



भारत सरकार टकसाल मुंबई

INDIA GOVERNMENT MINT MUMBAI

आईएसओ 9001:2008, आईएसओ 14001:2004 एवं  
एनबीएल/आईएसओ 17025:2005 प्रमाणित इकाई  
भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई  
सीआईएन : U22213DL2006GO1144763  
मिनी-रत्न श्रेणी | सीपीएसई (भारत सरकार के पूर्ण स्वामित्वाधीन)  
शहीद भगत सिंह मार्ग, फोर्ट, मुंबई - 400 001

ISO 9001:2008, ISO 14001:2004 & NABL/ISO 17025:2005 Certified Unit  
A Unit of Security Printing and Minting Corporation of India Limited  
CIN : U22213DL2006GO1144763  
Mini - Ratna Category - I CPSE (Wholly owned of Govt. of India)  
Shahid Bhagat Singh Road, Fort, Mumbai-400 001



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Advt. No.1 /Admn /2018

India Government Mint, Mumbai is a unit of Security Printing and Minting Corporation of India Limited (SPMCIL), a Mini Ratna Category-I, Central Public Sector Enterprise, wholly owned by Government of India and started functioning as a Corporatized entity with effect from 13<sup>th</sup> January, 2006, under the administrative control of the Ministry of Finance, Dept. of Economic Affairs. Mumbai Mint is engaged in the minting of the coins, manufacturing of weights and measures, medals and medallions etc.

India Government Mint, Mumbai Mint invites applications for appointment of Consultant (Administration) on Fixed Term Contract from Retired Government Servant/public Servant/Any Other employee from PSU.

The Term of Contract period shall be (3) months.

Honorarium payable to the Consultant shall be Rs.40,000/- p.m.

1. As a Consultant (Admn.), he/she shall extend Assistance in the Administrative matters Viz. Disciplinary matters, Service matters, Departmental promotions, Financial UP-gradation, Legal & Estate matters, etc.
2. His/Her presence is required on all working days during the consulting hours i.e. 9.00 A.M. to 5.30 P.M. with half an hour lunch break.
3. He/She will have to work under the direct control/guidance/orders/supervision of the Dy. Manager (HR)/General Manager.
4. He/She will be required to work in accordance with the timings observed by this Mint, Mumbai, i.e. Monday to Saturday. Holidays applicable to you will be the same as applicable to the employees of this Mint.

5. Absence during the month, other than authorized leave, will not be reckoned for the purpose of payment of remuneration. Deduction will be made on pro-rata basis for the number of days of absence in that month.
6. He/She will be entitled for paid leave of one day for every 20 days of work including weekly holidays and other applicable holidays. The leave may be availed with prior approval of the controlling officer only after it actually becomes due and not in advance/anticipation.
7. During the tenure of this engagement, you will wholly devote yourself to work assigned to you and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail termination of your services not withstanding to point no. 11 below.
8. He/She will maintain absolute secrecy and confidentiality in matters relating to official documents and / or information which you may acquire during the tenure. You shall at all times during your tenure maintain absolute integrity, discipline, devotion to duty and do nothing against the interest of India Government Mint (A Unit of SPMCIL), Mumbai. Any contravention of this condition will entail immediate termination of your engagement not withstanding to point no.11 below.
9. His/Her performance will be reviewed periodically to ensure completion of assignments entrusted to you. In the event of performance being unsatisfactory, your services are liable to be terminated without any notice and /or without assigning any reason thereof not withstanding to point no.11 below.
10. Management has the right to terminate your services by giving one month's notice or by giving one month's consolidated compensation in lieu of such notice during your tenure. Similarly, if your wish to foreclose your tenure, you can do so by giving one month's notice in writing or by depositing one month's Consolidated remuneration, in lieu of such notice.
11. **The last date for receipt of application is 01.04.2019.**

Sd/-  
General Manager