



**Advt. No.
1/ 2021**

**Bharatiya Reserve Bank Note Mudran Private Limited,
Corporate Office, Bengaluru – 560 029
(A wholly owned subsidiary of Reserve Bank of India)**

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL/Company), a wholly owned subsidiary of Reserve Bank of India presently having its Presses at Mysuru in Karnataka and Salboni in West Bengal and Ink Manufacturing Unit (Varnika) at Mysuru with Corporate Office at Bengaluru invites applications from willing applicants for the posts of Deputy Manager in the field of Networking and Cyber Security and Manager - ERP (On Contract) for its units at Mysuru, Salboni and Corporate Office at Bengaluru.

Applicants are advised to apply Online between **October 27, 2021 to November 19, 2021** only through the Company's website at www.brbnmpl.co.in under the page "Careers". Applicants may apply after carefully going through all the instructions given in this advertisement. No other means/mode of application will be accepted. Before applying applicants should ensure that they fulfill all eligibility criteria as mentioned in the advertisement for the posts. Company will take up verification of eligibility with reference to the original documents only after they have qualified for group discussion and/or interview based on their written examination (Online) result. If the candidates shortlisted for group discussion and/or interview are found 'Not eligible' during the document verification process, they will not be allowed to attend the group discussion and/or interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Applicants who do not fulfill age and the minimum educational qualification & experience as on October 1, 2021 are not eligible and need not apply for the post.

Important Dates:

Opening of website link for applying Online application.	October 27, 2021 to November 19, 2021
Payment of fees in online mode	October 27, 2021 to November 19, 2021
Tentative Schedule of Written examination which will be conducted "Online" at selected centres	December 2021 The exact date, session, reporting time of examination will be mentioned in the call letter. Applicants will be informed through email / sms on their registered email id /mobile number

Based on performance in written examination, qualified candidates will be called for group discussion and/or interview. **Depending on number of valid applications received, the Company reserves the right to vary the selection procedure including that of not holding online written examination, if the number of eligible applicants is less, which shall be intimated in due course.**

(A) Recruitment of Deputy Manager – Post Code 1

The candidates are expected to have domain knowledge in Networking and Cyber Security with extensive experience, having technical and functional proficiency in the field of Networking and Cyber Security.

1) VACANCIES AND RESERVATION

Name of the Post	No. of Vacancies	OBC (belonging to Non Creamy layer)	Unreserved
Deputy Manager	6	1	5

NOTE:

a) The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirement of BRBNMPL.

b) Reservations for OBC category belonging to non-creamy layer are applicable as per Govt. of India orders. Further, even though no vacancy has been reserved for SC/ST/EWS/Persons with Disability (OH & HI categories), they may also apply against above vacancies as applicable if they satisfy the eligibility conditions. The OBC certificate containing the non-creamy clause should have been issued after **30.04.2021**.

c) Applicants belonging to reserved categories as well as those categories for whom no reservation has been provided are free to apply for the vacancies against "Unreserved" vacancies

Note: Applicants whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the examination. They may go through the relevant guidelines and procedure for using a scribe given at D (xii) of this advertisement on the Company's website www.brbnmpl.co.in

2) ELIGIBILITY CRITERIA as on October 1, 2021

Qualification:

Full-time First-class B.E / B. Tech degree in Computer Science or Electronics & Communication or Information technology from AICTE approved Institute / University.

Desirable:

Certifications from Organizations in the area of Network and Cyber Security including CCNA/CEH/CHFI/CISA/CISSP

Experience:

At least five years of relevant experience in Computer Networking including network Security and/or Cyber/Information security. The candidate should have worked as a Network Administrator and/or information security Officer in a reputed company having Production or Manufacturing Unit/PSU/Central or State Government/Consultancy firm empaneled by NICSI (National Informatics Centre Services Inc.).

Desired Skills:

1. Strong in design, implementation and management of network infrastructure and network hardware and able to implement, administer, and troubleshoot network devices including firewalls, routers, switches, Load balancer and controllers. A deep knowledge of network infrastructure protocols is highly desirable.
2. Strong working knowledge of Network and security devices and technologies (i.e. Firewalls, routers, L2 switches, Core L3 Switches, MPLS, DNS, AD, SD-WAN, SD-LAN, VPN, Cloud infra, Server, DHCP, Proxy, monitoring tools, End point security).

