent Authority as prescribed by Government of India from PWD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PWD candidates.
  - d. PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide 'The Rights of Persons with Disabilities Act, 2016' (RPwD Act, 2016). Such certificate shall be subject to verification/re-verification, as may be decided by the Board/ Competent Authority.
- x. Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of verification or if advised to submit at any date after being shortlisted for further selection process on the basis of Online examination results. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. in online application, call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.
- xi. An 'Information Handout' booklet will be made available to the applicants on the Company's website <https://bnpdewas.spmcil.com> which may be downloaded along with the call letter for online examination.

- xii. The SC/ST/PWD/EWS applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe/ Disability Certificate/ Income & Asset Certificate issued by the Competent Authority, the Government of India format for claiming the benefits of reservation in Civil Posts and services for these categories under the Government of India at the time of verification or at any date after being advised about the same.
- xiii. Admission to the Online examination will be purely provisional without verification of Age /qualification/ experience/ category (SC/ST/OBC/PWD/EWS/Ex-SM)/ Character & Antecedents etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case it is decided at any stage that an applicant does not fulfill the eligibility criteria and/ or has furnished incorrect/ false information or has suppressed any material information, his/her candidature will be cancelled. If any of these shortcomings are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- xiv. Persons with Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of verification or on any date after being advised about the same.
- xv. The applicants belonging to OBC should submit a photocopy of the certificate Issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes in Civil Posts and services under the Government of India at the time of certificates verification or on any date after being advised about the same. The certificate, inter alia, must specifically state that the applicant does not belong to the socially advanced sections/Creamy Layer. The certificate should have been obtained from the Competent Authority. The applicant should not belong to the socially advanced sections/Creamy Layer as on the last date of application. The OBC applicants coming under 'Creamy Layer' will be treated as "GENERAL" category applicant and hence they should select their category in online application as 'GENERAL'. It may be noted that only the castes/sub-castes figuring in the Central List (Govt. of India) will be considered accordingly OBC caste/Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category.
- xvi. Applicants already in service of Govt. / Quasi Govt. Organizations. Public Sector Banks/ Undertakings and Autonomous Bodies will have to provide "**No Objection Certificate**" from their employer in original at the time of documents verification. 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 he/she will not be allowed to join the Company.
- xvii. Persons who have been dismissed from the service of any organization need not apply.
- xviii. The decision of the Management, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained in this behalf.
- xix. The selected candidates are required to perform the duties as per directions of their superiors and have to perform the duties on plant/machines of any section/sub-section and in any functional area of Technical Operation which includes Production, Maintenance, Quality and Control, Ink Factory, Office etc. and shall be subject to rotation and they shall be liable for transfer to other Units, Corporate Office or any establishment of the Company likely to come up in future.
- xx. Post code No.01 to 03 and 05 to 10 are purely shop floor posts. Incumbent for these posts will be required to perform their work on shift duty i.e. day & night shift.
- xxi. Post code No.04 will deploy at Office area. However, as per operational requirement the incumbent may also be deployed at shop floor in day & night shift.
- xxii. The selected candidates are required to stay in the Residential Quarter as per their entitlement depending on the availability.
- xxiii. There is no Interview for the selection of the post.
- xxiv. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and available on Company's website <https://bnpdewas.spmcil.com> shall prevail. Any resultant

dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Dewas/Indore (MP).

- xxv. Appointments of selected candidates will be subject to his/her being declared medically fit by Dist. Civil Surgeon, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer, verification of original educational certificates, verification of caste/tribe and class certificate (for reserved category candidates only) 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.
- xxvi. Canvassing in any form will be treated as a disqualification.
- xxvii. No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- xxviii. No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- xxix. Please also refer to "How to Apply" and "Frequently Asked Questions (FAQs)" section on our website in case of any difficulty in applying online.
- xxx. Any corrigendum to this advertisement will be displayed only on the Company's website <https://bnpdewas.spmcil.com>. Therefore, applicants are advised to keep checking the Company's website for any update.
- xxxi. 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 <https://bnpdewas.spmcil.com>. It will not be intimated to the applicants individually. However, in case of cancellation, Examination fees (if any) paid by the applicants will be refunded to them.

