

12 PROBATION: The selected candidates will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. If the performance of the candidate is not found suitable during the extended period of probation, his/her service will be terminated.

13. EXECUTION OF BOND: Supervisors at S-1 level who are selected shall be liable to execute a Bond of Rupees Two lakhs to serve in the Company for a minimum period of 3 years. Such Supervisors shall have to provide two sureties. In the event of their leaving the Company before completion of minimum period of 3 years, such Supervisors shall indemnify the Company by making the payment of the Bond amount. In the event they fail to do so, the sureties will have to indemnify the Company by making the payment of Bond amount.

14. SELECTIONPROCEDURE:

(i) Selection for the posts will be done through online Computer Based Test (CBT) which will be of objective type.

(ii) The Objective type of online Computer Based Test (CBT) **(Single Phase)** will consist of following tests for the post of **Supervisor (Technical-Assay/Mechanical/Electrical/Metallurgy)** :

Part	Test Name*	No. of Questions	Max. Marks	Duration
I	General Arithmetic	25	25	120 Minutes
	Logical Reasoning	20	20	
II	Technical/Professional knowledge in relevant trade	105	105	
	Total	150	150	

(iii) The Objective type of online Computer Based Test (CBT) **(Single Phase)** will consist of following tests for the **Post of Engraver (Sculpture/Metal Works):-**

Part	Test Name*	No. of Questions	Max. Marks	Duration
I	General Arithmetic	25	25	120 Minutes
	Logical Reasoning	20	20	
II	Technical/Professional knowledge in relevant trade	105#	105	
	Total	150	150	

(iv) The Objective type of online Computer Based Test (CBT) **(Single Phase)** will consist of following tests for the post of **Laboratory Assistant:**

Part	Test Name*	No. of Questions	Max. Marks	Duration
I	General Arithmetic	25	25	120 Minutes
	Logical Reasoning	20	20	
II	Technical/Professional knowledge in relevant trade	105	105	
	Total	150	150	



- (v) The Objective type of online Computer Based Test (CBT) (Single Phase) will consist of following tests for the Post of Junior Technician (Attendant Operator-Chemical Plant)/ Junior Technician (Carpentry)/ Junior Technician (Turner)/ Junior Technician (Electrician)/ Junior Technician (Goldsmith) / Junior Technician (Fitter) / Junior Technician (Melter):

Part	Test Name*	No. of Questions	Max. Marks	Duration
I	General Arithmetic	20	20	120 Minutes
	Logical Reasoning	15	15	
II	Technical/Professional knowledge in relevant trade	85#	85	
Total		120	120	

#Note: -

(a) For the Post of Engraver (Sculpture/Metal Works), 105 no. of questions shall consist of 02 parts i.e., Part A- 45 questions (Compulsory with common syllabus) and Part B- 60 questions (Optional Trade Specialization i.e., Sculpture or Metal Works)

(b) For the Post of Jr. Technician Goldsmith (Goldsmith), 85 no. of questions shall consist of 02 parts i.e., Part A- 35 questions (Compulsory with common syllabus) and Part B- 50 questions (Optional Trade Specialization i.e., Goldsmith or Fitter Trade)

(vi) The exam for JR. OFFICE ASSISTANT, JR. BULLION ASSISTANT & JR. HINDI TYPIST at (B-3 Level) will be conducted i.e. **First written test (Computer Based Test)** to be conducted for all the candidates who have applied. The candidates who **qualify the written test (CBT) will be called for typing test**. The merit list will comprise only those candidates who have qualified typing test in computer typing which is qualifying in nature and the final merit list shall be prepared on the basis of the performance of the candidates in the CBT.

COMPUTER BASED TEST (CBT) will be conducted first. The objective type of online examination for CBT will consist of following tests for: -

FOR JR. OFFICE ASSISTANT, JR. BULLION ASSISTANT & JR. HINDI TYPIST AT- B-3 LEVEL

Sr. No.	Test Name*	No. of Questions	Max. Marks	Duration
1	General Awareness	30	30	120 Minutes
2	Computer Knowledge	30	30	
3	English Language skills	30	30	
4	Numerical Aptitude	30	30	
5	Reasoning Aptitude	30	30	
Total		150	150	

Typing Test:

FOR THE POST OF JR. OFFICE ASSISTANT AND JR. BULLION ASSISTANT AT B-3 LEVEL:

(a) Those candidates who qualify Computer Based Test (CBT) will be called for the typing test (English @ 40 w.p.m. or Hindi @30 w.p.m.) on computer.

(b) Candidates have to indicate their preference of Language (Hindi/English) of typing test to be conducted on computer while filling their online application form.

(c) Criteria for evaluation of typing test and other instructions are attached as **Annexure-II and Annexure-III**. Candidates can attempt the Typing Skill Test either in Hindi or in English language (as opted by Candidates in the Online Application form).

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FOR THE POST OF JR. HINDI TYPIST AT B-3 LEVEL:

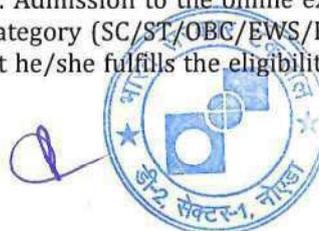
- (a) Those candidates who qualify Computer Based Test (CBT) will be called for the Hindi Typing Test @30 w.p.m. on computer.
- (b) Criteria for evaluation of Hindi typing test and other instructions are attached as **Annexure-II and Annexure-III**.

