



प्रतिभूति कागज कारखाना, नर्मदापुरम-461005 ( म.प्र. )

( भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई )

भारत सरकार के पूर्ण स्वामित्वाधीन

मिनीस्त्र श्रेणी - 1 सीपीएसई एवं आई.एस.ओ. 9001 : 2015, 14001:2015, 45001:2018, 50001:2018 एवं आईईसी 17025:2017 प्रमाणित

**SECURITY PAPER MILL, NARMADAPURAM - 461005 (M.P.)**

(A Unit of Security Printing & Minting Corporation of India limited)

Wholly Owned by Government of India

Miniratna Category - I CPSE & ISO 9001 : 2015, 14001:2015, 45001:2018, 50001:2018 & IEC 17025:2017 Certified

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Tel. No. 07574-286517-18, Fax:07574-255170, E-mail: [hr.spm@spmcil.com](mailto:hr.spm@spmcil.com), Website: <http://spmarmadapuram.spmcil.com>

### Advt. No. SPM/HR/2(167)/2023-24/159

Security Paper Mill, Narmadapuram (M.P.) is one of the nine units under the “Security Printing and Minting Corporation of India Limited” (SPMCIL), a schedule "A" Miniratna Category-I, Central Public Sector Enterprise Organization, wholly owned by Government of India, incorporated on 13.01.2006 under the Companies Act, 1956 with the objective of designing, manufacturing/printing security documents, currency and bank notes, non-judicial stamp papers, minting of coins, postage stamps, etc. SPMCIL is under the administrative control of Department of Economic Affairs, Ministry of Finance with its Registered and Corporate Office at Jawahar Vyapar Bhavan, Janpath, New Delhi. It has four Minting Units at Mumbai, Kolkata, Hyderabad and Noida, four Currency/Security Printing Presses at Nashik, Dewas and Hyderabad besides a high quality Paper manufacturing Mill at Narmadapuram.

Security Paper Mill, Narmadapuram (M.P.) invites online applications from eligible and willing candidates for filling up the posts of “**Welfare Officer, Supervisor-Electrical, Supervisor-Production/Lab, Supervisor (Store), Junior Hindi Translator**” at A-2/S-1/A-1 level respectively & **Secretarial Assistant** at B-4 level. Candidates are advised to apply Online between **30.09.2023 to 29.10.2023** only through the SPM website at <http://spmarmadapuram.spmcil.com> under the page “Careers” and open the online application link “**APPLY ONLINE**” for filling the Online Application Form. Candidates are advised to read carefully instructions given in this advertisement. No other means/mode of application will be accepted.

Before applying, candidates should ensure that they fulfill all the eligibility norms as mentioned in the advertisement for the posts. Their admission at all stages of the recruitment process will be purely provisional subject to their satisfying the prescribed eligibility criteria mentioned in this advertisement.

Candidates who do not fulfill age, minimum educational qualification as on **29.10.2023** are not eligible and need not to apply for the post. **Minimum age limit is 18 years as on 29.10.2023.**

#### **A) DETAILS OF VACANCIES & RESERVATION :-**

I. Indicative number of vacancies proposed to be filled up is mentioned below:

PROJECTED VACANCIES					RESERVATION STATUS					
S. No./ Post Code	Name of the Post	Level	No. of Posts	Scale of Pay (IDA pattern)	UR	EWS	SC	ST	OBC	TOTAL
1	Welfare Officer	A-2	01	Rs.29,740-1,03,000/-	01	-	-	-	-	01
2	Supervisor-Electrical	S-1	01	Rs.27,600-95,910/-	01	-	-	-	-	01
3	Supervisor-Production/Lab	S-1	04		01	-	-	01	02	04
4	Supervisor (Store)	S-1	01		-	-	01	-	-	01
5	Junior Hindi Translator	A-1	01		01	-	-	-	-	01
6	Secretarial Assistant	B-4	01	Rs.23,910-85,570/-	01	-	-	-	-	01
<b>TOTAL</b>										<b>09</b>

The above indicated vacancies are tentative and may increase/decrease as per the need/requirement of Company. The recruitment process for the posts or any particular post(s) can be cancelled/suspended/terminated without assigning any reasons. The decision of the Management will be final and no appeal will be entertained.

