



HMT LIMITED

(A Govt. of India Undertaking)

Regd. Office: HMT Bhavan, No.59, Bellary Road, Bengaluru – 560 032.

HMT HRM/Advt.1/2019 - 20

18.02.2020

REQUIRES - PROFESSIONALS IN VARIOUS AREAS

HMT Limited, a major engineering conglomerate with units spread across the country manufacturing various Engineering products offers challenging career opportunity to dynamic professionals on permanent basis for **Corporate Head Office, Food Processing Machinery Unit and Auxiliary Business Division of HMT Limited, Bengaluru.** Interested and eligible candidates can apply for the following vacancies in the enclosed application format.

1. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS:

<u>SL. NO</u>	<u>POSITIONS</u>	<u>NO OF POSTS</u>
1.1	General Manager / Joint General Manager (HR)	1
1.2	General Manager / Joint General Manager (Finance)	1
1.3	Deputy Manager (Finance)	2
1.4	Officer (Liaison)	1
Total		5

SL. NO. 1.1	GENERAL MANAGER / JOINT GENERAL MANAGER (HUMAN RESOURCES)
GRADE	PS IX / PS VIII
NO. OF POST	1 Post for HMT Limited, Corporate Head Office, Bengaluru.
UPPER AGE LIMIT	52 years / 47 Years (AS ON 01.02.2020)
PAY SCALE	Rs.51,300 – 73,000/- / Rs.43,200 – 66,000/- Approx. CTC: Rs. 22/- Lakhs p/a / Rs. 18 /- Lakhs p/a
POST QUALIFICATION EXPERIENCE	Should have minimum 22 years experience for General Manager and 19 years for Joint General Manager (HR) of which 9 / 7 years of experience should be at Senior Management Level. Experience in all the facet of Human Resource Management, Industrial Relation, Labour Laws and legal matters.
QUALIFICATION	Two-years full time, Post graduate Degree / Equivalent course in HR / Personnel Management / Industrial Relations / Master of Social work (MSW) / Master of Business Administration (MBA) with specialization in HR / Personnel Management from recognized institute with good academic record. Candidates should have minimum 60% marks (aggregate marks of all semesters), relaxed to 50% (aggregate marks of all semesters) for SC / ST candidates. Pass Class in Professional qualification. Additional degree in Law will be an added advantage.
JOB DESCRIPTION:	The incumbent shall <ul style="list-style-type: none"> ➤ Be responsible to guide the Company and its Subsidiaries in effectively formulating, implementing & monitoring HR policies. ➤ Functionally be responsible for effectively handling all HR activities including Manpower Planning, Performance Management System and other allied functions ➤ Planning and Budgeting including contract workforce management. ➤ Have strong knowledge about Labour law, statutory compliances and industrial relations. ➤ Effectively handle legal issues and Contract Labour matters ➤ Deal with Administrative Ministry and liaison with various Statutory and Government authorities. ➤ Coordinate with department managers on a successful staff performance evaluation process. ➤ Conduct and coordinate the recruitment / selection processes based on the needs of the Company ➤ Ensure proper orientation for all staff and collaborate with hiring managers to foster successful on-boarding of new staff. ➤ Develop new policies as necessary, in consultation with senior management.