3. Have good experience of frameworks such as ISO 27001, PCI DSS, NCIIPC, Cert-In guidelines etc.

3) AGE LIMIT (as on October 1, 2021)

For External candidates: Applicant should be between 30 to 45 years

i.e. applicants born on or after 02/10/1976 and not later than 01/10/1991 are only eligible to apply

Upper age limit is relaxable for OBC candidates by 3 years and PWD candidates by 10 Years. In case of Ex-Servicemen, it shall be relaxed by the length of Military Service increased by 3 years.

Note: Those ex-servicemen who have already secured regular employment under the Central Government in civil post would be permitted the benefit of age relaxation as admissible for ex-servicemen for securing another employment in any higher post or service under the Central Government irrespective of any Group/post. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-servicemen in Central Government.

Age relaxation is as per Government of India guidelines followed for normal recruitments and hitherto being followed by the Company.

For Staff Candidates, who should be a confirmed employee, upper age limit is relaxable by 5 years

NOTE: 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. However, candidates should not have crossed 55 years of age all inclusive as on October 1, 2021.

4) APPLICATION FEE (Non-Refundable):

Rs.300/- (Rupees Three Hundred only). No fee is payable by SC/ST/PWD/Women candidates/ Ex-Servicemen and staff candidates, who should be a confirmed employee of BRBNMPL

The applicants (wherever applicable) have to pay the application fees online as per the method explained in para - F(ii). Transaction charge (if any) levied by the bank for the payment of above application fees is 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.

5) PAYSACLE & OTHER PERKS AND FACILITIES

Pay level 11 of 7th CPC Pay matrix.

The selected candidate will be placed on probation for a period of one year on a Basic Pay of ₹69,700/- per month in the Pay level 11 of 7th CPC Pay matrix. The period of probation may be extended by a further maximum period of one year at the discretion of the Company.

He/she will also be eligible for Dearness Allowance, Perquisites and other allowances, Contributory Provident Fund and Gratuity as per rules of the Company. At present, the Cost to Company (CTC) per annum will be approximately up to ₹23.00 Lakhs. Cost to Company (CTC) includes all allowances and identifiable costs including Retirement

Benefits and other benefits which are subject to conditions as per rules of the Company.

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

Candidates presently in Central Government Services, on selection and appointment, will be eligible for protection of pay as per GOI rules.

The seniority of the candidates on appointment will be as decided by the Company as per the existing rules of the Company.

(B) Recruitment of Manager-ERP (On Contract) – Post Code 2

The candidates will be responsible for implementation of ERP software and coordinate as Functional and Technical consultant. The candidate may also be assigned any other job as per organizational needs. The appointment will be on contract basis, initially for a period of three years extendable further at the discretion of the Company.

1) VACANCIES

Name of the post	No. of posts
Manager - ERP (On Contract)	03 (Unreserved)

2) ELIGIBILITY CRITERIA as on October 1, 2021

QUALIFICATION:

Full-time First-Class Graduate/Post Graduate degree (in any branch of Engineering from AICTE approved Institute / University).

Desirable:

SAP certified Technology / Application Specialist for SAP S/4 HANA. Having in depth knowledge of Functional / Technical proficiency in designing, configuring and implementing in SAP/SAP S4 HANA.

EXPERIENCE:

- (i) A minimum of **eight years** of relevant experience in two SAP full cycle (S4 HANA preferred including machine interfaces) implementation in a reputed company having production or manufacturing unit /PSU/Central or State Government/ Consultancy firm empaneled by NICSI (National Informatics Centre Services Inc.)
- (ii) Should have experience on SAP S4 HANA (Release 1610 onwards) with minimum one full cycle implementation.

Desired Skills:

- As Strategic SAP solution expert, have studied organizational ERP needs and provided roadmap for ERP implementation meeting organization business goals.
- As ERP expert, helped the organization in preparing Tender document translating business needs into ERP requirements. Further have played strategic role in identifying ERP product, selection of a right ERP product and defining futuristic IT road map for the organization.
- As ERP professional, have a mandate to oversee successful ERP implementation meeting organizational needs and ensuring meeting KPI's set by stakeholders.

- Dashboard & Reporting: Have knowledge of management requirements related to dashboard.
- Carry out end to end project management of the ERP implementation.
- Have knowledge on ERP implementation methodology & SAP landscape / architecture industry.
- Aware of the latest and best practices in digital transformation.
- Have knowledge of functional modules and technical requirements (viz. customization, interfaces, analytics, mobility, etc.)
- Knowledge in implementing SAP S4 HANA and associated programming platform.

