	BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED
	(A wholly owned subsidary of Reserve Bank of India)
	Corporate Office, Bengaluru – 560 029

Advt. No. 2 / 2025

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL**/**Company), a wholly owned subsidiary of Reserve Bank of India, presently having its presses at Mysuru in Karnataka and Salboni in West Bengal with Corporate Office at Bengaluru invites applications from willing applicants for the posts of **Deputy Manager** and **Process Assistant Grade-I (Trainee)** in the Company**.** Applicants are advised to apply **ON LINE** between **August 10, 2025** and **August 31**, **2025** only through the Company's website at **www.brbnmpl.co.in** under the page "**Careers**". Applicants may apply after carefully going through all the instructions given in this advertisement. No other means/mode of application will be accepted. Before applying applicants should ensure that they fulfill all eligibility criteria as mentioned in the advertisement for the post. Company will take up verification of eligibility with reference to the original documents only after they have qualified for Interview/Skill Test based on their written examination (Online) result. If the candidates shortlisted for Interview/Skill Test are found 'Not eligible' during the document verification process, they will not be allowed to attend the Interview/Skill Test. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. **Applicants who do not fulfill age, minimum educational qualification and experience as on last date of Registration (i.e., August 31, 2025)** are **not eligible and need not apply for the post.**

Important Dates:

Opening of website link for applying Online application.	**August 10, 2025** to **August 31**, **2025**
Payment of fees in online mode	**August 10, 2025** to **August 31**, **2025**
Tentative date of Written examination which will be conducted **"Online"** at selected centres.	**September /October 2025** The exact date, session, reporting time of examination will be mentioned in the call letter. Applicants will be informed through email/SMS on their registered email id /mobile number

1. VACANCIES/RESERVATION

i) Indicative number of vacancies proposed to be filled up for the post of **Deputy Manager** and **Process Assistant Grade-I (Trainee)** is as detailed below.

Name of the Post	Post code	No. of Vacancies					Total vacancy
		SC	ST	OBC	EWS	Unreserved	
Deputy Manager - Printing Engineering Background	**1**	1	1	3	1	4	**10**
Deputy Manager - Electrical Engineering Background	**2**	1	0	0	0	2	**03**
Deputy Manager - Computer Science Engineering Background	**3**	0	0	0	0	2	**02**
Deputy Manager - General Administration Background	**4**	1	0	3	1	4	**09**
Process Assistant Grade-I (Trainee)	**5**	9	4	17	6	28	**64**

Note: (i) The number of vacancies as also the number of reserved vacancies mentioned above are provisional and may vary according to the actual requirement of BRBNMPL.

(ii) In case of multiple applications, only the latest valid (completed) application will be retained and the examination fee paid for other multiple registrations will stand forfeited.

iii) Reservation for SC/ST/OBC/EWS/ PwBD (OH & HI)/Ex-Servicemen category are applicable as per extant **Government of India** orders.

iv) Out of the above vacancies for Process Assistant Grade-I (Trainee) - Post code 5, two vacancies are reserved for Persons with Benchmark Disability of Orthopedically Handicapped (OH) / Hearing Impaired (HI) categories only.

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation who suffer from not less than 40 per cent of relevant disability and would have to submit a Disability Certificate issued by the Competent Authority in the prescribed format.

Orthopedically Handicapped (OH)

(a) "Locomotor Disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(b) "Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, perinatal or infant period of development.

All these cases of Orthopedically Handicapped persons would be covered under the category of "Locomotor disability or cerebral palsy".

Note: Applicants whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the examination. They may go through the relevant guidelines and procedure for using a scribe, as per clause **8 (xvi)** of this advertisement.

Hearing Impaired (HI)

"Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

2. QUALIFICATION & EXPERIENCE as on last date of Registration (i.e., 31/08/2025)

A. Deputy Manager (Post Code 1)

For External Candidates

Should have passed B. Tech/B.E. with 60% marks in the aggregate (55% marks in the aggregate for SC/ST candidates) from a government recognized Institute /University in Printing Technology/Printing Engineering. Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply.