**B) ABBREVIATIONS :**

UR-Un-Reserved	SC-Scheduled Caste	ST- Scheduled Tribe
OBC- Other Backward Class	EWS-Economically Weaker Sections	PwBD- Persons with Benchmark Disability

**C) ELIGIBILITY CRITERIA :-**

S.No./ Post Code	Name of the Post	Requisite Qualification	Minimum & Maximum Age limit as on 29.10.2023
1	Welfare Officer	(a) Possesses a full time degree of a University recognized by the State Government in this behalf (b) Has obtained a full time Degree or full time Diploma in <b>Social Science</b> from any institution recognized by the State Government in this behalf; and (c) Has adequate knowledge of Hindi as also of the language spoken by the majority or the workers in the factory to which he is to be attached	18 to 30 years
2	Supervisor-Electrical	1 <sup>st</sup> Class full time diploma in <b>Electrical</b> engineering. Higher qualification i.e. 1 <sup>st</sup> class B.Tech./B.E./B.sc.(Engg.) in Electrical will also be considered.	
3	Supervisor-Production/Lab	1 <sup>st</sup> Class full time diploma in <b>Pulp &amp; Paper Technology/Chemical Technology/Chemical</b> engineering. Higher qualification i.e. 1 <sup>st</sup> class B.Tech./B.E./B.sc.(Engg.) in Pulp & Paper Technology/Chemical Technology/Chemical will also be considered.	
4	Supervisor (Store)	1 <sup>st</sup> class full time diploma in <b>Mechanical/Electrical/Electronics/Chemical</b> Engineering from a recognized University/Institution. Higher qualification i.e. 1 <sup>st</sup> class B.Tech./B.E./B.sc.(Engg.) in Mechanical/Electrical/Electronics/Chemical will also be considered.	
5	Junior Hindi Translator	Master's Degree from a recognized University in Hindi or English with English/Hindi subject at Graduation level (i.e. Hindi in case the Candidate is Post-graduate in English and vice versa) <b>AND</b> One year experience in translation from Hindi to English and vice versa. <b><u>DESIRABLE :</u></b> i. Knowledge of Sanskrit and/or any other modern Indian language. ii. Proficiency in working on computers in Hindi language.	
6	Secretarial Assistant	Graduate with at least 55% marks, Computer knowledge, Stenography@80 wpm and typing in English or Hindi @40 wpm. <b><u>DESIRABLE :</u></b> Proficiency in secretarial job.	18 to 28 years

- **Note- Full time Degree or full time diploma in Social Welfare/Labour Welfare may apply for the post of Welfare Officer.**

- Application is to 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. Candidates are advised to apply for the post most suitable to his/her qualification and experience etc.
- The selected candidates will be initially posted to Security Paper Mill, Narmadapuram. However, they are liable for transfer to any of the unit of SPMCIL as per requirement of the organization.

**D) IMPORTANT DATES:-**

Opening date of website link for online registration and payment of fees in online mode	<b>30.09.2023</b>
Closing date of online registration and payment of fees	<b>29.10.2023 (up to 23:59 Hours)</b>
Tentative date of written examination which will be conducted "Online" at selected centers.	<b>November/December 2023</b>

**E) UPPER AGE LIMIT IS RELAXABLE AS UNDER:-**

<b>Sr.No.</b>	<b>Category</b>	<b>Relaxation in Age</b>
1.	SC-Scheduled Caste/ ST- Scheduled Tribe	5 years
2.	OBC- Other Backward Classes	3 years
3.	Widows/divorced women/women judicially separated who are not re-married.	10 years (UR) 10 years (OBC) 15 years (SC & ST)
4.	PwBD UR/EWS	10 years
	PwBD OBC-NCL	13 years
	PwBD SC/ST	15 years
5.	Departmental Candidates	No age bar for the in-service SPMCIL employees who fulfill the essential qualification and experience provided they have at least (03) three years of service is remaining as on the date of the advertisement.

