



Advt. No. 1/2025

**Bharatiya Reserve Bank Note Mudran Private Limited
Corporate Office, Bengaluru – 560 029**

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 and any other additional functions assigned by the Company.

1) RESERVATION

The post is to be filled by "Unreserved Category".

NOTE:

Even though the vacancy indicated is "Unreserved", applicants belonging to SC/ST/OBC/EWS/PwBD (OH & HI)/Ex-Servicemen category are free to apply for the vacancy if they satisfy the eligibility conditions as indicated in this advertisement at para 2. Further, age relaxation for PwBD candidates will be subject to the condition that maximum age of the PwBD applicant shall not exceed 55 years as on **April 1, 2025**.

2) ELIGIBILITY CRITERIA as on April 1, 2025

(A) Qualification:

(i) Essential:

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

(ii) Desirable:

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

(B) Experience:

- a) Minimum 15 years' experience in the Finance and Accounts department out of which atleast 3 years' experience in handling matters at Board level in any of the large and reputed companies, including public sector undertakings.
- b) Should have acumen/experience of independently handling all aspects of Finance and Accounting, including Treasury operations, Investments, Export/Import etc.
- c) 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) if the organisation follows Central Government pay scale; **OR** in the PSU pay Scale of ₹80,000-2,20,000 equivalent to E5 grade or above; **OR** equivalent salary, if employed in other sector and the Company's decision in this regard will be final.

(C) Age: 45-52 years of age as on April 01, 2025

3) APPLICATION FEE (Non-Refundable):

₹500/- (inclusive of GST) for all and "Nil" for PwBD applicants.

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 13 A of BRBNMPL Pay matrix.

The selected candidate will be placed on probation for a period of one year on a Basic Pay of ₹1,52,000/- per month in the Pay level 13 A of BRBNMPL Pay matrix. The period of probation may be extended by a further maximum period of one year at the discretion of the Company.

.....2

The initial gross monthly emoluments including Dearness Allowance at Central Government rate is ₹2,28,720 (approx.) (excluding House Rent Allowance). In addition to this, he/she is eligible for Food Vouchers, Contributory Provident Fund, Gratuity, conveyance Allowance along with Allowance for Driver's Salary and vehicle Maintenance, 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 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.

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, last salary drawn and position being held together with the photocopies of testimonials clearly mentioning the areas of experience as well as experience in handling Board level positions 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 **April 25, 2025**.

"The Chief General Manager, 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 **May 2, 2025** 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. You may please note that this extended date is applicable strictly only for the candidates who are currently residing or currently working in these areas.

7) IMPORTANT GENERAL INSTRUCTIONS:

i) 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.

ii) 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.

iii) 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.

iv) Applicants already in service of Government/Quasi Government Organisations/ Public Sector Undertakings/Autonomous Bodies will have to enclose a copy of "NO OBJECTION CERTIFICATE" from their employer along with the application and submit the Original 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.

v) 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.

vi) Persons who have been dismissed from service of any Govt. / Private organization, Public Sector Undertakings, Semi Govt. / Autonomous Body need not apply.

vii) The appointment will be subject to formalities like medical examination, character verification, police verification etc.

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) 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.

xii) 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.

xiii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bengaluru.

xiv) Canvassing in any form will be treated as a disqualification.

xv) No request will be entertained from the applicants seeking advice about their eligibility to apply.

xvi) Any corrigendum to this advertisement will be displayed only on the Company's website www.brbnmpl.co.in