3) AGE LIMIT (as on October 1, 2021)

Between 35 – 50 years

i.e., applicants born on or after 02/10/1971 and not later than 01/10/1986 are only eligible to apply

4) APPLICATION FEE: Nil

5) EMOLUMENTS AND FACILITIES:

The selected candidate will be paid a fixed consolidated monthly emolument of ₹1,26,000/- (Rupees One Lakh Twenty Six Thousand only) during the Contract period subject to deduction of statutory taxes. The selected candidate will also be eligible for reimbursement of cost of 170 litres of petrol per month for maintaining own vehicle at the place of posting and other perquisites and allowances. He / She will be eligible for Leave and travelling & halting allowances in respect of official journeys performed as per the rules of the Company as applicable to Manager grade. At present, the Cost to Company (CTC) per annum will be approximately up to ₹25.50 Lakhs. Cost to Company (CTC) includes all allowances and identifiable costs and other benefits which are subject to conditions as per rules of the Company. The candidate will **not** be eligible for any leave encashment and superannuation benefits during the contractual period.

The selected candidate on appointment will be eligible for allotment of residential quarters as per the allotment rules of the Company.

The selected candidates will be placed on probation for a period of one year.

C) REIMBURSEMENT OF COST OF TRAVEL:

All applicants will have to appear for the written examination at their own cost. Shortlisted applicants who are called for Group Discussion and/or interview will be reimbursed to and fro cost of 2AC train fare / bus fare by the shortest route from the place of residence/work in India to the place of Group Discussion and/or interview for appearing at the Group Discussion and/or interview subject to production of proof.

D) SCHEME OF SELECTION:

i) For Post code 1 & 2, Selection for the posts will be done through written examination which will be conducted "**Online**", and will be of objective type. This will be followed by Group Discussion and / or Interview of candidates who qualify in the written examination and are short listed for Group Discussion and / or interview.

ii) The Objective type of written examination will consist of tests on Reasoning, English Language, Quantitative Aptitude and Professional knowledge as detailed in the following. All these tests except English and Professional knowledge will be in bilingual form, i.e., Hindi & English and the applicants will have to choose one medium to answer.

Sr. No.	Name of Tests	No. of Qs.	Maximum Marks	Medium of Exam	Duration
1	Reasoning	40	*	Bilingual	30 minutes
2	English Language	40	*	English	25 minutes
3	Quantitative Aptitude	40	*	Bilingual	30 minutes
4	Professional Knowledge	50	80	English	35 minutes

*Only qualifying in nature

iii) In the Selection process, an applicant has to secure minimum qualifying marks in each of the tests of Reasoning, English Language and Quantitative Aptitude. They should rank sufficiently higher in "Professional Knowledge" to be called for Group Discussion and / or Interview as the case may be. The minimum marks will be decided by the Company based on the performance of the applicants in the written examination. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the written examination, Group Discussion and/or interview (as applicable) will not entitle an applicant to appointment in the Company.

iv) The written examination will be held tentatively in the **December 2021**. The exact date, session, reporting time of examination will be mentioned in the call letter and also will be indicated on the Company's website. The applicants will also be informed through email/SMS on their registered email id /mobile number. The written examination will be conducted online in venues given in the respective call letters. The applicants will have to take the examination on the date and time as indicated in the call letter at their own cost. The applicants are requested to keep checking the Company's website www.brbnmpl.co.in for the examination date.

v) The written Examination will be conducted at the following centres:

1) Bengaluru 2) Chennai 3) Kolkata 4) New Delhi 5) Mumbai

vi) Applicants should select only one centre. Choice of centre once exercised by the applicant will be final. No request for change of centre/venue/date/session for written examination shall be entertained. If sufficient number of applicants does not opt for a particular centre for written examination, the Company reserves the right to allot any other adjacent centre to those applicants OR if the number of applicants is more than the capacity available for written examination for a centre, the Company reserves the right to allot any other centre to the applicant. The Company reserves the right to cancel any of the centres and/or add some other centres at its discretion, depending upon the response, administrative feasibility etc. **The Company also reserves the right to allot the applicants to any of the centres other than the one he/she has opted for either within the state or outside the state.**

vii) All applicants will have to appear for the written examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.

viii) Admission to the written examination will be purely provisional without verification of age / qualification / experience / category (SC/ST/OBC/EWS/PWD/Ex-S) etc. of the applicants. Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case it is decided at any stage that an applicant does not fulfill the eligibility criteria and/or has furnished incorrect/false information or has suppressed any material information, his/her candidature will be cancelled. If any of these shortcomings is /are detected during document verification and /or after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.