- **No relaxation in the upper age limit is admissible to SC/ST/OBC candidates applying for UR vacancies.**
- **PwBD candidates applying against UR vacancies will be allowed age relaxation applicable for UR PwBD only. Relaxation in upper age limit for PwBD will be subject to the posts having been identified suitable for such disabilities. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.**
- **PwBD 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. Person suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxation as permissible under the rules. Thus, Persons with Benchmark 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 PwBD candidates.**

**F) EXAMINATION FEES & INTIMATION CHARGES:-**

The application fee is **Rs.600/- (Inclusive of GST)** (Non-refundable) for UR, EWS & OBC categories and for each post. The application fee should be paid online. However, Intimation charges **Rs.200/- (Inclusive of GST)** (Non-refundable) is to be paid by candidates belonging to SC/ST/PwBD category.

### **G) MODE OF SELECTION :-**

i) Selection for the posts **Sr. No. 1 to 5** will be done only through online examination which will be of objective type and will consist of following components:-

<b>Sr. No.</b>	<b>Test Name</b>	<b>No. of Qs.</b>	<b>Max. Marks</b>	<b>Time/Duration</b>	<b>Version</b>
1	Professional Knowledge	50	100	40 Minutes	Hindi & English language except English language section.
2	Logical Reasoning	25	25	20 Minutes	
3	General Awareness	25	25	20 Minutes	
4	English Language	25	25	20 Minutes	
5	Quantitative Aptitude	25	25	20 Minutes	
		<b>150</b>	<b>200</b>	<b>120 Minutes</b>	

ii) Selection for the post **Sr. No. 6** will consist of Stenography Test, Typing Skill Test on Computer after passing the Online Test.

- The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by candidates in the online application form) at the speed of 80 wpm. The matter will have to be transcribed on computer with Typing speed of 40 wpm. Both Stenography Test and Typing Skill Test will be qualifying nature only.
- Those who qualified in Online Test will be called for Stenography and Typing Skill Test.
- The Online Test will consist of the following:

<b>Sr. No.</b>	<b>Test Name</b>	<b>No. of Qs.</b>	<b>Max. Marks</b>	<b>Time/Duration</b>	<b>Version</b>
1	Logical Reasoning	40	40	<b>120 Minutes</b>	Hindi & English language except English language section.
2	General Awareness	40	40		
3	English Language	40	40		
4	Quantitative Aptitude	40	40		
		<b>160</b>	<b>160</b>		

### **GUIDELINES FOR STENOGRAPHY AND TYPING SKILL TEST**

#### **i) For Shorthand (Stenography) Test (Secretarial Assistant)**

- Duration:** 40 mins. (10 minutes for dictation of 800 words to measure shorthand@80 wpm and 30 minutes for transcription).
- Evaluation Criteria:** Criteria for SSC wherein the details regarding nature of mistakes and formula for calculation of percentage of error is given.
- Exemption:** Relaxation of 5% of error for UR category and 7% of error of other categories.

#### **ii) For Typing Test (Secretarial Assistant)**

- Duration:** 10 Mins.
- Evaluation Criteria:** Criteria of SSC wherein the details regarding nature of mistakes and general instruction are given. Additionally the formula for calculation of Typing speed as notified.
- Exemption:** Relaxation of 5% of error for UR category and 7% of error of other categories.

### **EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TEST- NATURE OF MISTAKES**

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:-

- Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.

b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/ substituted by other word(s)/figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.

c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. **HALF MISTAKES:** The following are treated as half mistakes:-

a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.

b) Using singular or plural noun and vice versa.

c) Use of small letter at the beginning of the sentence.

**NOTE**

a) More than one error in a single word. All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.

b) Every passage will be accompanied by a list of words which can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. - all these forms will be treated as correct.

c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.

d) The above guidelines will be valid for Hindi Stenography Skill Test also.

e) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage.}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00

**REVISED GUIDELINES FOR EVALUATION OF TYPING TEST/DEST SCRIPTS (ENGLISH/HINDI)**

**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 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.

### **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.

### **IMPORTANT INSTRUCTION FOR SKILL/TYPING TEST**

#### **A) Criteria for Calculation of Typing Speed and Error.**

##### **1. The Criteria for evaluation of typing speed & error 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 Strokes Typed in 10 Min. e.g. 2000
- Words Typed = (2000/5) = 400,
- **Gross Speed** = 400/10 = 40 WPM

##### **II. Criteria for Calculation of Error**

- Mistakes/ Error Strokes – 250.
- Error Words = 250/5 = 50.
- Net Errors = 50/10 = 5 WPM
- **Net Speed** = 40 – 5 = 35 WPM

