



BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

(A Joint venture of SPMCIL – A Govt. of India Enterprise and
BRBNMPL – A Subsidiary of Reserve Bank of India)
CIN: U21090KA2010PTC055475

**Corporate Office, Paper Mill Compound, Note Mudran Nagar,
Mysuru - 570 003**

EMPLOYMENT NOTIFICATION NO. 02/2024 DTD.23.09.2024

Bank Note Paper Mill India Pvt. Ltd. (BNPMIPL) is a Joint Venture between Security Printing & Minting Corporation of India Limited (SPMCIL – A wholly owned Public Sector Undertaking of Government of India under Ministry of Finance) and Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL – A wholly owned subsidiary of Reserve Bank of India (RBI)) is engaged in production of Bank note papers with a capacity of 12000 TPA in Mysuru, Karnataka.

The company invites On-line applications for the following post from eligible and willing Indian citizens:

| Name of the Post | Approx. No. of Posts |
|--------------------------------------------|----------------------|
| Manager (Finance & Accounts) | 01 UR |
| Assistant Manager (Finance & Accounts) | 01 UR, 01 OBC |
| Assistant Manager (Materials Management) | 02 UR |
| Assistant Manager (Information Technology) | 01 UR |
| TOTAL | 06 |

NOTE: The number of vacancies is provisional and may vary according to the actual requirement of BNPMIPL.

Candidates satisfying eligibility criteria may submit their application in the prescribed format before due date. **Abridged advertisement will also be published in Employment News dated 05.10.2024 or subsequent issues.**

Start Date for On-line receipt of Application : 25.09.2024

Last date for receipt of On-line Application : 25.10.2024

Requisite application fee is to be paid through On-line Payment Gateway using Credit Card/Debit Card/Net Banking.



1.ELIGIBILITY CRITERIA:

QUALIFICATION, EXPERIENCE, AGE, ETC. FOR THE POST IS AS UNDER:

| Sl. No | Name of the Post | Approx No.of vacancy | Max Age (as on 25.10.2024) | Essential Educational Qualifications (as on 25.10.2024) | Post Qualification Minimum experience (as on 25.10.2024) |
|--------|------------------------------|----------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | Manager (Finance & Accounts) | 01 (UR) | 40 Years | Full time Graduate with minimum 60% marks in aggregate from any recognised University/ Institute with Chartered Accountant (ICAI) | <p>10 Years relevant experience in Industry/ Financial Institution handling finance, accounts, treasury, credit, internal audit, budget preparation etc.,</p> <p>Applicants working on a regular basis in PSU/Govt. should have out of the total experience minimum last 2 years regular service should be in one grade below i.e., (i)CDA pattern of pay scale in Pay Level 10 (Rs.56100-177500) in the central pay matrix</p> <p>OR</p> <p>(ii) E3 grade or equivalent IDA pattern of pay scale of Rs.60000-180000</p> <p>OR</p> <p>Applicant if working in Private sector should be drawing annual CTC of Rs. 10 lacs* or above in a reputed company.</p> <p>(Articleship will not be considered as experience).</p> |



| Sl. No | Name of the Post | Approx No.of vacancy | Max Age (as on 25.10.2024) | Essential Educational Qualifications (as on 25.10.2024) | Post Qualification Minimum experience (as on 25.10.2024) |
|--------|------------------------------------------|-----------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02 | Assistant Manager (Finance & Accounts) | 02 (01 UR, 01 OBC) | 30 Years | Full time Graduate with minimum 60% marks in aggregate from any recognised University/Institute with Chartered Accountant (ICAI)/ Cost and Management Accountant (ICMAI) | 02 Years relevant experience in Finance & Accounts function in any Industry/ Financial Institution. (Articleship will not be considered as experience). |
| 03 | Assistant Manager (Materials Management) | 02 UR | 30 Years | Full time Graduate Engineer with minimum 60% marks in aggregate from any recognised University/Institute and having a Degree /Diploma in Materials Management/Public Procurement or equivalent with a minimum 60% marks in aggregate from any recognised Indian University/Institute. OR Full time Post Graduate in Physics/Chemistry with a minimum of 60% marks in aggregate from any recognised Indian University/Institute with Degree/ Diploma in Materials Management /public procurement or equivalent with minimum 60% marks in aggregate from any recognized Indian University / Institute. | 02 Years relevant experience in Procurement/ Supply Chain Management / Materials Management/ Imports & Exports in any process / manufacturing industry. |



