



# BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

(A Joint venture of SPMCIL – A Govt. of India Enterprise and

BRBNMPL – A Subsidiary of Reserve Bank of India)

CIN:U21090KA2010PTCO55475

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

**Advt.No.03/2023 Dtd.17.11.2023**

## **HIRING OF OFFICE/ACCOUNT ASSISTANTS PURELY ON CONTRACT BASIS FOR A TEMPORARY PERIOD OF 01 YEAR**

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

The company is looking forward for energetic personnel with good academic record in the following discipline purely on contract basis for a period of one year:

Sl.No.	Particulars	
01	<b>Name of the Post</b>	<b>OFFICE/ACCOUNT ASSISTANT on contract</b>
02	<b>No of Post</b>	03 Posts (Three Posts)
03	<b>Essential Educational Qualification (as on 12.12.2023)</b>	Full time B.Com with minimum 60% Marks in aggregate from a recognised Indian University.
04	<b>Essential Experience (as on 12.12.2023)</b>	<b>Minimum 02 years</b> relevant Post qualification experience in Industry/Financial Institution.
05	<b>Maximum Age (as on 12.12.2023)</b>	30 Years
06	<b>Remuneration</b>	A consolidated amount of Rs.26,000/- pm + applicable PF (12%) and Conveyance reimbursement of Rs.2,000/- pm.

Note: The number of vacancies indicated above are only provisional and may change according to the actual requirement of the company.

### **General Conditions:**

1. The current invitation is purely on contract basis for a temporary period of one year for attending to specific and time-bound jobs. The appointment would be on full-time basis and they cannot take up any other assignment with any other firm/company during the period of engagement with BNPMIPL.
2. The engagement is of a temporary nature and can be cancelled at any time without assigning any reason. The engagement does not confer any right whatsoever for any future regular employment in BNPMIPL.

**3. Tenure of engagement:** will be for a period of one year, which may be further extendable on need basis for another 2 years with one year each time.

**4. Various Entitlements/Service Conditions:**

**I. Remuneration:**

He/she will be paid a consolidated remuneration of **Rs.26,000/- (Rupees Twenty Six Thousand Only) per month** all-inclusive subject to statutory deductions such as Professional Tax/ Income Tax etc. as per extant rules. He/she shall contribute towards PF @ 12% of his/her salary. Similarly the Company will make matching contribution. Besides, he/she will be paid **conveyance reimbursement of Rs.2,000/- per month** on declaration basis. In the event the engagement is extended for company's requirement, the remuneration would be enhanced by Rs.750/- for each year of extension.

**II. Leave and other facilities:**

He/she will be entitled for one day casual leave per calendar month or 12 days in a year and shall not be entitled for any other kind of leave during the period of employment with us.

He/she will be entitled for free/subsidised food facility in BNPM Canteen as applicable to employees of the Company. He/she shall also be covered under Personal Accidental Insurance coverage of Rs.Three lakhs as provisioned by the company;

**III. Other Allowances:**

No other facilities, perks and allowances would be admissible beyond what is indicated at para-4 (I to II) above.

**5. How to apply:**

The interested Candidates applying for the post mentioned above are advised to submit the application in the prescribed format published herewith **through soft copy/PDF document along with all related testimonials/certificates** in support of educational qualifications, experience and other relevant certificates **to be sent in the email id: [recruitment1@bnpmindia.com](mailto:recruitment1@bnpmindia.com).**

Additionally, the applicants may also send their application with self-certified copies of testimonials/certificates in support of educational qualifications, experience, and any other relevant certificates along with a self-certified recent passport size photograph by speed post before the last date.

Applications, complete in all respects along with enclosures should be sent only to the above E-mail address and/Speed post to the following address so as to reach on or before 12.12.2023, 17.00 hrs.

The envelope should be superscribed as

Application for the Post of OFFICE/ACCOUNT ASSISTANT on contract

Ref: A d v t .No . 03/2023 dtd.17.11.2023 & Send to

The Sr.General Manager (HR & Admin.)

Bank Note Paper Mill India Private Limited,

Administrative Building, Paper Mill compound

Note Mudran Nagar, Mysuru -570003

BNPM will not be responsible for E-mail /Postal delay or loss/ Non-delivery thereof.

No correspondence in this regard will be entertained.

::3::

Incomplete applications, applications not in the prescribed format, applications without the copies of marks sheets & certificates or applications received either by e-mail or speed post after the closing date are liable to be rejected.

**6. Selection Process:** After receipt of applications and scrutiny, the eligible candidates will be provisionally shortlisted for Written Test and/or Personal Interview, which will be notified to the shortlisted candidates through e-mail/post and shall be hosted in the company's website.

**The applicants are requested to visit the company's website [www.bnpmindia.com](http://www.bnpmindia.com) for any information regarding schedule of interview/selection process etc.**



[CLICK HERE FOR APPLICATION  
FORMAT](#)