They should have at least two years post qualification experience of working in a Printing Industry of repute, preferably in a security printing organization.

For Internal Candidates (BRBNMPL)

Should have passed B. Tech. / B.E. in Printing Technology/Printing Engineering from a government recognized Institute / University and should have put in at least two years of service in the Company **OR** Should have passed Diploma in Printing from a government recognized Institute / University and should have put in at least ten years of service in the Company. Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply.

B. Deputy Manager (Post Code 2)

For External Candidates

Should have passed B. Tech/B.E./AMIE (Certificate issued by the Institute of Engineers, Kolkata) with 60% marks in the aggregate (55% marks in the aggregate for SC/ST candidates) from a government recognized Institute /University in Electrical Engineering/Electrical and Electronics Engineering/Power Engineering. Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply.

They should have at least two years post qualification experience of working in a reputed Manufacturing Industry/ PSU in Electrical Division or Electrical Maintenance or HT/LT Substations, preferably (a) working with HT/LT Switchgears and troubleshooting in substations and (b) having knowledge of PLCs/Power Monitoring through SCADA software.

For Internal Candidates (BRBNMPL)

Should have passed B. Tech. / B.E. / AMIE (Certificate issued by the Institute of Engineers, Kolkata) in Electrical / Electrical and Electronics / Power Engineering from a government recognized Institute / University and should have put in at least two years of service in the Company **OR** Should have passed Diploma in Electrical / Electrical and Electronics from a government recognized Institute / University and should have put in at least ten years of service in the Company. Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply.

C. Deputy Manager (Post Code 3)

For External Candidates

Should have passed B. Tech/B.E./AMIE (Certificate issued by the Institute of Engineers, Kolkata) with 60% marks in the aggregate (55% marks in the aggregate for SC/ST candidates) from a government recognized Institute /University in Computer Science Engineering. Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply.

They should have at least two years' post qualification experience of working in an Industry of repute in Software Development or Software Maintenance or Software upgradation in a CMMI level - 5 organization.

For Internal Candidates (BRBNMPL)

Should have passed B. Tech. / B.E. / AMIE (Certificate issued by the Institute of Engineers, Kolkata) in Computer Science Engineering from a government recognized Institute / University and should have put in at least two years of service in the Company **OR** Should have passed Diploma in Computer Science Engineering from a government recognized Institute / University and should have put in at least ten years of service in the Company. Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply.

D. Deputy Manager (Post Code 4)

For External Candidates

Should be a Graduate with 60 % marks in the aggregate (55% marks in aggregate for SC/ST candidates) with either (a) or (b) as under:

a) Master's degree in Management / Business Administration /Personnel Management / Materials Management
 OR
b) Equivalent Post Graduate Diploma in Management / Business Administration /Personnel Management / Materials Management.

Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply.

They should have at least two years relevant post qualification experience of working in a reputed Production / Manufacturing Unit.

For Internal Candidates (BRBNMPL)

Should be a Graduate with 60 % marks in the aggregate (55% marks in aggregate for SC/ST candidates) with either (a) or (b) as under:

a) Master's degree in Management / Business Administration /Personnel Management / Materials Management

   OR

b) Equivalent Post Graduate Diploma in Management / Business Administration /Personnel Management / Materials Management.

   Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply.

   They should have put in at least two years of Service in the Company.

Note: i) All educational qualifications must have been obtained from recognized Universities/Institutions and course approved by the Government. If grades (like CGPA/OGPA/CPI, etc.) are awarded instead of marks, applicants should clearly indicate its numerical equivalent so as to check the eligibility percentage. In the absence of such information applications are liable for rejection.

ii) Ex-Serviceman applicants should apply if they have Post qualification experience as per their eligible qualification and experience as above. A copy of the specific certificate on the letter head of the employer in support of the required experience shall have to be produced before Interview/Skill Test.