| Sl. No | Name of the Post | Approx No.of vacancy | Max Age (as on 25.10.2024) | Essential Educational Qualifications (as on 25.10.2024) | Post Qualification Minimum experience (as on 25.10.2024) |
|--------|---------------------------------------------|----------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04 | Assistant Manager (Information Technology) | 01 (UR) | 30 years | Full time BE/ B Tech degree in Computer Science or Information Science/ Electronics & Communication / Information Technology with minimum 60% marks in aggregate from any AICTE approved Institute/ University. | 02 Years relevant experience in IT field in Cyber Security/ Data Center Management/ Networking/ Server & Backup Management and related fields. Desirable: Certifications from organisations in the area of Network and Cyber Security including CCNA/ CEH/ CHFI/CC/CISA/ CISSP |

- Note:** 1. Candidates having qualification in allied branch/equivalent discipline other than specified above need not apply;
2. The no. of vacancies indicated above are only provisional and may change according to the actual requirement of the company.
3. **ONE CANDIDATE CAN APPLY FOR ONE POST ONLY. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/intimation charges paid for other multiple registrations will stand forfeited.**

2. RESERVATION & RELAXATION:

- a.Reservation/ Relaxation/ Concession to candidates belonging to OBC (NCL)/ SC/ ST/ PwBD/ Ex-Servicemen category shall be as per Government of India directives.
b.Relaxation in upper age limit as on **25.10.2024** will be extended as per Government of India guidelines, which inter-alia would be as under:

| | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| i | Other Backward Classes candidates (Non-creamy layer) | 3 years |
| ii | Persons with Benchmark Disability (PwBD) | 10 years as per GOI guidelines. |
| iii | Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released. | 3 years in addition to number of years of service in Defence Forces subject to a maximum age of 55 years. |
| iv | Internal candidates of BNPMIPL | 3 years |



Note:

1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
2. Date of birth as per Secondary School Certificate (SSC) or equivalent examination should be mentioned.
3. Persons suffering from not less than 40% of relevant disability certified by Competent Authority shall alone be considered for age relaxation to PwBD candidates.
4. The Candidates under OBC category are required to meet the following conditions:
 - The candidate must not belong to creamy layer/socially advanced sections.
 - The name of caste and community of the candidate must appear in the 'Central list of Backward classes'.
 - The candidate need to furnish their OBC certificate as per the format prescribed by the Government of India (not older than one year as on **25.10.2024**), from the Competent Authority, at the time of verification of documents/credentials.
 - The OBC applicants coming under 'Creamy Layer' will be treated as 'UR/General' Category Candidates, and hence should indicate their category as 'UR/General'.
4. An Ex-serviceman should produce a certificate in the prescribed proforma to the Company that he/she has been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency from the Defence Forces.
6. A certificate for Ex-Servicemen should be signed by the appropriate Authority specified below and should also specify the period of Service in the armed forces;
In case of JCOs/ORs and equivalent rank of Navy and Air Force – Army: By concerned regimental record office, Navy: Naval records, Mumbai, and Air Force: Air force record, New Delhi.
7. An ex-serviceman who has once joined the Government job on the Civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his Ex-serviceman status for the purpose of re-employment in Government ceases and thus will not be eligible to seek relaxation in upper age limit as detailed above.
8. In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis subject to maximum of 55 years.
9. Once the category is notified in the application form, it cannot be changed at any stage later on.

c. GUIDELINES FOR SC/ST/OBC & PwBD CANDIDATES

(i) The SC/ST applicants should produce the Caste/Tribe Certificate issued by the Competent Authority in the Government of India format at the stage of document verification or at any date after being advised about the same.