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

x) **Candidates reporting late** 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 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

xi) **Identity Verification**

In the examination hall as well as at the time of Group Discussion and/or 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 License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / 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. 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.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Group Discussion/ Interview Call Letter while attending the examination/ Group Discussion/ interview

respectively, without which they will not be allowed to take up the examination/ Group Discussion /interview. Candidates 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 candidates who have changed first/ last/ middle name post marriage must take special note of this. If there is any mismatch between the names 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.

xii) Guidelines For Persons with Disabilities Using a Scribe

The candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (a) 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 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.

(a) 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).

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

E) OTHER CLAUSES

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.

Decision of BRBNMPL in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by BRBNMPL in this behalf.

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

The responses (answers) of individual candidates would be analyzed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BRBNMPL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any BRBNMPL 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 affect.

Process for Arriving at Scores

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 applying penalty for wrong answers.
 - (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*
- * Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- (iii) Test wise scores and scores on total is reported with decimal point up to two digits.

Note: Cutoffs are applied in two stages:

- on scores in individual tests
- on Total Score

F) HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR:

- (i) APPLICATION REGISTRATION**
- (ii) PAYMENT OF FEES**
- (iii) DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from October 27, 2021 to November 19, 2021 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should scan their:

- **Photograph (4.5cm × 3.5cm)**
- **Signature (with black ink)**
- **Left thumb impression (on white paper with black or blue ink)**
- **A hand written declaration (on a white paper with black ink) (text given below)**

ensuring that the all these scanned documents adhere to the required specifications as given below at F (iii) of this Advertisement.

- **Signature in CAPITAL LETTERS will NOT be accepted.**
- **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.)
- **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."

The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.

- **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.**
- **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. BRBNMPL may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE)

PAYMENT OF FEE ONLINE: OCTOBER 27, 2021 TO NOVEMBER 19, 2021

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

(i) APPLICATION REGISTRATION

- Candidates to go to the **BRBNMPL** website www.brbnmpl.co.in career page, click on the option "**APPLY ONLINE**" which will open a new screen.
- To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.

- The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
- Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "(iii)".
- Candidates can proceed to fill other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
- 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.
- Click on 'Payment' Tab and proceed for payment.
- Click on 'Submit' button.

(ii) PAYMENT OF FEES

ONLINE MODE

The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

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

On successful completion of the transaction, an e-Receipt will be generated.

Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**

For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

To ensure the security of your data, please close the browser window once your transaction is completed.

There is facility to print application form containing fee details after payment of fees.

(iii) GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

Photograph must be a recent passport style colour picture.

Make sure that the picture is in colour, taken against a light-colored, preferably white, background.

Look straight at the camera with a relaxed face

If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

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.

Dimensions 200 x 230 pixels (preferred)

Size of file should be between 20kb–50 kb

Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

The applicant has to sign on white paper with Black Ink pen.

Dimensions 140 x 60 pixels (preferred)

Size of file should be between 10kb – 20kb for signature

Ensure that the size of the scanned image is not more than 20kb

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

File type: jpg / jpeg

Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)

File Size: 20 KB – 50 KB

The applicant has to write the declaration in English clearly on a white paper with black ink.

File type: jpg / jpeg

Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)

File Size: 50 KB – 100 KB

The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person. If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified. Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

Set the scanner resolution to a minimum of 200 dpi (dots per inch)

Set Colour to True Colour

File Size as specified above

Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/Microsoft Office can easily obtain documents in .jpeg format by using MS Paint or Microsoft Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for uploading the documents

While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration. Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"

Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.

Select the file by clicking on it

Click the 'Open/Upload'

If the file size and format are not as prescribed, an error message will be displayed.

Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note: In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

If the photo is not uploaded at the place of Photo Admission for Examination will be rejected / denied. Candidate him/herself will be responsible for the same.

Candidates should ensure that the signature uploaded is clearly visible

After registering online candidates are advised to take a printout of their system generated online application forms.

ACTION AGAINST CANDIDATES 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, Group Discussion and/or interview 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/ Group Discussion/ interview 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/ Group Discussion /interview 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 BRBNMPL.
 - (c) for termination of service, if he/ she has already joined BRBNMPL.

G) INSTRUCTIONS TO 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.