Sd/-  
Joint General Manager (HR)  
For Chief General Manager



Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date.....

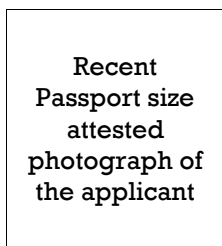
**VALID FOR THE YEAR .....**

This is to certify that Shri/Smt./Kumari ..... Son/daughter/wife of ..... permanent resident of ..... Village/Street ..... Post Office ..... District ..... in the State/Union Territory ..... Pin Code ..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income\* of his/her 'family\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His / her family does not own or possess any of the following assets\*\*\*;

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office .....  
Name .....  
Designation .....



\* Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.  
 \*\* Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.  
 \*\*\* Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

**GUIDELINES FOR EVALUATION OF TYPING TEST (ENGLISH/HINDI) FOR THE POSTS OF JUNIOR OFFICE ASSISTANT**

**I. Duration of typing test : 10 minutes**

**II. Speed criteria : 40 wpm in English and 30 wpm in Hindi**

**III. Nature of Mistakes :**

**A. Full Mistakes :** The following errors are treated as full mistakes :-

- i. For every omission of a word/figure.
- ii. For every substitution of a wrong word/figure, except transposition of words.
- iii. For every addition of a word/figure not found in the passage.
- iv. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; seplling; speling; seepling; spelling etc.
- v. For repetition of word/figure, e.g. 'I shall shall be grateful .....
- vi. Incomplete words (half typed words will be treated as mistake).

**B. Half Mistakes :** The following errors are treated as half mistakes :-

- i. Spacing Errors : Where no space is provided between two words, e.g. 'Ihope', or undesired space is provided between the words or letters of a word e.g. 'I have', 'I h ave' (space left between a word).
- ii. Wrong Capitalisation : Wrong typing of a capital letter for small letter or vice-versa. (This does not apply in respect of Hindi Typewriting scripts)
- iii. Punctuation Errors : Where the punctuation mark is omitted or added or substituted by another.
- iv. Transposition Errors : Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
- v. Paragraphic Errors : Half mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e paragraph given manual spaces; without pressing the **Tab Key**, will be treated half-mistake.

**NOTE :** Any corrections made by pen or pencil will be treated as a Mistake.

**Enclosures:** Instructions to the Candidates (**Appendix - III**).

**IV. Criteria for Calculation of Typing Speed and Error :-**

**A. The Criteria for evaluation of typing speed is illustrated below as –**

Note: 1 word = 5 key strokes, 1 error = 5 key strokes.

**Net Speed (WPM) = [(Gross Strokes - Error Hits) / 5] / Total Test Time (Min).**

Duration: 10 min.

Gross Strokes = Total Stokes Typed in 10 Min. e.g. 2000.

Words Typed = (2000/5) = 400.

**Gross Speed = 400/10 = 40 WPM.**

**B. Criteria for Calculation of Error**

Mistakes / Error Stokes = 250.

Error Words = 250/5= 50.

Net Errors = 50/10 = 5 WPM.

**Net Speed = 40 – 5 = 35 WPM.**

**Percentage of Error allowed –**

- i. Relaxation of 5% error for UR Category
- ii. Relaxation of 7% error for other categories

**INSTRUCTIONS TO THE CANDIDATES**

- The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.
- The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. No credit will be given if a candidate types in the Medium not opted by him.
- Candidates are required to use **Tab Key** for beginning of any Para; rather than giving spaces manually. Every Para, where the space given without pressing the **Tab Key**, will be treated as a half-mistake.
- Candidates are **Not** required to repeat the passage, if he/she has completed the passage once and has time in his/her disposal, however they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.
- After every Punctuation mark, only **One** space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.
- Any irrelevant matter/numerical typed will be treated as a mistake.
- Any incomplete word arising due to any reason, will be treated as one full mistake.

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority (Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologis t (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperso n (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date: