



## **BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

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

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

### **EMPLOYMENT NOTIFICATION NO. 01/2026 DTD.22.01.2026**

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

**The company invites applications for the following post from eligible and willing Indian citizens:**

<b>Name of the Post</b>	<b>No. of Post</b>
General Manager (HR & Admin.)	01 UR

Candidates from reserved categories fulfilling eligibility criteria may also apply for the post earmarked for UR as per Government Rules.

**Abridged advertisement will also be published in Employment News dated 07.02.2026 or subsequent issues if not the earlier.**

**Start Date for receipt of Application: 07.02.2026**

**Last date for receipt of Application : 02.03.2026**

**1.ELIGIBILITY CRITERIA:****QUALIFICATION, EXPERIENCE, AGE, ETC. FOR THE POST IS AS UNDER:**

Sl. No	Name of the Post	Approx No.of vacancy	Minimum & Maximum Age (as on 02.03.2026)	Essential Educational Qualifications (as on 02.03.2026)	Post Qualification Minimum experience (as on 02.03.2026)
01	General Manager (HR & Admin.)	01 (UR)	45 - 52 Years	<p>Graduate (Full time) from a recognised Indian university/ Institute and Two years Full time MBA (HR /IR / Personnel) /MSW (HR) / equivalent PG degree in PM / IR/ ILW with minimum 60% marks from a recognised Indian university/ Institute.</p> <p><b>(OR)</b></p> <p>2. Graduate (Full time) from a recognised Indian university/ Institute and Two years Full time PG Diploma in HR / IR /Personnel with minimum 60% marks from a recognised Indian university/ premier Institutions like IIM, XLRI, XIMB etc.</p> <p><b><u>Desirable</u></b> A degree in law will be desirable.</p>	<p><b><u>18 years'</u></b> post qualification experience in large and reputed Companies, including Public Sector Undertakings out of which minimum 2 years experience at Senior level (HR) / heading the HR &amp; Admin. Department with hands on experience in</p> <ul style="list-style-type: none"><li>• Policy formulation</li><li>• Manpower Planning</li><li>• Handling Recruitment, Promotion, Performance Management System.</li><li>• Handling reservation registers and rosters.</li><li>• Contract Labour administration</li><li>• Learning and Development and Talent Management.</li><li>• CSR</li><li>• Employee relations &amp; Industrial Relations.</li><li>• Handling Disciplinary matters.</li></ul>

Sl. No	Name of the Post	Approx No.of vacancy	Minimum & Maximum Age (as on 02.03.2026)	Essential Educational Qualifications (as on 02.03.2026)	Post Qualification Minimum experience (as on 02.03.2026)
					<ul style="list-style-type: none"> <li>• Wage administration.</li> <li>• Conciliation/ Tribunal matters.</li> <li>• Court case management.</li> <li>• Labour legislation.</li> <li>• General administration including estate management, employee claim management, guest house, security etc.</li> <li>• RTI matters.</li> <li>• Liaisoning with Government Agencies.</li> </ul> <p>The candidate must possess strong competencies in handling HR, OD intervention, L&amp;D, PMS, Policy formulation apart from Industrial Relations &amp; compliance with labour laws in a <b><u>Manufacturing/ Process Industry.</u></b></p> <p>Applicants working on a regular basis in PSU/Govt. should have out of the total experience minimum last 2 years regular service should be</p>

Sl. No	Name of the Post	Approx No.of vacancy	Minimum & Maximum Age (as on 02.03.2026)	Essential Educational Qualifications (as on 02.03.2026)	Post Qualification Minimum experience (as on 02.03.2026)
					<p>in one grade below i.e.,</p> <p>(i) CDA pattern of pay scale in Pay Level 13 (Rs.1,23,100-2,15,900/-) in the central pay matrix</p> <p><b>OR</b></p> <p>(ii) E6 grade or equivalent IDA pattern of Pay scale of Rs. 90,000-2,40,000/-</p> <p><b>OR</b></p> <p>(iii) drawing an annual CTC of Rs.26 lakhs/- or more for candidates from private sector companies with annual turnover of Rs.1000 crores or more.</p>

- Note:** 1. Candidates having qualification in allied branch/equivalent discipline other than specified above need not apply;
2. The no. of vacancies indicated above are only provisional and may change according to the actual requirement of the company.
3. The period of training / internship / teaching / academic / fellowship / PhD research experience shall not be counted as a part of experience.