- (a) They should keep the following documents ready with them.
 - (i) Self attested copies of the certificates pertaining to age, educational qualification i.e Copies of all the certificates and mark sheets of all semesters/years and experience i.e Experience certificate on the letterhead of employer.
 - (ii) Self attested copies of Caste/Tribe certificates for SC/ST/OBC applicants. The certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and *services* for these categories **under the Government of India**
 - (iii) A copy of the Disability certificate issued by the Competent Authority as prescribed by Government of India from PWD applicants. Candidates having less than 40% disability are not eligible for concessions meant for PWD applicants.
 - (iv) Ex Servicemen applicants should keep a copy of discharge certificate. They should note that they are having post qualification experience as specified in the advertisement to be

eligible for the post. A copy of the specific certificate on the letter head of the employer in support of the required experience should be kept ready with them.

- (b) Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of Group Discussion and/or interview / document verification or if advised to submit at any date, after being shortlisted for Group Discussion and/or interview on the basis of written examination results. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places viz. in Online application, call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.

Important – Applicants may please note that in case of any problem in filling up the form, payment of fee/intimation charges, queries may be made at <http://cgrs.ibps.in> by mentioning “BRBNMPL Recruitment” in the subject of the email. Applicants should not forget to mention “BRBNMPL Recruitment of Deputy Manager” / “BRBNMPL Recruitment of Manager - ERP (On Contract)” with post code, as the case may be, in the subject line.

H) THE APPLICANTS MAY NOTE THE FOLLOWING:

- (i) The SC/ST/PWD applicants should keep a photocopy of the Caste/Tribe/Disability Certificate issued by the Competent Authority **in the Government of India format** at the time of Group Discussion and/or interview or at any date after being advised about the same.
- (ii) The applicants belonging to OBC claiming reservation in eligibility criteria should submit a photocopy of the certificate issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes in Civil Posts and services **under the Government of India** at the time of Group Discussion and/or interview 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 OBC certificate containing the non-creamy clause should have been issued after **30.04.2021**. The applicant should not belong to the socially advanced sections/Creamy Layer as on the last date of application. The OBC applicants coming under ‘Creamy Layer’ will be treated as “GENERAL” category applicants and hence they should select their category in online application as ‘GENERAL’. It may be noted that only the castes/subcastes figuring in the Central List (Government of India) will be considered. Accordingly, OBC caste/Subcaste figuring in the concerned State list but not in Central List will not be considered under OBC category.
- (iii) Ex Servicemen applicants should keep a copy of discharge certificate. They should note that they are having required post qualification experience to be eligible for the post.
- (iv) Applicants already in service of Government / Quasi Government Organisations, Public Sector Banks / Undertakings and Autonomous Bodies will have to keep a photocopy of the “No Objection Certificate” from their employer along with the printout of the application and submit the original for verification at the time of Group Discussion and/or interview / document verification, if selected for the same. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the

previous employer will have to be produced by the applicant in absence of which he will not be allowed to join the Company.

- (v) Persons who have been dismissed from the service of any organisation **need not apply.**
- (vi) Applicants who had joined the services of BRBNMPL from previous recruitment exercises and had left the services of the Company on account of discrepancy in their previous employers' experience certificates or false declaration of information or false caste certificates etc., **need not apply.**
- (vii) The decision of BRBNMPL, in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by BRBNMPL in this behalf.
- (viii) Selected candidates are liable to be posted to any of the Presses / Offices (i.e. Mysuru in Karnataka State / Salboni in West Bengal, Corporate Office at Bengaluru, Ink Manufacturing Unit (Varnika) at Mysuru or at any of the offices / presses that may be opened by the Company in future.
- (ix) Appointments of selected candidates will be subject to his/her being declared medically fit by Company Medical Officer, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer and referees, verification of caste/tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the Company. Further, such appointment shall also be subject to Service rules and Standing orders of the Company.
- (x) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Company's website www.brbnmpl.co.in shall prevail. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Bengaluru.
- (xi) Canvassing in any form will be treated as a disqualification.
- (xii) No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.
- (xiii) No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.
- (xiv) Please also refer to "How to apply" and "Frequently asked question" section under the link "Click here for applying online" in case of any difficulty in applying online.
- (xv) Any **corrigendum** to this advertisement will be displayed only on the Company's website www.brbnmpl.co.in. Therefore, applicants are advised to keep checking the Company's website for any update.
- (xvi) The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be displayed only on the Company's website www.brbnmpl.co.in. It will not be intimated to the applicants individually. However, in case of cancellation, Examination fees paid (if any) by the applicants will be refunded to them.