E. Process Assistant Grade–I (Trainee) (Post Code 5)

Should have passed Diploma in Printing/Mechanical Engineering /Electrical Engineering /Electronics Engineering /Chemical Engineering with a minimum of 55% marks in the aggregate (50% in respect of SC/ST candidates) from a government recognized Institute / University. Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply. They should have at least one year post qualification experience in any of the following industries in the field of production / maintenance:

Printing / Pre-press activities (Printing) / Pulp and paper / Ink / Paint

OR

Should have passed ITI/NTC/NAC in the trades of Letter Press/Offset/Plate-making/Graphic Arts/Mechanic /Fitter / Electrician / Air conditioning with a minimum of 55% marks in aggregate (50% in respect of SC/ST candidates) from a government recognized Institute / University. Applicants having qualification in allied branch/equivalent discipline other than specified above need not apply.

They should have at least two years post qualification experience in any of the following industries in the field of production / maintenance:

Printing / Pre-press activities (Printing) / Pulp and paper / Ink / Paint

However, for NAC, one year Apprentice Training in the above field and industry will also be counted for the purpose of two years post qualification experience.

Note: i) All educational qualifications must have been obtained from recognized Universities/Institutions and course approved by the Government. If grades are awarded instead of marks, applicants should clearly indicate its numerical equivalent so as to check the eligibility percentage. In the absence of such information applications are liable for rejection.

ii) Ex-Serviceman applicants should apply if they have Post qualification experience of one year / two years as the case may be as per their eligible qualification and experience as above. A copy of the specific certificate on the letter head of the employer in support of the required experience shall have to be produced before or during document verification.

3. AGE - as on last date of Registration (i.e., 31/08/2025)

A. Deputy Manager (Post Code 1 to Post code 4):

Not more than 31 years. (i.e., Applicants born on or after **01/09/1994** are only eligible to apply)

Internal Candidates (BRBNMPL): There is no upper age limit.

B. Process Assistant Grade–I (Trainee) (Post code – 5):

Minimum age of 18 years and not more than 28 years. (i.e., Applicants born between **31/08/2007** and **01/09/1997** are only eligible to apply, both dates are inclusive)

Upper age limit for both the posts are relaxable as under:

a) Up to a maximum of 5 years in respect of SC / ST applicants;

b) Up to a maximum of 3 years in respect of OBC applicants;

c) Up to a maximum of 10 years if the applicant is a Persons with Benchmark Disability (PwBD). For applicants belonging to SC/ST/OBC who are Persons with Benchmark Disability, the maximum age relaxation of 10 years permissible for Persons with Benchmark Disability shall be in addition to the age relaxation provided as above;

d) In case of Ex-Servicemen, it shall be relaxed by the length of Military Service increased by 3 years subject to the condition that the

   i) continuous service rendered in the Armed forces by an Ex-Serviceman is not less than 6 months after attestation of his antecedents and

   ii) that the resultant age after deducting his period of service from his actual age doesn't exceed the prescribed age limit by more than 3 years.

However, they should not have crossed 50 years of age all-inclusive as on the date above. Applicants claiming age relaxation under this paragraph would be required to produce a certificate in the prescribed proforma to the Company that he/she has been released from the Armed Forces.

Note: i) Ex-Servicemen who have already secured regular employment under the Central Government in a Civil Post or Service are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Government. However, such applicants will not be eligible for the benefit of reservation, if any, for Ex-Servicemen in the Company's services.

ii) 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 Indian Navy and Indian Air Force – Indian Army: By concerned Regimental Record Office, Indian Navy: Naval Records, Mumbai, and Indian Air Force: Air Force Record Office, New Delhi.

4. EXAMINATION FEES:

A. Deputy Manager (Post Code 1 to Post code 4):

₹600/- for all applicants and Nil for SC/ST/PwBD/Women/Ex-servicemen/ Internal (BRBNMPL) applicants

B. Process Assistant Grade-I (Trainee):

₹400/- for all applicants and Nil for SC/ST/PwBD/Women/Ex-servicemen applicants.

