



BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(A wholly owned subsidiary of Reserve Bank of India)

Corporate Office, Bengaluru — 560 029

Advt. No. 4/ 2017

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL/Company), a wholly owned subsidiary of Reserve Bank of India invites applications from eligible candidates for filling up one post of **Chief Financial Officer cum Company Secretary** (on regular basis), in the grade of General Manager at its Corporate Office in Bengaluru. In addition to Finance & Accounts functions, the selected candidate shall be required to discharge the statutory functions as Company Secretary.

1) RESERVATION

The post is reserved for the Other Backward Classes- Non Creamy Layer (OBC) and therefore only OBC applicants are eligible to apply for the post provided they satisfy all the eligibility criteria.

NOTE:

Reservation will be applicable **as per Govt. of India guidelines**. Further, even though no post has been reserved for Persons with Disability (OH & HI categories), they may also apply against vacancies as applicable if they satisfy the eligibility conditions and belong to OBC. They will be allowed age relaxation subject to the condition that maximum age of the PWD candidate shall not exceed 56 years as on **November 1, 2017**.

2) ELIGIBILITY CRITERIA as on November 1, 2017

Qualification:

Essential

Qualified Chartered Accountant (ICAI) and Qualified Company Secretary (CS)

Desirable

Qualified Cost Accountant (CMA) and/or MBA (Finance)

Experience:

- 15-20 years' experience in the Finance and Accounts department of large and reputed Companies, including Public Sector Undertakings.
- Minimum 3 years at Senior level (Finance) in reputed organization/s.
- Should have acumen/ experience of independently handling all aspects of Finance and Accounting, including Treasury functions, Imports etc.
- The applicants, during the last three years, should have been drawing Basic Pay in level 13 and above in the pay matrix (as per CCS(RP) Rules 2016) or drawing a Grade Pay of ₹8,700/- (as per CCS(RP) Rules 2008) or more if the organization follows Central Government pay scale; or in the PSU pay Scale of ₹32,900-58,000 (pre-revised) equivalent to E5 grade or above; or drawing a monthly gross salary of ₹1,20,000/- or more if employed in other sector.

Age: 45-55 years of age as on November 1, 2017.

3) APPLICATION FEE (Non-Refundable):

₹300/- for all

Nil for PWD candidates.

Requisite Fee must be paid along with the application by means of Banker's Pay Order / Bank Draft (validity 3 months) issued by a Scheduled Commercial Bank drawn in favour of "Bharatiya Reserve Bank Note Mudran Private Limited" and payable at "Bengaluru". Payment in any other manner will not be accepted. Fees once paid will not be refunded.

4) PAYSACLE & OTHER PERKS AND FACILITIES

Pay level 14 of 7th CPC Pay matrix.

The selected candidate will be placed on probation for a period of one year on a Basic Pay of ₹1,77,400/- per month in the Pay level 14 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.

The initial gross monthly emoluments including Dearness Allowance at Central Government rate (presently 5%) is ₹1,86,270 (approx.) (excluding House Rent Allowance). In addition to this, he/she is eligible for Food Vouchers, Contributory Provident Fund, Gratuity, Reimbursement of conveyance expenses along with Driver's Salary and vehicle Maintenance charges, Reimbursement of telephone charges, Subscription to newspaper, Medical facility for self and dependents, Children Education Allowance, Ex-gratia, Productivity Linked Reward etc. as per the rules of the Company. After confirmation, he/she will be eligible for other facilities viz. Leave travel facility, Leave encashment, Annual health check-up, cost of Spectacles / Contact lenses, Electronic Device facility, Furnishing of residence, Interest subsidy on housing loan, Company's car facility etc. as per the 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 at Central Government rate.

Note: For candidates possessing very high academic or professional qualification / experience of significant value to the Company, BRBNMPL may, at its sole discretion, consider granting up to four advance increments. The Company, at its sole discretion, may consider requests for higher emoluments on account of higher qualification/special experience of value to the Company at the interview stage only. Such information may be furnished in the Application Form in the appropriate column. The number of maximum increments will be four. The Company will not entertain any request received after the interview.