(ii) In case of the applicants belonging to OBC Category, the Certificate to that effect should not have been obtained 1 Year earlier to the last date of online registration. Candidates 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 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 on the last date of application. The OBC applicants coming under 'Creamy Layer' will be treated as "UN-RESERVED" category applicant and hence they should select their category in online application as 'UN-RESERVED'. It may be noted that only the castes/sub-castes figuring in the Central List (Govt. of India) will be considered, and accordingly OBC caste /Sub-caste figuring in the concerned State list but not in Central List will not be considered under OBC category.

(iii) The candidates belonging to PwBD category must produce a copy of the certificate of their disability in the Government of India format issued by the authorities empowered to issue the certificate at the time of verification or at any date after being advised about the same.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.



3. EXAMINATION FEES AND INTIMATION CHARGES PAYABLE (NON-REFUNDABLE)

| Category | Examination Fees | Intimation charges |
|--------------------------------|------------------|--------------------|
| For SC/ST/PwBD | Nil | Rs. 300/- |
| For all others (including OBC) | | Rs. 800/- |

The applicants (wherever applicable) have to pay the examination fees/intimation charges **online** as per the method explained. Transaction charges/Convenience fees (if any) levied by the bank for the payment of above fees/charges, are to be borne by the applicants. 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. Fees once paid will not be refunded or kept in reserve for future exam/selection. SC/ST/PwBD applicants are exempted from the payment of examination fees; however, they have to pay Rs. 300/- towards intimation charges.

4. PAY SCALE AND EMOLUMENT

The Company in order to attract and retain competent workforce, company has decided to fix higher initial pay in the respective pay level as detailed below:

| Name of the Post | Pay Level (Equivalent of Central Govt. Pay) | Minimum Basic Pay (Rs.) |
|-------------------|---------------------------------------------|-------------------------|
| Manager | 11 | 69,700/- |
| Assistant Manager | 08 | 52,000/- |

Other Allowances and Benefits: In addition to Basic Pay, DA (*Central DA @ 53% at present*), HRA- depending on the place of posting i.e., @20%(on Basic Pay) for Mysuru. Other benefits and perquisites shall be as per the rules of the company including PF, Gratuity, Indoor Mediclaim Insurance, Outdoor Medical Reimbursement, LTF, Children Education Allowance, Washing Allowance, Furnishing Allowance, Interest Subsidy on Housing Loan, Canteen facility, Conveyance Reimbursement, Performance linked Incentive, etc.

Note: Please note that presently the Company follows CDA pattern of Pay with scales of pay as per 7th CPC Pay matrix but the company reserves the right to change over to scale of pay on Industrial D.A. Patterns or any other scale of pay formulated by the Company.

5. SELECTION PROCEDURE:

- For the post of Assistant Manager, the selection will be based on On-line test (Objective type -multiple choice) and Personal Interview.
- For the post of Manager, the selection will be based on two rounds. The first round of selection will be based on On-line test (Objective type -multiple choice) which will be taken for shortlisting the candidates in the ratio 1:10 for the second round of selection. Maximum 10 no. of candidates based on merit could be called for the next round of Manager selection. The 2nd round shall comprise three sections viz Written Test, Group Discussion and Personal Interview. The final selection would be based on the cumulative score obtained in the various modes of selection in the 2nd round only.
- All Tests shall be conducted in English language only.
- Examination Centre will be at Bangalore and/or Mysuru. Candidates have to appear for On-line test at own cost.