The applicants (wherever applicable) have to pay the examination fees **online** as per the method explained in para **9 B**. Transaction charge (if any) levied by the bank for the payment of above examination fees is to be borne by the applicants. Payment in any other manner will not be accepted and the applicant will be considered not eligible. Applicants paying lesser fees will also be not eligible. Fees once paid will not be refunded or kept in reserve for future exam/selection.

5. PAYSCALE:

A. Deputy Manager: Pay level 10 of pay matrix. The selected candidates in Deputy Manager Grade will be placed on probation for a period of one year on a Basic Pay of ₹56,100/- per month in the Pay level 10 of pay matrix. The initial gross monthly emoluments, including Dearness Allowance @ 58% is ₹88,638/- (approx.). In addition to the above, they are eligible for Perquisites and other allowances, Contributory Provident Fund and Gratuity as per the rules of the Company. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. On satisfactory completion of Probation period, the employees will be confirmed in the services of the Company. They are also eligible for certain other Allowances as per the rules of the Company. The present Cost to Company (CTC) per annum will be approximately ₹19.0 Lakhs which includes all allowances and identifiable costs including Retirement Benefits and other benefits which are subject to conditions as per the rules of the Company.

B. Process Assistant Grade–I: Pay level 2 of pay matrix. The selected candidates will be taken initially on training for one year during which period they will be given mainly "on-the-job" training. They will be paid a monthly stipend of ₹24,000/- (Rupees Twenty-four thousand only). In addition to the above, they are eligible for food vouchers and conveyance allowance as per the rules of the Company. On successful completion of training, the employees will be placed on probation for a period of one year on a Basic Pay of ₹24,500/- per month in the Pay level 2 of pay matrix plus applicable Dearness Allowance. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. On placement on probation/confirmation, they are eligible for Perquisites and other allowances, Contributory Provident Fund and Gratuity as per the rules of the Company. The present Cost to Company (CTC) per annum will be approximately ₹12.0 Lakhs (after completion of Training) which includes all allowances and identifiable costs including Retirement Benefits and other benefits which are subject to conditions as per the rules of the Company.

6. ACCOMMODATION:

All the selected candidates on appointment will be eligible for allotment of Quarters as per the allotment rules of the Company subject to availability.

7. CAREER GROWTH PROSPECTS:

Career Growth Policy for Officers / Process Assistant Staff will be as per the rules of the Company subject to review of the policy, if any, at a later date.

8. SELECTION PROCEDURE:

(i) For Deputy Managers (Post code 1, 2, 3 and 4):

a) Selection for the posts will be done through written examination which will be conducted **"Online"** and will be of objective type. This will be followed by a personal Interview of candidates who qualify in the written examination and are short listed for interview.

b) The objective type of written examination in respect of Deputy Manager will consist of tests on Reasoning & Analytical Ability, Quantitative Aptitude, General English and General Awareness. All these tests except General English will be in bilingual form, i.e., Hindi & English and the applicants will have to choose one medium to answer.

(ii) For Process Assistant Grade-I (Trainee) (Post code 5):

a) Selection for the posts will be done through written examination which will be conducted **"Online"** and will be of objective type. This will be followed by a Skill Test (at a later date) of candidates who qualify in the written examination and are short listed for Skill Test. Skill Test will be of qualifying in nature, i.e., one should receive at least 50% in the Skill Test to be qualified for selection. Marks obtained in Skill Test will not be added with On-line test score to draw the final merit list.

b) The objective type of written examination in respect of Process Assistant Grade-I (Trainee) will consist of tests on Reasoning, Numerical Ability, General Science (Consisting of Physics & Chemistry of 10th Std. CBSE) and General Knowledge. All these tests will be in bilingual form, i.e., Hindi & English and the applicants will have to choose one medium to answer.