SL. NO: 1.2	GENERAL MANAGER / JOINT GENERAL MANAGER (FINANCE)
GRADE	PS IX / PS VIII
NO. OF POST	1 Post for HMT Limited, Corporate Head Office, Bengaluru.
UPPER AGE LIMIT	52 years / 47 Years (AS ON 01.02.2020)
PAY SCALE	Rs.51,300 – 73,000/- / Rs.43,200 – 66,000/- Approx. CTC: Rs. 22/- Lakhs p/a / Rs. 18 Lakhs p/a
POST QUALIFICATION EXPERIENCE	Minimum 22 years experience for General Manager / 19 years for Joint General Manager (Finance) of which 9 / 7 years of experience should be at Senior Management Level. Experience in medium and large scale industries/ PSUs in the areas of Finance is preferred.
QUALIFICATION	CA/CMA/ICWA
JOB DESCRIPTION:	This is a senior level / Key Managerial Position and the incumbent will act as the Chief Finance Officer of the Company. <ul style="list-style-type: none"> ➤ Be overall in-charge of all Finance functions of the Company ➤ Maintain professional relationship with Banks & other Financial Institutions with which the Company has transactions. ➤ Interact and co-ordinate with bodies like Internal Audit, Statutory Audits, Tax Audit and other Government Agencies. ➤ Be responsible for overall financial functions including finalization of quarterly & annual financial statements – stand alone and consolidated, Taxation, – both direct and indirect, Income Tax matters of the Company. ➤ Be responsible for Taxation Assessments, Costing, Working Capital Management and Budgeting, Investment decisions, Financial Concurrence of Company and Subsidiaries and other finance functional areas allocated from time to time. ➤ Issue various Guidelines to Units / Subsidiary Companies as per the requirement / amendments brought by statutory bodies like ICAI, ICWAI, SEBI, MCA etc. ➤ Independently handle Banking Transactions including e-payments, Loans, Cash & Bills Section, Filing of Monthly / Quarterly Returns viz., TDS, Service Tax etc as per statutory requirement, Correspondence with Banks for availing of additional limits, CMA Data for Banks, FD Renewals, Funds Management etc, ➤ Maintain data pertaining to GoI loans to Company/Subsidiaries and Ensure timely submission of Agenda / Notes to Audit Committee / Board of Directors pertaining to Internal Audit Department.

SL. NO: 1.3	DEPUTY MANAGER (FINANCE)
GRADE	PS IV
NO. OF POSTS	2 Posts - Auxiliary Business Division, Bengaluru and Food Processing Machinery Unit, Aurangabad.
UPPER AGE LIMIT	32 years (AS ON 01.02.2020)
PAY SCALE	Rs.20,600 – 46,500/- Approx. CTC: Rs. 9/- Lakhs p/a
POST QUALIFICATION EXPERIENCE	Minimum 5 years experience for Deputy Manager (Finance). Experience in medium and large scale industries/ PSUs in the areas of Finance is preferred.
QUALIFICATION	CA/CMA/ICWA
JOB DESCRIPTION:	<p>The incumbent shall</p> <ul style="list-style-type: none"> ➤ Be in-charge of Finance & Accounts functions of the Unit. ➤ Maintaining professional relationship with Banks & other Financial Institutions with which the Unit has transactions. ➤ Independently handle all Banking Transactions including e-payments, Loans, Cash & Bills Section, Filing of Monthly / Quarterly Returns, viz., TDS, Service Tax etc., as per statutory requirement, Correspondence with Banks for availment of additional limits, CMA data for Banks, FD renewals, Funds Management etc. ➤ Carry out requisite activities in the areas of Main Accounts, MIS, finalization of Quarterly and Annual Accounts, Income Tax, matters concerning IT Assessment, financial concurrence of the Unit, GST payments, Filing of GST Returns, ESI & EPF Returns, etc. ➤ Follow up with the Branch Auditors for clearance of Quarterly / Annual Accounts of the Unit. ➤ Knowledge in Tally / ERP software is must.

SL. NO: 1.4	OFFICER (LIAISON)
GRADE	PS III
NO. OF POSTS	1 Post for HMT Limited, Liaison Office, Delhi
UPPER AGE LIMIT	30 years (AS ON 01.02.2020)
PAY SCALE	Rs.16,400 – 40,500/- Approx. CTC: Rs. 7/- Lakhs p/a
POST QUALIFICATION EXPERIENCE	Should have Minimum 2 years experience for Officer in relevant field.
QUALIFICATION	4-years full time regular Engineering Degree in any discipline with 2-years full time Master of Business Administration (MBA) from recognized institute with good academic record. Candidates should have minimum 70% (aggregate marks of all semesters / years of Engineering) relaxed to 60% for SC / ST Candidates.
JOB DESCRIPTION:	<ul style="list-style-type: none"> ➤ Effective Liaisoning /co-ordination between the Company (including subsidiaries) and DHI / other Govt. of India entities for Compliance of various issues / matter related to Company affaires. ➤ Maintain through knowledge of the Company, its products and service, its business, as well as an understating of how that impacts the other entities of contact. ➤ Monitor, co-ordinate and communicate the strategic objectives of the Company to the concerned authorities. ➤ Collect, analyze and utilize data and feedback to identify opportunities to improve the relationship between the Company and other Government entities. ➤ Collaborate and communicate successfully with other entities outside of the Company. ➤ Work with concerned to develop a greater understanding of the Company and any issues that arise. ➤ Develop & foster relationships with the stakeholders & other entities. ➤ Compile reports about incidents, events or updates about any important issue for the Company. ➤ Proactively resolve conflicts and address issues that could occur between the Company and other entity. ➤ Promptly respond to incidents and other events as necessary. ➤ Act as a positive representation of the Company. ➤ Ensure timely submission of various reports to the concerned. ➤ Any other work assigned from time to time.