(* **Post-wise Indicative Syllabus is appended as Annexure-I** to this Advertisement. Candidates have to take note that the syllabus mentioned is only indicative & not exhaustive and Questions may be set from other topics commensurate with the education qualification.

15. **THE ONLINE (CBT) TEST** will be in bilingual form i.e., Hindi & English language except the English language section which will be available only in English and there is no Interview for the selection of the posts. The selection will be on merit basis. **THERE IS NO NEGATIVE MARKING.**
16. **IN THE SELECTION PROCESS**, an applicant has to obtain high marks in the test and rank sufficiently higher to be allowed for next stage for further process of selection. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the online examination will not entitle an applicant for appointment in the Company.
17. **THE FINAL MERIT LIST** will be drawn by the marks obtained in the online examination. The minimum qualifying marks i.e., cut-off marks required to consider on order of merit for different categories of candidates are as under:

General / EWS Category	55%
OBC	50%
SC/ST Category	45%

18. **THE ONLINE EXAMINATION (Computer Based Test)** will be held tentatively as mentioned in 9 (A). The exact date, shift & reporting time of examination will be mentioned in the Admit Card. The examination will be conducted online in venues given in the respective Admit Card. The applicants will have to take the examination on the date and time as indicated in the Admit Card at their own cost. **The applicants are requested to keep checking the Company's website <http://igmnoida.spmcil.com> for any update.**
19. **The online Examination (CBT) for all posts will be conducted in Delhi/NCR, Hyderabad, Mumbai, Kolkata. Typing Test on computer for Jr. Office Assistant, Junior Bullion Assistant & Jr. Hindi Typist Post will be conducted at Delhi/NCR only.** Preference of examination centre location i.e., Mumbai, Kolkata, Hyderabad & Delhi/NCR will be opted by the Applicants for CBT exam. Choice of location for CBT exam once exercised by the applicant will be final. No request for change of location/Centre/venue/date/shift for online examination shall be entertained. If sufficient number of applicants do not opt for a particular Centre for Online examination OR if the number of applicants is more than the capacity available for (CBT) Online examination for a Centre, the Company reserves the right to allot any other Centre to those applicants. 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.
20. Applicants will have to appear for the CBT online examination & typing test at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.
21. The Resolution of Tie of marks of candidates in merit list (in order of preference) would be done by the following:
- The candidate older in age will get preference.
 - Alphabetical order of names.
22. The Chief General Manager, IGM-Noida reserves the right to make changes in the Schedule/pattern of Examination, etc.; if considered necessary at any stage of Recruitment process. However, the same shall be notified in the website before the conduct of the examination. Admission to the online examination will be purely provisional without verification of Age/qualification/category (SC/ST/OBC/EWS/PwBD/Ex-SM) 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 found 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 are detected after appointment, his/her services will be summarily terminated without giving any notice and no compensation shall be given in lieu thereof.

23. **DOWNLOAD OF ADMIT CARD** - Applicants who have registered Online will be allowed to download online admit cards 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 admit cards Online. The admit cards can be downloaded from the Company's website <https://igmnoida.spmcil.com>. Once the applicant clicks the relevant link, he/she can access the window for downloading the admit card. The applicant is required to use (I) Application Number, (II) Password for downloading the admit card. Applicants are required to affix recent recognizable photograph on the Admit Card preferably the same as provided during registration. Applicants have to appear at the examination Centre with Original Admit Card and Original Valid Photo Identity Proof as specified and mentioned in Admit Card. Applicants are also required to bring one photocopy of the original photo identity proof. Intimation for downloading Admit Card 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.
24. **APPLICANTS REPORTING LATE FOR ONLINE EXAMINATION**: Applicants reporting late for online examination i.e., after the reporting time specified on the Admit Card for Examination will not be permitted to take the examination. The reporting time mentioned on the Admit Card is prior to the Start time of the test. Though the duration of the examination is 120 minutes (two hours) for all above-mentioned posts, the applicants may be required to be present at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions for online test.
25. The possibility of occurrence of some problem in 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.
26. 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 Centre or for any applicant.
27. In order to overcome the possibility of applicants seeking help of other applicants during the online examination, an analysis of the responses (answers) of individual applicants with those of other applicants in the online examination to detect patterns of similarity of right and wrong answers will be done. On the basis of such an analysis, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Company reserves the right to cancel the candidature of the concerned applicant and the result of such applicants (disqualified) will be withheld. Hence the applicants are advised in their own interests not to indulge in any unfair practice/malpractice in the examination.
28. Instances for providing incorrect Information and/or process violation by an applicant detected at any stage of the selection process will lead to disqualification of the applicant from the selection process and he/she will not be allowed to appear in any SPMCIL 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 effect.

29. **HOW TO APPLY:**

- IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION
- Applicants are requested to follow the detailed procedures/guidelines as Indicated below:
 - Upload a recent, clearly recognizable passport photo. Candidates are advised not to change their appearance until the admission process is completed. Any mismatch in photograph or signature can lead to disqualification.
 - Candidates must upload the required documents as per the specifications given below. Failure to follow the instructions may lead to rejection of the application.