#### **B) Percentage of Error allowed-**

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

## **H) EXAMINATION CENTRES:**

The online examination will be conducted at the following centres:

<b>State</b>	<b>Centre Name</b>
Assam	Guwahati
Andhra Pradesh	Hyderabad
Chhattisgarh	Raipur
Delhi	Delhi/NCR
Gujarat	Ahmedabad/Gandhinagar
Karnataka	Bangalore
Madhya Pradesh	Bhopal, Indore, Jabalpur
Maharashtra	Mumbai/Navi Mumbai/Thane/MMR Region, Nagpur, Nashik
Punjab/Haryana	Chandigarh
Rajasthan	Jaipur
Tamilnadu	Chennai
Uttarakhand	Dehradun, Haridwar
Uttar Pradesh	Lucknow
West Bengal	Kolkata

- i. Candidates should select only one center. Choice of center once exercised by the candidate will be final.
- ii. No request for further change of center/venue/date/session for online written examination shall be entertained.
- iii. If sufficient number of candidates does not opt for a particular center for written examination, the organization reserves the right to allot any other adjacent center to those candidates.
- iv. The Organization reserves the right to cancel any of the centers and/or add some other centers at its discretion, depending upon the response, administrative feasibility etc. The Organization also reserves the right to allot the applicants to any of the centers other than the one he/she has opted for either within the state or outside the state.

## **D) GENERAL INSTRUCTIONS:-**

- (i) First Class means 1<sup>st</sup> Class awarded by the University/Institute irrespective of the percentage of marks.
- (ii) The selected candidates for supervisory positions at S-1 level shall be placed in any of the functional area of technical operation which includes production, Safety, maintenance, quality & control 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.
- (iii) In case a University/Institute does not award any class then minimum 60% will be required to be considered for eligibility in cases where 1<sup>st</sup> class is required. Further, wherever CGPA/OGPA/CPI or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by university/institutes. Candidates are required to obtain a certificate to this effect from the university/institute
- (iv) The online test will be in bilingual form i.e. Hindi & English language except the English language section which will be available only in English. The selection will be on merit basis. **There is no Negative Marking.**
- (v) In the selection process, the candidate has to obtain high marks in the test and rank sufficiently higher to be allowed for next stage of selection process. The minimum marks will be decided by the Organization based on the performance of the candidates in the online examination only. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the online examination will not entitle the candidate to appointment in the Organization.
- (vi) Mere issue of admit card for written examination will not imply acceptance of candidature.
- (vii) The final merit list will be drawn based on the marks obtained in the online written examination only. The minimum qualifying i.e. cut off marks required to be considered on order of merits for different categories of candidates are as under:

General/EWS Category	55%
OBC Category	50%
SC/ST Category	45%

- (viii) The online written examination will be held tentatively in the month of **November/December 2023**. The exact date, session, reporting time of examination will be mentioned in the call letter. The written examination will be conducted online in venues given in the respective call letters. The candidates will have to attend the examination as per date and time schedule as indicated in the call letter at their own cost. The candidates are advised to visit the organization's website <http://spmnamadapuram.spmcil.com> for any future changes in the examination date, amendment, addition & deletion etc.
- (ix) Admission to the online written examination will be purely provisional. Each candidate must 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 the candidate 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 is /are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
- (x) 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 the management, Security Paper Mill, Narmadapuram. 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 in all respect.
- (xi) 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 Centre or for any applicant.
- (xii) In order to overcome the possibility of candidates seeking help of other candidates during the online examination, an analysis of the responses (answers) of individual candidates with those of other candidates in the online examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such analysis, if it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Security Paper Mill, Narmadapuram (M.P.) reserves the right to cancel the candidature of the concerned applicant and the result of such candidates (disqualified) will be withheld. Hence the candidates are advised in their own interests not to indulge in any unfair practice/malpractice in the examination.
- (xiii) 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 SPM's 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. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (xiv) 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.

#### **(J) GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

(i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.



- The scribe arranged by the candidate should not be a candidate for the same examination .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 favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils 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 examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
- 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 test conducting agency 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.
- 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.

**(ii) 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).

**(iii) Guidelines for Visually Impaired candidates**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

**(iv) Use of Scribe & Compensatory time (persons having less than 40% disability):**

In addition to instructions applicable to PwBD candidates (who have disability of 40% & 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 **Annexure-II**.

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 **Annexure-III**.

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

#### **K) HOW TO APPLY:**

Candidates are advised to follow the detailed procedures guidelines as indicated below:-

- a. Application Registration.
- b. Payment of fees.
- c. Guidelines for Photograph & Signature Scan and Upload.
- d. Other Guidelines.

#### **L) IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should ensure that:

- a) Signature in capital will not be accepted.
- b) 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).
- c) The text for 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"
- d) The above declaration has to be in the candidates hand writing and in English/Hindi only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- e) Candidates are advised to fill their correct and active E-mail, address and Mobile Number in the online examination as correspondence may be made by the Security Paper Mill, Narmadapuram, which should be kept active till the completion of the Recruitment Process. Security Paper Mill, Narmadapuram may send intimation to download call letters for examination etc. through the registered e-mail ID. In case an applicant does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. In no circumstances, he/she should share-mention e-mail ID to/or of any other person.

#### **M) APPLICATION REGISTRATION PROCEDURE :**

- (i) Candidates are advised to visit Security Paper Mill, Narmadapuram's, website <http://spmarmadapuram.spmcil.com> and open the link for filling the online Application Form, click on the option "APPLY ONLINE" which will open a new screen.
- (ii) To register, choose the tab "**Click here for New Registration**" and enter Name, Contact details and E-mail ID. A provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. A valid Email & SMS indicating the Provisional Registration number and Password will also be sent.

- (iii) In case the applicant 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, applicants 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) Applicants 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 applicant 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) Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature detailed under point - O.
- (viii) Applicants 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.

**N) PAYMENT OF FEE PROCEDURE (ONLINE MODE) :-**

- i) The application form is integrated with 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/Master Card/Maestro). Credit Cards, 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, applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi) Applicants are required to take a printout of the E-Receipt and online application form containing fee details.
- vii) Please note that if the same cannot be generated, online transaction may not have been successful.
- viii) For Credit Card users: All charges are listed in Indian Rupee. If a non-Indian credit card is used, the bankers will convert it to local currency based on prevailing exchange rates.
- ix) To ensure the security of your data, please close the browser window once your transaction is completed.
- x) There is a facility to print application form containing fee details after payment of fees.
- xi) No other mode of payment of fees will be accepted.

## **O) GUIDELINES FOR SCANNING & UPLOADING OF DOCUMENTS :**

### **i) PHOTOGRAPH IMAGE:-**

Photograph must be a recent passport size picture. The picture should be in colour, against a light-coloured, preferably white background.

If you have to use flash, ensure there's no "red-eye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimension 200 x 230 pixels (preferred). Size of file should be between 20kb-50kb. Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc. during the process of scanning.

**ii) SIGNATURE IMAGE :** The applicant has to sign on white paper with Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.

**Dimensions :-** 140 x 60 pixels (preferred) Size of file should be between 10kb-20kb. Ensure that the size of the scanned image is not more than 20KB.

### **iii) LEFT THUMB IMPRESSION :**

- a) The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
- b) File Type: jpg/jpeg.
- c) Dimensions: 240 X 240 pixels in 200 DPI(Preferred for required quality) i.e.3 cm \*3 cm (Width \* Height)
- d) File Size: 20 KB-50 KB.

### **iv) HAND-WRITTEN DECLARATION :**

- a) Hand written declaration content is to be as expected.
- b) Hand written declaration should not be written in CAPITAL LETTERS.
- c) The applicant has to write the declaration in English/Hindi clearly on a white paper with black ink.
- d) Hand written declaration should be of the applicant and not by any other person.
- e) File Type: jpg/jpeg.
- f) Dimensions: 800 X 400 pixels in 200 DPI (Preferred for required quality) i.e.10 cm \*5 cm (Width \* Height)
- g) File Size: 50 KB-100 KB.

## **P) SCANNING THE PHOTOGRAPH & SIGNATURE etc.**

Set the scanner resolution to a minimum of 200 dpi (dots per inch). Set colour to True colour. File Size as specified above.

- a) Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- b) The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimension can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg or .jpeg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (Signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also. If the size and format are not as prescribed, an error message will be displayed.

- c) While filling in the Online Application Form the applicant will be provided with a link to upload his/her Photograph, Signature, Left thumb impression and hand written declaration.

**vi) PROCEDURE FOR UPLOADING THE PHOTOGRAPH AND SIGNATURE etc.**

- a) There will be separate links for uploading Photograph, Signature, Left thumb impression and hand written declaration.
- b) Click on the respective link "Upload Photograph, Signature, Left thumb impression and hand written declaration".
- c) Browse & Select the location where the Scanned Photo/Signature file has been saved. Select the file by clicking on it. Click the 'Upload' button.
- d) Online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

**Q) DOWNLOAD OF CALL LETTER:-** Candidates 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 separate call letters will be sent by post. No detail scrutiny of application will be carried out at the time of issuing call letters Online. The call letters can be downloaded from the Security Paper Mill, Narmadapuram's website <http://spmarmadapuram.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) Registrations Number/ Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidates are required to affix recent recognizable photograph on the call letter preferably the same as provided during registration. Candidates have to appear at the examination center with (i) Original Call Letter and (ii) Original Photo Identity Proof as specified and mentioned in call letter. Candidates are also required to bring one photocopy of the original photo identity proof. Intimation for downloading call letter will also be sent through valid email/SMS to the valid 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.

**R) IDENTITY VERIFICATION:**

- a) In the examination hall as well as at the time of verification of certificates & Medical Examination, the call letter along with original and a photocopy of the candidates currently valid photo identity such as PAN Card/Passport/Permanent Driving License/Voter's Card/Bank Passbook with photograph/Photo identity proof issued by a Gazetted Officer on his official letter head/Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification.
- b) 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 is not valid id proofs for this recruitment exercise.

**Note:** Candidates 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. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate 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.

**S) ACTION AGAINST APPLICANT'S FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS :**

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 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 SPM, Narmadapuram (A unit of SPMCIL).
- (c) For termination of service, if he/she has already joined SPM, Narmadapuram (A unit of SPMCIL).

**T) IMPORTANT NOTE:**

- 1) Candidates 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 at the time of documents verification :-
  - a) Self-attested copies of the certificates pertaining to age, educational qualification i.e. Copies of all the mark-sheets of all semesters/years and experience i.e. Experience certificate on the letterhead of employer.
  - b) Self-attested copies of Caste certificate for SC, ST & OBC (Non-Creamy Layer) applicants. The certificates should have been issued by the Competent Authority for claiming the benefits of reservation for these categories under the Government of India in time to time.
- 2) Candidates in their own interest should keep all the above documents ready with them and submit if shortlisted on the basis of online examination. 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 Security Paper Mill, Narmadapuram (M.P.) in future should be identical and there should be no variation of any kind.
- 3) Persons with Disability must produce a copy of the certificate of their disability issued by respective authorities empowered to issue such certificates at the time of verification or on any date after advised about the same.

**U) APPLICANTS REPORTING LATE FOR ONLINE EXAMINATION:-** Candidates reporting late for Online examination i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 120 minutes. candidates may be required to be present at the venue before three hours for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions for online test.

**V) PROBATION:-** The selected candidates for all the posts will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of company. If the performance of the candidate is not found suitable during the extended period of probation also, his service will be terminated.

**W) EXECUTION OF BOND:** - Supervisor at A-2/S-1/A-1 levels that are selected shall be liable to execute a Bond of Rupees Two lakhs to serve in the Organization for a minimum period of Three (03) years. Such Supervisors shall have to provide two sureties. In the event of their leaving the Organization, before completion of minimum period of three years, such Supervisors failing which the sureties will have to indemnify the Organization by making the payment of Bond amount.

**X) QUANTUM OF RESERVATION (EWS) as per DoPT OM No. 36039/1/2019-Estt. (RES) dated 31.01.2019 :-**

The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in recruitment subject to conditions that whose family has gross annual income Rs.8.00 Lakh (Rupees Eight Lakhs Only) are to be identified as EWSs for benefit of reservation.