5) SELECTION PROCEDURE

The Selection for the above post will be made through Interview of eligible short-listed candidates. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for interview. In case the number of applications received is large, BRBNMPL reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview. The decision of BRBNMPL in this regard is final.

6) HOW TO APPLY

Those who satisfy the above eligibility conditions may send their applications **BY POST** in the prescribed format in **A4 size** only available in the Career page of the BRBNMPL's website www.brbnmpl.co.in giving full details of age, qualification with year of passing, experience, community, last salary drawn and position being held together with the photocopies of testimonials towards proof for the same in a cover superscribed "Application for the post of Chief Financial Officer cum Company Secretary" to the following address so as to reach on or before **November 13, 2017**.

"The Managing Director, BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED, Corporate Office, No. 3 & 4, 1st Stage, 1st Phase, BTM Layout, Bannerghatta Road, Post Box No. 2924, Bengaluru – 560 029."

The prescribed last date is extendable by one week i.e **November 20, 2017** in case of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep or abroad.

7) IMPORTANT GENERAL INSTRUCTIONS:

- It is essential that the application is strictly in accordance with the prescribed format and is properly and completely filled in and all certificates/mark sheets, are attached and contains no corrections / alterations / over-writing. The application may be downloaded from the Company's website or may also be typewritten or neatly hand written in English.
- The prescribed qualification and experience are bare minimum and mere possession of the same does not entitle applicants to be called for interview. In case the number of applications received in response to the advertisement is large, it will not be possible for BRBNMPL to interview all the applicants. BRBNMPL may, therefore, restrict the number of applicants for interview to a reasonable limit. The applicants will be shortlisted on the basis of qualifications / experience / professional achievements / management skills and personal qualities / strength. The applicants should, therefore, mention all qualifications / experience / achievements / specialization in relevant field including those over and above the minimum qualifications in their applications.
- The decision of BRBNMPL in all matters regarding eligibility, shortlisting of applicants for interview, conduct of interview and final selection will be final and binding and no correspondence will be entertained in this regard.
- Applicants already in service of Government/Quasi Government Organisations/ Public Sector Undertakings/Autonomous Bodies will have to enclose a Photocopy of "NO OBJECTION CERTIFICATES" from their employer along with the application and submit the Original for verification at the time of interview, if selected for the same. At the time of joining, a proper and unconditional relieving order from the previous employer will have to be produced by the candidate.
- All educational qualifications must have been obtained from Government recognized universities / institutions. If Grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent along with the conversion formula. In the absence of this information, the applications are liable for rejection.
- Persons who have been dismissed from service of any Govt. / Private organization, Public Sector Undertakings, Semi Govt. / Autonomous Body need not apply.

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FROM PREVIOUS PAGE

- vii) The appointment will be subject to formalities like medical examination, character verification, police verification and caste verification.
- viii) The selected candidate on appointment will be eligible for allotment of residential quarters as per the allotment rules of the Company subject to availability. If residential quarter is not allotted, the candidate will be eligible for HRA at Central Govt. rate.
- ix) In case it is detected at any stage that an applicant does not fulfill the eligibility criteria and / or has furnished incorrect information or suppressed any material information, his candidature will be cancelled and, if already appointed, his services will be summarily terminated without giving any notice or any compensation in lieu thereof.
- x) The selected candidate will be posted at the Company's Corporate Office at Bengaluru or to any other office at any place as may be decided by the Company.
- xi) The candidates who are allowed to face the interview will be reimbursed Air Fare by Economy class / IAC train fare from their place of residence / work and back by the shortest route within India subject to production of tickets. In case the candidates undertake the travel by any other mode/class, the reimbursement will be restricted to the actual fare incurred or the IAC train fare, whichever is less.
- xii) Incomplete applications, applications not in the prescribed format, applications without the copies of marks cards & certificates, and applications received after the closing date are liable to be rejected. Any column left blank will make the application incomplete and liable for rejection.
- xiii) BRBNMPL / Company takes no responsibility for any delay in receipt or loss in postal transit of any application / communication or to collect any certificate sent separately.
- xiv) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version published in Employment News and 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.
- xv) Canvassing in any form will be treated as a disqualification.
- xvi) No request will be entertained from the applicants seeking advice about their eligibility to apply.
- xvii) Any corrigendum to this advertisement will be displayed only on the Company's website www.brbnmpl.co.in