(iii) Written examination structure - Specifications: For all posts

Penalty for Wrong Answers	No
Number of Answer choices per question	5 Options

(a) Structure of the test for the post of Deputy Manager (Sl. No. 1, 2,3 & 4)

Sl. No.	Name of the Test	No. of Questions	Max. Marks	Version	Duration
1	Reasoning & Analytical Ability	30	30	Bilingual i.e., Hindi and English except Test of General English	20 minutes
2	Quantitative Aptitude	30	30		20 minutes
3	General English	20	20		15 minutes
4	General Awareness	20	20		15 minutes
	Total	100	100		70 minutes

(b) Structure of the test for the post of Process Assistant Grade-I (Trainee)

Sl. No.	Name of the Test	No. of Questions	Max. Marks	Version	Duration
1	Reasoning	30	30	Bilingual i.e. Hindi and English	20 minutes
2	Numerical Ability	30	30		20 minutes
3	General Science (Consisting of Physics & Chemistry of 10th Standard CBSE)	20	20		15 minutes
4	General Knowledge	20	20		15 minutes
	Total	100	100		70 minutes

iv) In the Selection process, an applicant has to secure minimum marks in each of the tests and rank sufficiently higher to be called for Interview / Skill Test as the case may be. The minimum marks will be decided by the Company based on the performance of the applicants in the written examination. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the written examination and personal Interview / Skill Test (as applicable) will not entitle an applicant to appointment in the Company. The final merit list will be drawn by adding the marks obtained in the written examination and interview together for Deputy Manager and as per marks obtained in the written examination and on qualifying in the Skill Test, if held, for Process Assistant Grade-I (Trainee).

v) The written examination will be held tentatively in **September / October, 2025**. The exact date, session, reporting time of examination will be mentioned in the call letter and also will be indicated on the Company's website. The applicants will also be informed through email/SMS on their registered email id /mobile number. The written examination will be conducted online in venues given in the respective call letters. The applicants will have to take the examination on the date and time as indicated in the call letter at their own cost. The applicants are requested to keep checking the Company's website www.brbnmpl.co.in for the examination date.

vi) The written Examination will be conducted at the following centres:

1) Ahmedabad/Gandhinagar 2) Bengaluru 3) Bhopal 4) Bhubaneswar 5) Chennai 6) Guwahati 7) Hubli 8) Hyderabad/Rangareddy 9) Jaipur 10) Kolkata/Greater Kolkata, 11) Lucknow 12) Mumbai/Navi Mumbai/Greater Mumbai/Thane 13) Mysuru 14) New Delhi - NCR 15) Patna 16) Ranchi 17) Raipur 18) Siliguri 19) Thiruvananthapuram.

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vii) Applicants should select only one centre. Choice of centre once exercised by the applicant will be final. <u>No request for change of centre/venue/date/session for written examination shall be entertained.</u> If sufficient number of applicants does not opt for a particular centre for written examination, the Company reserves the right to allot any other adjacent centre to those applicants OR if the number of applicants is more than the capacity available for written examination for a centre, the Company reserves the right to allot any other centre to the applicant. 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**.

viii) All applicants will have to appear for the written examination at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.

ix) Admission to the written examination will be purely provisional without verification of age/qualification/experience/category (SC/ST/OBC/PwBD/Ex-Serviceman), 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 detected 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 is /are detected after appointment his/her services will be summarily terminated without giving any notice, or any compensation in lieu thereof.

x) **Download of Call Letter:** Candidates will have to visit the BRBNMPL website www.brbnmpl.co.in for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

xi) **Candidates Reporting late**: After the reporting time, specified on the call letter for Examination, will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is **70 Minutes**, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

xii) The possibility of occurrence of some problem in the 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.

xiii) 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 is required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

xiv) BRBNMPL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by BRBNMPL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BRBNMPL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

xv) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any BRBNMPL 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 affect.

xvi) **Guidelines for persons with disabilities using a Scribe:**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (a) and (b) below:

In all such cases where a scribe is used, the following rules will apply:

• The candidate will have to arrange his/her own scribe at his/her own cost.

• The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

• A person acting as a scribe for one candidate cannot be a scribe for another candidate.

• The scribe may be from any academic stream. However, for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.

• Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

• Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

• Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature

•Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

•During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(a) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

(b) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

xvii) **Process for Arriving at Scores**

The Scores of Online Examination are obtained by adopting the following procedure:

(a) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.

(b) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(c) Test wise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages (i) on scores in individual tests and ii) on Total Score

xviii) As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

9. HOW TO APPLY:

DETAILED GUIDELINES/PROCEDURES FOR

  A. APPLICATION REGISTRATION
  B. PAYMENT OF FEES
  C. DOCUMENT SCAN AND UPLOAD
  D. OTHER GUIDELINES

Candidates can apply online only from August 10, 2025 to August 31, 2025 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should -

(i) scan their:
- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)
ensuring that the all these scanned documents adhere to the required specifications as given at **9C** of this Advertisement.

(ii)   Signature in CAPITAL LETTERS will NOT be accepted.

(iii)   The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv)   The text for the hand written declaration is as follows –

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v)   The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi)   Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vii)   Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE)

PAYMENT OF FEE ONLINE: FROM **August 10, 2025** TO **August 31**, **2025**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. APPLICATION REGISTRATION:

i)   Candidates to go to the BRBNMPL website www.brbnmpl.co.in, click on the option "**APPLY ONLINE**" which will open a new screen.

ii)   To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

iii)   In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

iv)   Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.

v) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

vi) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

viii) Candidates can proceed to fill other details of the Application Form.

ix) Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.

x) Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

xi) Click on 'Payment' Tab and proceed for payment.

xii) Click on 'Submit' button.

B. PAYMENT OF FEES:

ONLINE MODE

i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

iv) On successful completion of the transaction, an e-Receipt will be generated.

v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

vi) Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.

vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

viii) To ensure the security of your data, please close the browser window once your transaction is completed.

ix) **There is facility to print application form containing fee details after payment** of **fees.**

x) **No other mode of payment of fee will be accepted.**

xi) An online application which is incomplete in any respect such as such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

C. DOCUMENT SCAN AND UPLOAD:

Guidelines for scanning and Upload of Documents

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style color picture.

- Make sure that the picture is in color, taken against a light-colored, preferably white, background.

- Look straight at the camera with a relaxed face

- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

- If you have to use flash, ensure there's no "red-eye"

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

- Dimensions 200 x 230 pixels (preferred)

- Size of file should be between 20kb–50 kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.

Photograph Capture:

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.

- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.

- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture:

Dos:
- Ensure the photo is captured against a light colored, preferably white background and there is adequate light.

- Look straight at the webcam/ camera.

- Photograph should be of passport size.

Don'ts
- Small size photograph not to be clicked/ uploaded.

- Colored glasses or sunglasses/ Cap should not be worn.

- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.

- Photo not taken in dark/ improper background.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.

    o Dimensions 140 x 60 pixels (preferred)
    o Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
    o Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.

    o File type: jpg / jpeg
    o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
    o File Size: 20 KB – 50 KB

- The applicant has to write the declaration in English clearly on a white paper with black ink.

    o File type: jpg / jpeg
    o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
    o File Size: 50 KB – 100 KB

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.

- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

o Set the scanner resolution to a minimum of 200 dpi (dots per inch)

o Set Color to True Color

o File Size as specified above

o Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

o The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

o Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents   in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted   by using crop and then resize option.

Procedure for Uploading the documents:

o While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration

o Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"

o Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.

o Select the file by clicking on it

o Click the 'Open/Upload'

o If the file size and format are not as prescribed, an error message will be displayed.

o Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

o In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

o After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

o Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

o Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

o If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

o Candidates should ensure that the signature uploaded is clearly visible

o After registering online candidates are advised to take a printout of their system generated online application forms.

D. OTHER GUIDELINES:

i) Applicants are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection /inability/failure to log on to the Company's website on account of heavy load on internet/website jam. BRBNMPL takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the BRBNMPL.

ii) Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution / civil consequences in case the information / details furnished by him / her are found to be false at a later stage.

iii)BRBNMPL shall not be responsible for any application made/wrong information provided by an unauthorized person / institution. Applicants are advised not to share/mention their application details with/to anyone.

iv) **Identity Verification:** In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

v) **Action Against Applicants Found Guilty of Misconduct/ Use of Unfair means**

Applicants 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 online application. At the time of examination, interview or in a subsequent selection procedure, if an applicant is (or has been) found guilty of –

- using unfair means or
- impersonating or procuring impersonation by any person or
- 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
- resorting to any irregular or improper means in connection with his/ her candidature or
- obtaining support for his/ her candidature by unfair means, or
- 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

(b) to be debarred either permanently or for a specified period from any examination conducted by BRBNMPL

(c) for termination of service, if he/ she has already joined BRBNMPL

vi) **Use of MOBILE PHONES and other electronic devices BANNED**

(a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action, including ban from future examinations of the Company.

(b) Applicants are advised in their own interest not to bring any of the banned items including mobile phones/pagers or any valuable/costly items to the venue of the examination, as arrangement for safe keeping cannot be assured. The Company will not be responsible for any loss in this regard.

(c) Use of calculators is not permitted.

10. Applicants are advised to take a printout of the system generated application form, paste a photograph below the scanned photograph and sign across. Applicant should also sign at appropriate places.

a) They should attach the following documents and keep them ready with them.

i) Self attested copies of the certificates pertaining to age, educational qualification, i.e., Copies of all the mark sheets of all semesters/years and experience, i.e., Experience certificate on the letterhead of employer.

ii) Self attested copies of Caste/Tribe certificates for SC/ST/OBC applicants. The certificates should have been issued by the Competent Authority for claiming the benefits of reservation in Civil Posts and services for these categories **under the Government of India**

iii) A copy of the Disability certificate issued by the Competent Authority as prescribed by Government of India from PwBD applicants. Candidates having less than 40 per cent disability are not eligible for concessions meant for PwBD applicants.

iv) Ex Servicemen applicants should keep a copy of discharge certificate. They should note that they are having post qualification experience as specified in the advertisement to be eligible for the post. A copy of the specific certificate on the letter head of the employer in support of the required experience should be kept ready with them.

b) Applicants in their own interest should keep all the above documents ready with them and should only be submitted at the time of interview / document verification or if advised to submit at any date, after being shortlisted for Interview / Skill Test on the basis of written examination results. Any discrepancy in the online application and documents submitted, if found at a later stage shall be liable for rejection of his/her candidature. The applicants should ensure that the signatures appended by them in all the places, viz., in Online application, call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.

c) An 'Information Handout' booklet will be made available to the applicants on the Company's website www.brbnmpl.co.in which may be downloaded along with the call letter for Online examination.

Important – Applicants may please note that in case of any problem in filling up the form, payment of fee, queries may be made at http://cgrs.ibps.in by mentioning "BRBNMPL Recruitment" in the subject of the email. Applicants should not forget to mention "BRBNMPL Recruitment of Deputy Manager" / "BRBNMPL Recruitment of Process Assistant Grade-I (Trainee)" with post code, as the case may be, in the subject line.

11. <u>THE APPLICANTS MAY NOTE THE FOLLOWING:</u>

i) The SC/ST/PwBD applicants claiming reservation in eligibility criteria should keep a photocopy of the Caste/Tribe/Disability Certificate issued by the Competent Authority **in the Government of India format** for claiming the benefits of reservation in Civil Posts and services for these categories **under the Government of India** at the time of interview or at any date after being advised about the same.

ii) Persons with Benchmark Disability must produce a copy of the certificate of their disability issued by authorities empowered to issue such certificates at the time of interview or on any date after being advised about the same.

iii) The applicants belonging to OBC should submit a photocopy of the certificate issued by the Competent Authority in the format prescribed for claiming benefits of reservations for Other Backward Classes in Civil Posts and services **under the Government of India** at the time of interview or on any date after being advised about the same. The certificate, inter alia, must specifically state that the applicant <u>does not belong</u> to the socially advanced sections/Creamy Layer. <u>The certificate should have been obtained from the Competent Authority</u>. The candidate needs to furnish their OBC certificate as per the format prescribed by the Government of India (not older than one year as on 31/12/2024), from the Competent Authority, at the time of interview/verification of documents. The OBC applicants coming under 'Creamy Layer' will be treated as "Unreserved" category applicants and hence they should select their category in online application as 'Unreserved'. <u>It may be noted that only the castes/subcastes figuring in the Central List (Government of India) will be considered. Accordingly, OBC caste/Subcaste figuring in the concerned State list but not in Central List will not be considered under OBC category.</u>

iv) Ex Servicemen applicants should keep a copy of discharge certificate. They should note that they are having required post qualification experience to be eligible for the post.

v) Applicants already in service of Government / Quasi Government Organisations, Public Sector Banks / Undertakings and Autonomous Bodies will have to keep a photocopy of the "No Objection Certificate" from their employer along with the printout of the application and submit the original for verification at the time of interview / document verification, if selected for the same. However, at the time of reporting for duty after selection, a proper and unconditional relieving order/discharge certificate from the previous employer will have to be produced by the applicant in absence of which he will not be allowed to join the Company.

vi) Persons who have been dismissed from the service of any organisation **need not apply.**

vii) Applicants who had joined the services of BRBNMPL from previous recruitment exercises and had left the services of the Company on account of discrepancy in their previous employer experience certificates or false declaration of information or false caste certificates etc., **need not apply.**

viii) The decision of BRBNMPL in all matters relating to this recruitment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by BRBNMPL in this regard.

ix) Selected candidates are liable to be posted to any of the Presses / Offices (i.e., Mysuru in Karnataka State / Salboni in West Bengal / Bengaluru) or at any of the offices / presses that may be opened by the Company in future.

x) The seniority of the candidates on appointment will be as decided by the Company.

xi) Appointments of selected candidates will be subject to his/her being declared medically fit by Company Medical Officer, satisfactory report about his/her character and antecedents by the Police Authorities, satisfactory report from his/her previous employer and referees, verification of caste/tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the Company. Further, such appointment shall also be subject to Service rules and Standing orders of the Company.

xii) The Company will arrange for online mode of pre-examination training programme free of cost for SC/ST/PwBD (OH/HI) applicants appearing for the written examination for the post of Deputy Manager / Process Assistant Grade-I (Trainee). **Such applicants who desire to attend the programme should opt the same in online application. No application for training will be considered after the last date**. Pre-examination training will generally be imparted in English. However, if the number of applicants opting for training in Hindi medium is sufficiently large, it may be imparted in Hindi medium also.

xiii) The applicants may note that the pre-examination training will be conducted online mode for applicants opting for pre-examination training and the link will be sent to their registered mobile/ email to join during the sessions. The applicants will have to make their own arrangements for the online classes. The applicants may also note that the information regarding the dates for pre-examination training will be published on Company's website **www.brbnmpl.co.in**.

xiv) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version 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) Any canvassing by or on behalf of the applicants or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.

xvi) No correspondence from applicants regarding their eligibility to apply for the above posts will be entertained.

xvii) No applicant is permitted to use or have possession of calculators, mobile phones, pagers or any other instrument/device in the examination hall.

xviii) Please also refer to "How to apply" and "Frequently asked question" section under the link "Click here for applying online" in case of any difficulty in applying online.

xix) Any **corrigendum** to this advertisement will be displayed only on the Company's website **www.brbnmpl.co.in**. Therefore, applicants are advised to keep checking the Company's website for any update.

xx) The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will be displayed only on the Company's website **www.brbnmpl.co.in**. It will not be intimated to the applicants individually. However, in case of cancellation, Examination fees paid (if any) by the applicants will be refunded to them.

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