2. REMUNERATION:

In addition to the Basic Pay, the compensation package includes Dearness Allowance (DA) as applicable from time to time, Company Accommodation / HRA, Canteen subsidy, Washing Allowance, Provident Fund, Gratuity, Medical facility, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., as per the Company Rules. HRA is variable depending upon the place of posting. In case Company quarters are availed, no HRA is Payable.

3. ADDITIONAL INCREMENTS:

Additional increments in the grade could be considered by the Selection Committee in deserving cases, for candidates with additional qualification/experience.

4. SELECTION PROCESS:

1. The management reserves the right to raise / lower the minimum eligibility standards / criteria by taking into account the qualification and relevant experience while short-listing for the candidates to attend the interview.
2. Management reserves the right to relax age and experience as also to consider related qualification & experience in case of deserving / exceptional candidates.
3. The management reserves the right to select the candidate for any other grade/post apart from notified grade/post based on performance in the interview.
4. The management reserves the right to recommend / select the candidate for any Subsidiary Companies / Units of HMT Limited.
5. Selection will be made strictly on the basis of merit, past service record & performance in the interview.
6. The Management reserves the right to set an upper level and lower level of cut off marks obtained by the candidate in their academic qualification for short-listing the candidates.
7. Mere conformity to the job requirements will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason, to increase/decrease the number of posts depending on the requirement, raise the Standard of Specifications to restrict the number of candidates to be called for interview.
8. Candidates from other PSUs under IDA pattern of pay scales in the immediate lower grade or same grade are eligible to apply subject to fulfilling the eligibility criteria.
9. Eligible candidates short-listed based on the initial screening will be called for interview. Instructions regarding interview will be intimated to the short-listed candidates individually through e-mail and Speed Post.

10. The shortlisted candidates may be called for interview for lower grade based on experience irrespective of the post applied. However, suitability for the post will be based on the performance in the interview.

5. MEDICAL FITNESS:

Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection. Those found medically unfit will not be appointed and the offer letter shall stand withdrawn in such cases.

6. APPLICATION / PROCESSING FEES:

A non-refundable account payee **Demand Draft for Rs.750/- for General, EWS & OBC (which includes Rs.500/- as Application Fee and Rs. 250/- as processing fee)**, drawn in favour of **HMT Limited**, on any Scheduled Bank payable at Bengaluru, is to be enclosed along with the prescribed application. No other mode of payment is acceptable. Candidates are advised to write their name and address on reverse side of Demand Draft. **For SC/ST category, a non-refundable account payee Demand Draft for Rs. 250/- only as the processing fee** is to be enclosed along with the prescribed application. **No fee is to be paid by Persons with Disability (PWD). Application without proper Demand Draft (except PWD) will be summarily rejected.**

7. RESERVATIONS & RELAXATIONS:

1. Reservations and Age relaxation for different categories viz., SC / ST / OBC / PWD / Ex-Servicemen / Minority / EWS etc., are as per Govt. of India Directives.
2. Candidates belonging to SC/ST/OBC/PWD/Minority/Ex-Servicemen/ EWS category should enclose copy of the certificate issued by the Competent Authority to that effect.
3. Candidates belonging to OBC category are required to produce the recently obtained **OBC** Certificate and self-undertaking for OBC (Non-creamy layer) status (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India, issued by Competent Authority (**format available in Careers section of our** website www.hmtindia.com).
4. Candidates applying under EWS category are required to produce 'Income and Asset of the Family Certificate' in the prescribed format (format available in Careers section of our website www.hmtindia.com).
5. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

8. FOR INTERNAL CANDIDATES:

Those who fulfill the following are also eligible to apply:

1. Candidates fulfilling the above said criteria of qualification, experience and who are in same grade or immediate lower grade only need apply. Also, candidates in immediate lower grade should have worked for number of years equivalent to the qualifying period under normal category of the promotion policy of the Company in their present grade in order to become eligible to apply for the next higher grade post.
2. For the post of General Manager / Joint General Manager, candidate who has worked in two different Units / areas only need apply.
3. Relaxation in age up to 3 years in each category will be provided for deserving candidates.
4. Selection will be made strictly on the basis of merit, past service record, attendance and performance in the interview.

9. GENERAL CONDITIONS:

1. Only Indian Nationals need apply.
2. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
3. Candidates fulfilling the above said criteria of qualification, experience only need apply.
4. **Candidates who have already applied for the above post(s) against our earlier advertisement OR have applied for any equivalent posts in HMT Limited. Or any of its subsidiaries during the last one year from the date of this recruitment notification need not apply and their application will be summarily rejected.**
5. Wherever CGPA / OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also attach a supporting document to this effect from University / Institute.
6. If any information provided by the candidate is found to be false or not found in conformity with eligibility criteria mentioned in the advertisement, then the same will be liable for rejection at any stage of selection process or even after appointment.
7. Any canvassing by or on behalf of the candidates or by bringing political or other outside influence with regard to selection / appointment shall be a disqualification.
8. Applicants serving in Government Departments / Public Sector Enterprises / Semi-Govt. Organizations should apply through proper channel or produce

No Objection Certificate at the time of interview, failing which they will not be permitted to appear for the interview and No TA shall be payable.

9. The original documents/certificates/testimonials in proof of Age (Only SSLC/SSC/ 10th Standard Board Certificate will be admitted as proof of age), qualification, experience, caste/category as mentioned/enclosed in the application shall be produced at the time of interview for verification. **In case of failure to produce the original testimonials/certificates as mentioned in the application for verification while attending the interview, the candidate will not be allowed to appear for interview and no TA shall be payable.**
10. Only short listed eligible candidates will be called for interview. The outstation candidates called for interview will be paid to and fro train fare by 2tier AC / AC chair car (for candidate applying for post in grade PS VI & above) and 3tier AC / AC chair car (for candidate applying for post in PS V & below) by the shortest route OR actual whichever is lower, on production of proof of journey..
11. Appointment of selected candidates is subject to verification of Caste and Character and Antecedents & past employment, as the case may be, from the concerned authorities as per rules of the Company.
12. The Company will not be responsible for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey.
13. The Management reserves the right to cancel subject notification part or the entire recruitment / selection process at its discretion. Management also reserves the right to absorb the selected candidates based on experience & qualification as per requirement of the Company, at its sole discretion. No correspondence will be entertained from the candidates who have not been short listed for the interview.
14. Management will not be responsible for delayed receipt/non-receipt of applications.
15. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
16. Management reserves the right to call or not to call for interview any/all of the candidates who have responded against this advertisement.
17. The selected candidate shall have to indicate his / her acceptance of the offer within one week from the receipt of offer, if not, the same will be offered to next candidate in the order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case to case basis.
18. The list of short listed candidates is valid upto one year only from the date of interview. The appointment / offer letter for placement of candidates will be issued as and when the vacancy arises.
19. Number of vacancies notified may increase / decrease at the discretion of the Company & the decision of Management regarding selection will be final.

20.The Company also reserves the right to cancel / curtail / enlarge the recruitment process and/ or the selection process there under without any further notice and without assigning any reasons.

21.The placement will be on permanent basis with one year **PROBATION Period** (which may be extended if performance not found satisfactory). The candidates are required to execute **SERVICE BOND** along with the **SURETY** agreeing to serve the Company for the period of **THREE years**, including probationary period.

22.Court of jurisdiction for any dispute will be at Bengaluru.

10. HOW TO APPLY:

Application in the prescribed format duly filled enclosing therewith the Demand Draft and a set of self attested photocopies of the relevant certificates in proof of qualification, age, category, experience etc., (all the relevant original certificates should be produced at the time of interview) and affixing passport size photograph at the space provided should be sent in sealed cover superscribed "**APPLICATION FOR THE POST OF**" so as to reach the following address **on or before 10.03.2020**.

Candidates applying for more than one post shall submit separate application forms for each post clearly indicating the post applied for along with separate Demand Drafts for each post.

Application has to be sent through Ordinary post / Speed Post / Registered Post / Courier only. Application received through other modes viz., Fax / E-mail / By hand will not be accepted and summarily rejected.

**The Assistant General Manager (CHR),
HMT Limited,
HMT Bhavan,
No.59, Bellary Road,
BENGALURU - 560 032.**

Candidates are advised to have a valid e-mail ID which has to be mandatorily mentioned in the application form. They are also advised to retain this e-mail ID active for at least one year as any important intimation to the candidates shall be provided by HMT Limited, through e-mail. They are further requested to check their e-mails regularly for any communication from HMT Limited in this regard.

For any further clarifications please free to get in touch with us on 080-23337585

**Sd/-
Asst. General Manager (CHR)**

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

SN.	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Proof of Date of Birth (only SSLC/SSC/10 th Standard Board Marks Card will be admitted as proof of age).			
2.	Proof of Caste – SC/ST in the prescribed format.			
3.	Latest OBC Certificate (Non-creamy layer) in the format as applicable for appointment to posts under Govt. of India to be produced.			
4.	Minority declaration Certificate.			
5.	Ex-Servicemen Certificate.			
6.	Income and Asset Certificate in the format as applicable for EWS category.			
7.	PWD certificate issued by the Competent Authority (Govt. Hospital or Medical Board attached to Special Employment Exchange for the handicap) as per the "Persons with Disabilities [Equal opportunities, protection of right and full participation] Act, 1995".			
8.	Qualification Certificates:			
8.1	SSLC/SSC/10 th Standard Board Marks Card.			
8.2	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
8.3	Inter/Diploma Certificate.			
8.4	Degree Marks Card (Semester-wise/Year-wise).			
8.5	Degree Certificate.			
8.6	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
8.7	PG Degree/Diploma Certificate.			
8.8	Other Qualifications, if any (Pl. specify).			
9.	Post-qualification Experience Certificate(s).			
10.	Demand Draft for the prescribed amount.			

Note:

The self attested copies of the documents/certificates (Sl.No.1 to 9) should be enclosed to this format in the same order.

Candidate to bring one set of photo copies of all marks cards along with original for verification at the time of interview.

Affix Passport
size photo



HMT LIMITED
Regd. Off: HMT Bhavan, # 59, Bellary Road,
BANGALORE – 560 032.

APPLICATION FOR THE POST OF :					Advt. Ref. No. & Date:						
1	Name Mr./ Ms										
2	S/o, D/o, W/o										
3	Address for communication (With PIN Code)										
3.1	Telephone Nos. (with STD code)		Office				Residence.				
3.2	Mobile No										
3.3	E-mail Id		1								
			2								
4	Date of Birth (as per Matric./ SSLC/SSC certificate)		DD	M M		YY		Age (as on date of application)		YY	MM
5	Caste/Category (Tick appropriate column)		SC	ST	OBC	GEN	PH	MINORITY	EWS		
6	Qualification (self attested Xerox copies of all marks cards & degree certificates are to be enclosed)										
	Exam passed	Yr of passing	Full/ part time	Course Duration	University/ Institution	Aggt. % Marks	Specialisation				
6.1											
6.2											
6.3											
6.4											
6.5											
6.6											

7	Post-qualification Experience: (self attested Photocopies of experience certificates to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organisa- tion & Address & email-id	Desig- nation	Nature of duties	Period (commencing from latest / present)						Company's Turnover	Basic Pay & pay Scale
				From		To		Duration			
				MM	YY	MM	YY	YY	MM		
7.1											
7.2											
7.3											
7.4											
7.5											
7.6											
TOTAL P.Q. EXPERIENCE											
8	Any two references with contact details (other than relatives)										
	Name & Designation		Address		Phone No./Mobile No.			Email ids			
	8.1										
8.2											
9	Details of relatives working in HMT Ltd. or its Subsidiary Cos										
10	Demand Draft details		Date & DD No		Amount. (Rs.)			Bank Details			
Original testimonials in respect of Sl. No. 4,5,6 & 7 must be produced at the time of interview											
<p>Certified that the information furnished above are true to the best of my knowledge information & belief. If, at a later date, the information furnished above are found to be false or inaccurate, the Management is free to take appropriate action as per the extant rules.</p> <p>Place : Date :</p> <p style="text-align: right;">(Signature of the Applicant)</p>											