**Application for the post of
Chief Financial Officer cum Company Secretary**

FEE PAID
(For Office use only)

**Please affix your
recent photograph
and sign across**

- Name in full (Shri / Ms.): _____
(In BLOCK letters as appearing in SSLC / SSC certificate)
- Gender: Male / Female _____
- Father's / Husband's name: _____
- a) Date of Birth: _____ 19 _____
(Attach a copy of school _____ Date _____ Month _____ Year
leaving certificate)
- b) Age as on 1st November 2017: _____ Years _____ Months _____ Days
- Nationality: _____
- a) Address for communication (in BLOCK LETTERS). Name not to be repeated.

_____ PIN _____
- b) Telephone No. (with STD code) _____
- c) Mobile No. : _____
- d) Email: _____
7. Category: OBC (Non Creamy Layer), Caste Name : _____
(please attach your caste certificate in Govt. of India issued by the Competent Authority)

- Do you belong to Orthopaedically/Hearing impaired category? Yes/No _____
(If yes, please attach a copy of your Disability Certificate in Govt. of India format issued by the Competent Authority)
- Educational Qualifications (As on 01/11/2017) [Use separate sheet, if required, duly signed]
(Please attach self-attested photocopies of marks sheets of all years/semesters and Certificates issued by the University/Institute)

Name of the Board/ University/ Institute	Examination passed	Division/ Class/ Grade	Main subjects offered	Month & Year of passing	Percentage of marks in the aggregate (upto 2 decimals)

**10. Experience (As on 01/11/2017) [Use separate sheet, if required, duly signed]
Please attach copy of the certificate in support of your experience in each organisation**

Name/s with full address/es of the employer/s	Department	Period of employment From To	Nature of duties	Designation / post held	Last Gross Salary drawn

- Type of present Employment, if employed (Central / State / PSU / Others) _____
- Pay details during the last three years (Please enclose documentary evidence) Pay level / Grade Pay _____, Pay Scale _____ Total Emoluments _____
- Any request for higher emoluments on account of higher qualification/ special experience of value to the Company: Yes / No _____ (Please attach a letter substantiating your request along with documentary evidence)
- Particulars of Banker's Pay Order / Demand Draft
(Please attach the Pay Order/DD to this application)

Name of the issuing Bank	Date of Issue	Pay Order/ DD Number	Amount (₹)

DECLARATION

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or suppressed or I do not satisfy the eligibility criteria, my candidature / appointment, at any stage, is liable to be cancelled / terminated. I am willing to serve anywhere in India. I hereby agree that any legal proceedings in respect of any matter or claim or dispute arising out of this application and / or out of the said advertisement can be instituted by me only at Bengaluru, and courts / tribunal / forums at Bengaluru only shall have the sole and exclusive jurisdiction to try the case / dispute. I undertake to abide by all the terms and conditions mentioned in the Advertisement No. 4/2017 issued by BRBNMPL.

Place: _____
Date: _____ (Signature of the candidate)

(Important: Use only A4 size paper for application and other testimonials)

Annex - 'A'

Declaration to be signed by OBC candidates

I _____ son / daughter of Shri _____ Resident of village / town / city _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognised as backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93-(SCT) dated 08.09.1993. It is also declared that I do not belong to the persons / sections (creamy layer) mentioned in column 3 of OM No.36012/22/93-(SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training Office Memorandum No.36033/3/2004-Estt.(Res) dated 09.03.2004 and 14.10.2008.

Place: _____
Date: _____ (Signature of the candidate)