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. 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 in the prescribed format as Annexure-I shall only be accepted as proof of candidate’s claim as belonging to EWS :-

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

Persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- 5 acres of agricultural Land & 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 appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong 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”*

**Y) OTHER GUIDELINES/INSTRUCTIONS :**

- a) Only Indian Nationals are eligible to apply.
- b) Decision of SPM, Narmadapuram in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of online test, selection and any other matter relating to recruitment will be final and binding on the applicant. Management reserves the right to fix the standard and specifications for screening and calling the number of candidates for online test.
- c) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure. SPM takes no responsibility for candidates 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 SPM, Narmadapuram.

- d) Any information submitted by the candidate 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.
- e) Organization shall not be responsible for any application made/wrong information provided by an unauthorized person/institution. Candidates are advised not to share/mention their application details with/to anyone.
- f) Those already working in Central Government/State Government, PSU/Corporation, Public Sector Banks/ Undertakings and Autonomous Bodies will have to produce an original copy of the "No Objection Certificate" from their present employer at the time of document verification. A proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the candidate at the time of joining at Security Paper Mill, Narmadapuram (M.P.).
- g) Person who has been dismissed from the service of any organization need not to apply.
- h) All required qualifications should be full time regular course. Course offered through part time or distance mode will not be entertained for the purpose of the educational eligibility criteria.
- i) The decision of SPM, Narmadapuram in all matters related to this advertisement will be final and binding on the candidates. No correspondence or personal enquiry shall be entertained by SPM, Narmadapuram in this behalf.
- j) The seniority of the candidates on appointment will be as decided by the Security Paper Mill, Narmadapuram on their own merits.
- k) There is no interview for the selection of the said post. The selection will be on merit basis.**
- l) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published or available on Security Paper Mill, Narmadapuram (M.P.) website [www.spmnarmadapuram.spmcil.com](http://www.spmnarmadapuram.spmcil.com) shall prevail.
- m) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction at Hon'ble High Court of Madhya Pradesh, Jabalpur (M.P.).
- n) Appointments of selected candidates will be subject to his/her being declared medically fit by a Medical Officer in the rank of Civil Surgeon **of a Government Hospital**. Character and Antecedents certificate is to be attested by a Gazetted Officer of Central/State Government/MLA/MP/1<sup>st</sup> Class Magistrate/District Magistrate /Sub-Divisional Magistrate only.
- o) Verification of Caste/Tribe (for reserved category candidates only) and completion of all other pre-recruitment formalities is up to the complete satisfaction of Security Paper Mill, Narmadapuram (M.P.). Further, such appointment shall also be subject to service rules/conditions and standing orders as per **SPMCIL RECRUITMENT RULES, 2012 AND ITS AMENDMENTS**.
- p) Even after the online examination, the test paper will not be shared to anybody.
- q) Canvassing in any form will be treated as a disqualification.
- r) No correspondence from applicants regarding their eligibilities to apply for the above posts will be entertained.
- s) No candidate is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- t) No TA/DA will be provided for appearing for the Online Examination.
- u) Please also refer to "How to apply" and "Frequently asked question" section under the link "**APPLY ONLINE**" in case of any difficulty in applying online or register the problem online on <http://spmarmadapuram.spmcil.com>.



- v) Any corrigendum to this advisement will be displayed only on the Organization's website <http://spmarmadapuram.spmcil.com>. Therefore, candidates are advised to keep checking the Organization's website for any update regularly.
- w) The Chief General Manager, Security Paper Mill, Narmadapuram (M.P.) reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Security Paper Mill, Narmadapuram will be displayed only on the Security Paper Mill, Narmadapuram website [www.spmarmadapuram.spmcil.com](http://www.spmarmadapuram.spmcil.com). It will not be intimated to the candidates individually. However, in case of cancellation, Examination fees (if any) paid by the applicants will not be refunded to them.
- x) Internal candidates of SPMCIL who have acquired higher qualification through part time courses will be eligible for higher position if the same has been acquired during the service in SPMCIL with the prior approval of the competent authority, provided they have rendered minimum length of 05 (five) years' service in SPMCIL on the closing date of application process. This exemption will not be applicable if the process of acquiring qualification was commenced or completed before joining SPMCIL.

**Joint General Manager (HR)**

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

**INCOME & ASSEST 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 in 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 \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note 1: 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.

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	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (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: