

HOW TO APPLY:

Applicants are requested to follow the detailed procedures/guidelines as indicated below:

- A. Application Registration Procedure
- B. Payment of fees Procedure
- C. Guidelines for Photograph & Signature Scan and Upload
- D. Other Guidelines

Applicants can apply only from 21/12/2015 to 14/01/2016 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, applicants should -

- Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- **Have a valid e-mail ID and mobile no., which should be kept active till the completion of this Recruitment Process.** Bank Note Press, Dewas may send call letters for the Examination etc., through the registered e-mail ID. In case an applicant does not have a valid personal e-mail, he/she should share/mention email ID to /or of any other person.
- **APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE).**
- **PAYMENT OF FEE ONLINE : 21/12/2015 to 14/01/2016**
Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the applicant.

A. Application Registration Procedure

Applicants to visit Bank Note Press, Dewas's website www.bnpdewas.spmcil.com (job opportunity) and open the online application link [Apply Online](#) for filling the Online Application Form.

- (i) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and E-mail ID. A provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (ii) In case the applicant 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 applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- (iii) Applicants 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 FINAL SUBMIT BUTTON.
- (iv) The Name of the applicant or his/her Father/Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/ alteration found may disqualify the candidature.
- (v) Validate your details, and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (vi) Applicants 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 - 7 C.
- (vii) Applicants can proceed to fill other details of the Application Form.
- (viii) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (ix) Modify details, if required, and click on 'FINAL SUBMIT ONLY' after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (x) Click on 'Payment' Tab and proceed for payment.
- (xi) Click on 'Submit' button.

B. Payment of Fees procedure (Online Mode)

- (i) The application form is integrated with 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 Wallet.
- (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, applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vi) Applicants are required to take a printout of the e-Receipt and online application form. **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 fees will be accepted.**

C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- APPLICANT MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

I. PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, 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.
- Dimension 200 x 230 pixels (preferred).

- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc. during the process of scanning.

II. Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb-20kb.
- Ensure that the size of the scanned image is not more than 20KB.

III. SCANNING THE PHOTOGRAPH & SIGNATURE

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimension can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (Signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.
- **If the size and format are not as prescribed, an error message will be displayed.**
- While filling in the Online Application Form the applicant will be provided with a link to upload his photograph and signature.

IV. Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph/Signature".
- Browse & Select the location where the Scanned Photo/Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button
- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

(D) Other Guidelines:

- 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 Bank Note Press, Dewas's website on account of heavy load on internet/website jam. BNP 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 BNP.
- 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.
- BNP 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.
- 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 such as PAN Card/Passport/Driving License /Voter's Card/ Bank Passbook with photograph/Photo identity proof issued by a Gazetted Officer on official letterhead /Photo identity proof issued by a recognized College /University/Aadhar card with a photograph/Employee ID/Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The applicant'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 applicant is in doubt the applicant may not be allowed to appear for the Examination. Please note that e-Aadhar Card and Ration Card are not valid ID proofs for this recruitment exercise.

Note: Applicants have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Applicants 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 applicants 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 applicant will not be allowed to appear for the examination.

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 BNP
 - (c) for termination of service, if he/she has already joined BNP.