## **2. RESERVATION & RELAXATION:**

Relaxation in upper age limit as on **02.03.2026** will be extended as per Government of India guidelines, which inter-alia would be as under:

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

### **Note:**

1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
2. Date of birth as per Secondary School Certificate (SSC) or equivalent examination should be mentioned.
3. Persons suffering from not less than 40% of relevant disability certified by Competent Authority shall alone be considered for age relaxation to PwBD candidates.
4. The SC/ST/OBC/EWS/PwBD applicants should submit Caste/Tribe/Disability Certificate issued by the Competent Authority as in Government of India format.
5. The Candidates under OBC category are required to meet the following conditions:
  - The candidate must not belong to creamy layer/socially advanced sections.
  - The name of caste and community of the candidate must appear in the 'Central list of Backward classes'.
  - The candidate need to furnish their OBC certificate as per the format prescribed by the Government of India (not older than one year as on **02.03.2026**), from the Competent Authority, at the time of verification of documents/credentials.
  - The OBC applicants coming under 'Creamy Layer' will be treated as 'UR/General' Category Candidates, and hence should indicate their category as 'UR/General'.
6. An Ex-serviceman should produce a certificate in the prescribed proforma to the Company that he/she has been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency from the Defence Forces.
7. A certificate for Ex-Servicemen should be signed by the appropriate Authority specified below and should also specify the period of Service in the armed forces;  
In case of JCOs/ORs and equivalent rank of Navy and Air Force – Army: By concerned regimental record office, Navy: Naval records, Mumbai, and Air Force: Air force record, New Delhi.
8. An ex-serviceman who has once joined the Government job on the Civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his Ex-serviceman status for the purpose of re-employment in Government ceases and thus will not be eligible to seek relaxation in upper age limit as detailed above.
9. In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis subject to maximum of 55 years.
10. Once the category is notified in the application form, it cannot be changed at any stage later on.

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

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

Requisite fee must be paid along with the application by means of Banker's cheque/Demand Draft (Validity 03 months) issued by a Nationalized Bank drawn in favour of "**BNPM Recruitment Account**" payable at **Mysuru**. Payment in any other manner will not be accepted.

#### **4. PAY SCALE AND EMOLUMENT**

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

Name of the Post	Pay Level (Equivalent of Central Govt. Pay)	Minimum Basic Pay (Rs.)	Cost to Company (CTC) per annum Approximate (Rs.)
General Manager	13 A	1,52,000/-	47 lakhs

**Other Allowances and Benefits:** In addition to Basic Pay, DA (Central DA @ 58% at present), HRA- depending on the place of posting i.e., @20% (on Basic Pay) for Mysuru. Other benefits and perquisites shall be as per the rules of the company including PF, Gratuity, Indoor Mediclaim Insurance, Outdoor Medical Reimbursement, LTF, Children Education Allowance, Washing Allowance, Furnishing Allowance, Interest Subsidy on Housing Loan, Canteen facility, Conveyance Reimbursement etc. In addition, the executive will also be eligible for Performance Linked Incentive subject to company's and individual performance.

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

#### **5. SELECTION PROCEDURE:**

Selection for the above-mentioned post will be done through Personal Interview. Depending upon the number of valid applications received, selection procedure may vary and shall be intimated in due course.

#### **6. HOW TO APPLY**

##### **Pre- Requisites for Sending Application:**

The Candidates applying for the post mentioned above are advised to submit the application in the prescribed format published herewith on one side only on A4 - size paper along with a requisite fee, self-certified copy of testimonials/certificates in support of educational qualifications, experience, caste category and any other relevant certificates along with a self -certified recent passport size photograph and should enclose a **DD for Rs. 300 /- for SC/ST/PwBD candidates and Rs.800/- for all other candidates** drawn in favour of "**B N P M Recruitment Account**" payable at Mysuru issued by any Nationalized Bank.

Applications, complete in all respects along with enclosures should be sent only to the following address by Ordinary/Speed post so as to reach on or before 02.03.2026, 17.00 hrs.

The envelope should be superscribed as  
**Application for the Post of "GM (HR & Admin.)"**

Ref: A d v t.No . 01/2026 dtd.22.01.2026

**The Managing Director**  
**Bank Note Paper Mill India Private Limited,**  
**Administration Building**  
**Paper Mill compound**  
**Note Mudran Nagar**  
**Mysuru -570003**

**BNPM will not be responsible for Postal delay or loss/ Non-delivery thereof.**  
**No correspondence in this regard will be entertained.**

Please note that, the above procedure is the only valid procedure for applying. No other mode of application or Incomplete applications, applications not in the prescribed format, applications without the copies of marks sheets & certificates or applications received after the closing date are liable to be rejected.