Structure of the Online Test - For Manager and Assistant Manager (Finance & Accounts) Post

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Exam | Duration | |
|---------------|------------------------------------------------|------------------|---------------|----------------|------------|--|
| Part A | | | | | | |
| 1 | Logical Reasoning | 10 | 10 | Only English | 90 Minutes | |
| 2 | Quantitative Aptitude | 10 | 10 | | | |
| 3 | English Language | 10 | 10 | | | |
| Part B | | | | | | |
| 4 | Professional Knowledge (on Finance & Accounts) | 50 | 50 | | | |
| | TOTAL | 80 | 80 | | | |

Structure of the Online Test - For Assistant Manager (Materials Management) Post

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Exam | Duration | |
|---------------|---------------------------------|------------------|---------------|----------------|------------|--|
| Part A | | | | | | |
| 1 | Logical Reasoning | 10 | 10 | Only English | 90 minutes | |
| 2 | Quantitative Aptitude | 10 | 10 | | | |
| 3 | English Language | 10 | 10 | | | |
| Part B | | | | | | |
| 4 | Professional Knowledge (on SCM) | 50 | 50 | | | |
| | TOTAL | 80 | 80 | | | |

Structure of the Online Test - Assistant Manager (Information Technology) Post

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Exam | Duration | |
|---------------|--------------------------------------------------|------------------|---------------|----------------|------------|--|
| Part A | | | | | | |
| 1 | Logical Reasoning | 10 | 10 | Only English | 90 minutes | |
| 2 | Quantitative Aptitude | 10 | 10 | | | |
| 3 | English Language | 10 | 10 | | | |
| Part B | | | | | | |
| 4 | Professional Knowledge (on IT/ Computer Science) | 50 | 50 | | | |
| | TOTAL | 80 | 80 | | | |

6. CENTRE CLAUSES:

- a) The examination will be conducted online in venues given in the respective call letters.
- b) No request for change of centre/venue/date/session for Examination shall be entertained.
- c) BNPMIPL however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- d) BNPMIPL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- e) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and BNPMIPL will not be responsible for any injury or losses etc. of any nature.
- f) Choice of centre once exercised by the candidate will be final.



If sufficient number of candidates do not opt for a particular centre for "Online" examination, BNPMIPL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, BNPMIPL reserves the right to allot any other centre to the candidate.

7.IDENTITY VERIFICATION

In the examination hall as well as at the time of Interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card / Aadhar card/ E-Aadhar Card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate'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 candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

8. OTHER CLAUSES

- a) The possibility of occurrence of some problem in the 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 test conducting body. 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.
- b) Decision of BNPMIPL in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the company in this behalf.
- c) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any BNPMIPL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

9. Process for Arriving at Scores in On-line examination

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the corrected score after deducting marks for wrong answers. For every wrong answer 0.25 marks will be deducted from the total scores obtained from correct answers.
- (ii) Test wise scores and scores on total is reported with decimal point upto two digits.
- (iii) In the Selection process, an applicant has to obtain high marks in the test and rank sufficiently higher to be allowed for next stage for further process of selection.
- (iv) Merely qualifying in the online examination will not entitle an applicant to appointment to the posts mentioned above in the company.
- (v) There will be **negative marking** for wrong answer for online examination as explained herein above.
- (vi) The minimum qualifying marks i.e., cut-off marks required to consider merit list for different categories of candidates in On-line test is 45%.

10. HOW TO APPLY

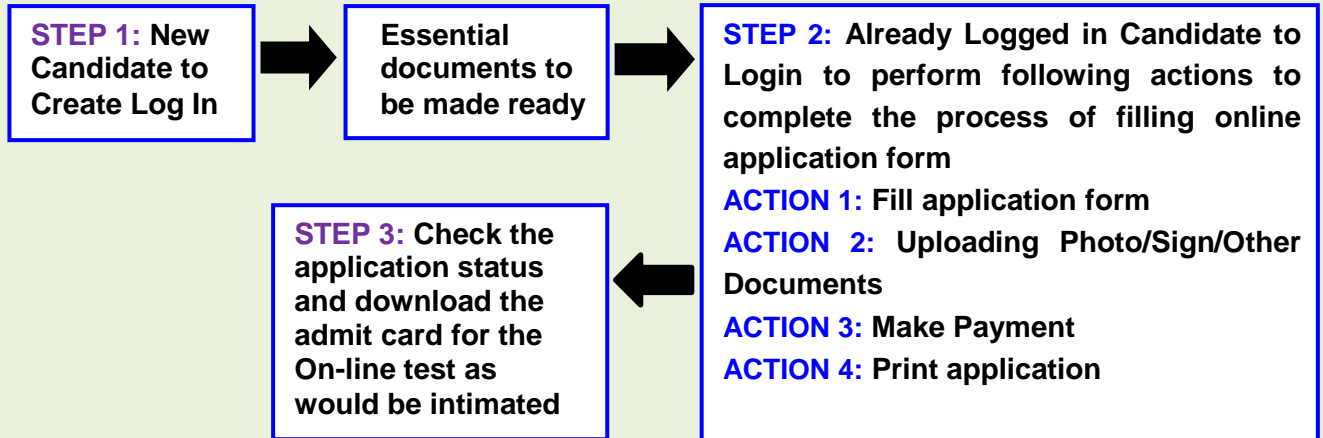
Those Candidates who qualify the aforesaid eligibility criteria may apply online only from 25.09.2024 to 25.10.2024 and no other mode of application will be accepted.



GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

- 1) Log on to BNPM website <https://www.bnpmindia.com/> and navigate to the Careers > Recruitment Advertisement.
- 2) Click on the link provided in this section for Online Application/Click Here to Apply.
- 3) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



STEP 1: New Candidate to Create Log In

- New Candidate to visit the BNPM website > Careers section > Recruitment Advertisement **and** click: **New Candidate (CLICK HERE) to Create Log In**
- You must have a **valid email ID and mobile no** for applying online. Remember the password filled in here for creating Log In for future use.
- Fill in all the personal details and press the button “Submit” to complete your registration.
- Acknowledgement Email will be sent on the email id filled in by you. Kindly check the same and keep a record of that.
- **Note: Once the information filled here will not be changed.**
- Now click: **To Complete Registration Process** to log in to your account to fill the application form. Click here to log in you must fill the following:
 - ▶ Email ID
 - ▶ Post Applied For
 - ▶ Password

Essential documents to be made ready

- Before starting to fill up the on-line application, have with you the following details / documents / Information.
 - a) E-Mail ID (valid at least for one year).
 - b) Mobile No (valid at least for one year).
 - c) Personal and Educational qualification details.
 - d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).
 - e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).
 - f) Scanned copy of Left Thumb Impression in jpg format. Size (100kb)
 - g) Scanned copy of Candidate’s handwritten declaration as per the format given in Uploading Photo and Sign step in jpg format. (Size 300kb)
 - h) Debit Card/ Credit Card / Internet Banking details for online payment.

STEP 2: Already Logged In candidate log in to complete the process of filling online application form

| | | |
|----------|---|-------------------------------------------------|
| Action 1 | ⇒ | Fill Application form |
| Action 2 | ⇒ | Uploading of Photo, Sign and other documents |
| Action 3 | ⇒ | Make Payment |
| Action 4 | ⇒ | Verify Payment Receipt Status/Print application |

➡ Already Logged In Candidate to visit the **BNPM website-> Careers section > Recruitment Advertisement** and login by clicking **To Complete Registration Process**

➡ On clicking **To Complete Registration Process** page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

▶ **Action 1: Fill Application (Click on the button to fill application form)**

⇒ Fill in the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Personal Details, Qualification Details, Experience Details, and Additional Details** in the sequence.

⇒ While filling out the Personal Details, Qualification Details, and Experience Details, please save the information by clicking the button "SAVE".

⇒ In case you wish to edit any information, you can do that by log in again using Email-ID, Mobile No, Post Applied For, and Password, after editing the information, make sure to save the information again by clicking the button "SAVE".

⇒ **Note: The information filled will not be saved unless the button "SAVE" is clicked.**

▶ **Action 2: Uploading Photograph and Signature**

⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats, and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be nearing to 50 kb.**

⇒ **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should be nearing to 50 kb.**

⇒ **Upload of Left Thumb Impression** - Take your left thumb impression with blue/black ink on a plain white paper. Please scan the thumb impression area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. The left thumb impression must be on a white background, and it must have clear Impression of lines (not blurred or smudged). **The image should only be in .jpg or .jpeg format. Size of file should be nearing to 100 kb.**

⇒ **Upload of Handwritten Undertaking** - The handwritten declaration has to be in the candidate's handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.) The original copy must be scanned in color on plain white paper. **The scanned handwritten declaration should only be in .jpg or .jpeg format. Size of file should be nearing to 300 kb.**

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.”

Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

► **Action 3: Make Payment - Payment of Examination Fees/Intimation Charges (Non Refundable)**

Amount of Application Fee and Intimation Charges payable:

| S. No. | Category | Application Fees (In INR) | Intimation Charges (In INR) |
|--------|---------------------------|----------------------------------------------|----------------------------------------------|
| 01 | SC/ST/PwBD | Nil | 300/- (plus applicable bank charges, if any) |
| 02 | All other (including OBC) | 800/- (plus applicable bank charges, if any) | |

1. **SC/ST/PwBD** are required to make the payment of Rs.300/- (Bank Charges also applicable) as Intimation Charges towards their provisional registration.
 2. **All other categories (including OBC)** are required to make the payment of Rs. 800/- (Bank Charges also applicable) as Application and Intimation Charges towards their provisional registration.
 3. **All candidates are required to make the payment through Bill Desk Payment Gateway only. Keep the Debit Card/Credit Card/Internet Banking details handy.**
- ⇒ Candidate to read the undertaking and accept the same.
- ⇒ In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details, and/or Additional Details; you can do that by log in again using Email-ID, Password, Post Applied For and after editing the information, make sure to save the information again by clicking the button **“SAVE”**.
- ⇒ Put the details of your Debit Card / Credit card / Net Banking to proceed for the payment.
- ⇒ Once your payment is confirmed, the system will direct you to the final application form. You will receive an auto-generated Online Application Number, once you have successfully made the payment.

After making the successful payment, the candidate will get a preview of application along with Application Number. Candidates are advised to get a printout of the filled-up application for record.

- ⇒ The candidate should retain his/her Application Number carefully for generation of admit card and for any other information regarding selection procedure etc.
- ⇒ Fee once paid will not be refunded under any circumstances.
- ⇒ Fees paid by modes other than Bill Desk Payment Gateway as indicated above will not be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

While making the payment, please do not use back button (i.e. ←) at the browser unless specifically allowed at online SBI. In case the back button is operated, candidate must complete the payment as mentioned above.

NOTE: Once the payment has been made, you will not be allowed to change/modify any information.

► **Action 4: Print Application**

- ⇒ After successfully submitting the details as mentioned above, the candidate can now be able to take the printout of the application form.
- ⇒ Candidates should also retain their copy of the printed application form, Payment Receipt, as they can be asked to produce it for future reference.



- ⇒ Candidates can take re-print of the On-line application form by clicking To Complete Registration Process
Candidates should keep note of the Application Number as this will be used for downloading admit card.
- ▶ **You are NOT required to send hardcopy of Application Form/any documents/receipt to BNPM.**
 - ▶ **On correctly following the above steps, the candidate would have completed the application process.**

Download the Admit Card

Based on information given in the Online Application Form, Admit Cards of provisionally eligible candidates for the On-line test will be available for download from BNPM website as per schedule given on the website. Keep checking the website regularly for any updates.

Download Admit Card – On the due date for Admit Card, re-login to the BNPM website for downloading Admit Card for On-line test, containing the details of the time schedule, venue.

Print Admit Card - Take a printout of the Admit Card. Candidates will not be allowed to appear in the On-line test without a valid Admit Card.

NOTE: 1. Candidates are advised to regularly check the website for updates.

2. In case you require any clarifications regarding the advertisement please send an e-mail to bnpmipl@jobapply.in. Please note that no other form of communication will be entertained including telephone calls, conventional mail, fax etc.

11. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates 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, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) 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
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) 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 for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any examination conducted by the company
 - (c) for termination of service, if he/ she has already joined the Company.

Please note importantly that a candidate who has been declared successful but subsequently found ineligible will not be allowed to take part in the process / join the services of the Company and the inconvenience caused thereby will be at his/her cost and consequences.