**Note:**

- The version of the detailed advertisement given in the Company's website shall be treated as final and shall supersede any other versions for all purposes. Any corrigendum/addendum relating to this advertisement/recruitment shall be hosted/notified in company's web site only. Accordingly, the candidates are advised to visit Company's website [www.bnpmindia.com](http://www.bnpmindia.com) regularly.
- Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

**Last Date of receipt of application : 17.00 hrs on 02.03.2026**

**7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application. At the time of examination/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/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 /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/interview for which he/ she is a candidate;
  - (b) to be debarred either permanently or for a specified period from any examination/interview conducted by the company;
  - (c) for termination of service, if he/ she has already joined the Company.

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

**8. IMPORTANT GENERAL INSTRUCTIONS:**

1. **Prescribed qualifications and experience are minimum and mere possession of the same does not entitle a candidate to be called for Interview. Management reserves the right to reject any application without assigning any reason and to raise or relax the standard of specifications depending upon response.** The recruitment process can be cancelled/suspended/deferred/terminated without assigning any reason. The decision of the management will be final and no appeal will be entertained.
2. If the candidate knowingly or willfully furnishes incorrect or false particulars/In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these



- shortcomings are detected even after appointment, his/her services are liable to be terminated.
3. Candidates seeking relaxation in Fee/Age must produce requisite certificates in original in support of his/her claim at the time of verification process.
  4. Applications received without requisite application fee and applications not submitted strictly in required format /incomplete applications will be summarily rejected.
  5. Applications received after the due date as mentioned above will not be considered and will be summarily rejected.
  6. Admission to the Interview will be purely provisional without verification of age/qualification/experience/category (SC/ST/OBC/PwBD/EWS/Ex-Ser.) etc. of the applicants. Each applicant should therefore, ensure that he/she fulfils the eligibility criteria and that the particulars furnished in the application are complete and correct in all respects. In case it is detected at any stage that an applicant does not fulfil the eligibility criteria and /or has furnished incorrect information or suppressed any material information, his/her candidature will be cancelled and, if already appointed, his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.
  7. All educational qualifications should be obtained from recognized Indian universities/institutions. **If grades are awarded instead of marks i.e CGPA/DGPA/OGPA/SGPA etc., candidates should clearly indicate its numerical equivalent (upto two decimal points) and submit documentary proof by relevant college/university/educational institute stating the corresponding percentage obtained at the time of document verification. In the absence of such information, the candidature of the applicant is liable for rejection.**
  8. The percentage of marks is to be calculated as aggregate of all the semesters/trimesters/years taken together. Accordingly, statement(s) showing marks obtained in all the semesters/trimesters/years should be enclosed along with the application.
  9. Candidates should submit proof for applicable Pay scale equivalence to Pay Level 13 as per 7th CPC or IDA scale as well as proof of date of acquiring Pay Scale equivalent to Pay Level-13 as per 7<sup>th</sup> CPC/ applicable IDA scale (Appointment Letter/Promotion Letters wherever applicable).
  10. Candidates should submit experience certificate(s) issued by their employers clearly mentioning the date of joining as well as relieving in their respective employment. In case of present employment, copy of appointment letter and latest salary statement issued by the employer, indicating their date of joining should be submitted and originals to be produced at the time of document verification. All Post Qualification Experience Certificates mentioning the nature of the job handled, indicating the date of joining and relieving of the posts (e.g. Offer/Appointment letter, Experience Certificate, Last 3 months pay slip on company's letterhead, Form-16, joining/Relieving order, etc. should be submitted along with the application.
  11. The candidates should submit all certificates to establish the experience claimed in their application, failing which their candidature shall be cancelled and they shall not be considered for further selection. In the absence of such documents, candidature of the applicant is liable for rejection.
  12. Candidates serving in Government/Public Sector Undertakings should produce "No Objection Certificate" from their employer at the time of verification of documents /credentials, failing which their candidature may not be considered.
  13. Persons who have been dismissed from the service of any organization need not apply.
  14. The decision of the company in all matters w.r.t. eligibility, verification of documents/credentials, short listing of applicants for interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.
  15. Selected candidates will be liable to be posted in company's office at Mysuru or at any other places as may be existing/opened.
  16. Company takes no responsibility to collect any certificate/remittance sent separately.



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

[OFF -LINE APPLICATION FORMAT - CLICK HERE](#)

[CERTIFICATE FORM - SC/ST/OBC/PwBD/EX-SERVICEMEN - CLICK HERE](#)