Note:

- The version of the detailed advertisement given in the Company's website shall be treated as final and shall supersede any other versions for all purposes. Any corrigendum/addendum relating to this advertisement/ recruitment shall be hosted/notified in our web site only.



Accordingly, the candidates are advised to visit Company's website www.bnpmindia.com regularly.

- Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- 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 for future purposes. Applicants are not required to send anything through post. Only online mode is accepted.

12. IMPORTANT GENERAL INSTRUCTIONS:

1. **Prescribed qualifications and experience are minimum and mere possession of the same does not entitle a candidate to be called for On-line test and/or Interview. Management reserves the right to reject any application without assigning any reason and to raise or relax the standard of specifications depending upon response.** The recruitment process can be cancelled/suspended/deferred/terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.
2. If the candidate knowingly or willfully furnishes incorrect or false particulars/In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated.
3. Candidates seeking relaxation in Fee/Age/Marks must produce requisite certificates in original in support of his/her claim at the time of verification process.
4. Admission to the On-line Test will be purely provisional without verification of age/qualification/experience/category (SC/ST/OBC/PwBD/Ex-Ser.) etc. of the applicants. Each applicant should therefore, ensure that he/she fulfils the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case it is detected at any stage that an applicant does not fulfil the eligibility criteria and /or has furnished incorrect information or suppressed any material information, his/her candidature will be cancelled and, if already appointed, his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
5. All educational qualifications should be obtained from recognized Indian universities/institutions. **If grades are awarded instead of marks i.e CGPA/DGPA/OGPA/SGPA etc. candidates should clearly indicate its numerical equivalent (upto two decimal points) and submit documentary proof by relevant college/university/educational institute stating the corresponding percentage obtained at the time of document verification. In the absence of such information, the candidature of the applicant is liable for rejection.**
6. Candidates should bring experience certificate(s) issued by their employers clearly mentioning the duration of their experience in their respective employment. In case of present employment, copy of appointment letter and latest salary statement issued by the employer, indicating their date of joining should be produced at the time of document verification. In the absence of such documents, candidature of the applicant is liable for rejection.
7. Candidates serving in Government/Public Sector Undertakings should produce "No Objection Certificate" from their employer at the time of verification of documents /credentials if they desire protection of pay.
8. Persons who have been dismissed from the service of any organization need not apply.
9. The decision of the company in all matters w.r.t. eligibility, short listing of applicants for On-line test, interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.



10. Selected candidates will be liable to be posted in company's office at Mysuru or at any other places as may be existing/opened.
11. The Company shall not be responsible for any application being rejected which is based on wrong information provided in any advertisement issued by unauthorized person/institution.
12. Any resultant dispute arising out of this advertisement shall be subject to Jurisdiction of Courts in **Mysuru**.
13. Outstation Candidates called for Interview shall be paid III A/C class (Mail/Express) railway return fare (to and fro) by the shortest route on production of evidence of travel, i.e. railway receipt/ticket as per the extant rules of the company.
14. Only those candidates who meet the eligibility criteria and who are short-listed for On-line test will be intimated through e-mail address furnished by them. The names of candidates who are provisionally shortlisted for further selection process will be available on the Company's Website www.bnpmindia.com. **Applicants are requested to keep track of the same by visiting Company's website from time to time.** Similarly final selection result will be available on the Company's website for candidates selected for appointment.
15. However, appointment of a selected candidate is subject to his/her being declared medically fit and verification of character and antecedents, caste etc., as per the requirement of the Company. Final appointment will also be subject to applicable Service & Conduct Rules of the Company.
16. Candidates selected and appointed will be placed on probation for a period of one year which may be extended for a further maximum period as per the applicable service rules of the company, at the discretion of the management.
17. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, etc. at the time of verification of documents/credentials, in support of his/her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
18. Errors & omissions excused.
19. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

[CLICK HERE FOR ON-LINE APPLICATION](#)

[CERTIFICATE FORM - SC/ST/OBC/PwBD/EX-SERVICEMEN](#)
[Click Here](#)