



HMT Machine Tools Ltd
(A Govt. of India Undertaking)
HMT Bhavan, No. 59, Bellary Road, Bangalore – 560 032

Ref: MTL/HRM/R.23(advt.)/2019-20

Date: 25.09.2019

REQUIRES

PROFESSIONALS IN VARIOUS AREAS

HMT Machine Tools Limited, a wholly owned subsidiary of HMT Limited, a Govt. of India PSU, is a leading Machine Tools Manufacturer, having Manufacturing Units and Marketing Divisions spread all over India. The company manufactures various types of Metal Cutting and Metal Forming Machine Tools in addition to CNC Control Systems, Precision Ball Screws and Offset Printing Machines.

The Company is planning to multiply its business turnover by venturing into various new business opportunities through joining hands with established organisations in the field of Aerospace, Defense, Nuclear, Power, Transportation, etc.

The Company offers challenging career opportunities, growth and is looking for qualified and experienced HR and Finance professionals for various positions on permanent basis as detailed below. Interested and eligible candidates can apply for the following vacancies in the enclosed application format.

1. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS:

SI. NO	POSITIONS	NO. OF POSTS
1.1	Assistant General Manager / Manager (Finance)	4
1.2	Dy. Manager / Officer (Finance)	3
1.3	Assistant General Manager / Manager (HR)	4
1.4	Dy. Manager / Officer (HR)	4
Total		15

1.1. POST	Assistant General Manager (Finance) / Manager (Finance)
No. of Post	4 (Four)
Upper age limit (as on 01.09.2019)	38 years for Assistant General Manager (Finance) 36 years for Manager (Finance)
Qualification	CA /CMA/ ICWA
Post Qualification Experience	<ol style="list-style-type: none"> Should have minimum 13 years (for AGM post) / 9 years (for Manager post) experience of which 5 years of experience should be at Middle Management level preferably in Engineering /Manufacturing industry. Experience in Finalization of Accounts/Audit/Taxation/ Fund Management/Costing & Budgeting / working capital management, etc
Job Description	<ol style="list-style-type: none"> Overall in charge of Accounts & Finance of the Unit. Preparation & Review of MIS, financial statements and regulatory reports with respect to the Unit. Finalization of Accounts, P&L statements and Balance Sheets Working capital monitoring and optimization. Preparation of budget and business plan. Cash Flow Management - Forecasting cash flow positions, related borrowing needs, and available funds for manufacturing Operations and other expenses. Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements. Liasoning with various Government Authorities & Auditors. Legal and statutory compliances
Grade / Scale of Pay*	PS VI – Rs. 14500-350-18700 (1997 Pay Scale) PS V – Rs. 13000-350-18250 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Kalamassery, Hyderabad, Ajmer)

2.2. POST	Deputy Manager (Finance) /Officer (Finance)
No. of Post	3 (Three)
Upper age limit (as on 01.09.2019)	32 years for Deputy Manager (Finance) 30 years for Officer (Finance)
Qualification	CA /CMA/ ICWA
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 5 years (for Dy. Manager post) / 2 years (for Officer post) experience preferably in Engineering /Manufacturing industry. 2. Experience in Finalization of Accounts / Audit / Taxation / Costing & Budgeting, etc.
Job Description	<ol style="list-style-type: none"> 1. Managing accounting operations 2. Preparing financial statements like budget and financial forecasts balance sheet, profit/loss statement etc. Develop periodic reports for management. 3. Manage legal & statutory compliances, Provident fund, GST and ESI compliance 4. Working capital monitoring and optimization. 5. Liasoning with various Government Authorities & Auditors
Grade / Scale of Pay*	PS IV – Rs. 10750-300-16750 (1997 Pay Scale) PS III – Rs. 8600-250-14600 (1997 Pay Scale) (under revision)
Place of Posting	Marketing Office and Machine Tools Directorate (Bangalore)

2.3. POST	Assistant General Manager / Manager (Human Resource)
No. of Post	4 (Four)
Upper age limit (as on 01.09.2019)	38 years for Assistant General Manager (HR) 36 years for Manager (HR)
Qualification	MBA / PGDBM of minimum 2 years duration with specialization in Human Resources/Personnel Management/Industrial Relations/Labour Welfare/Labour Management/Labour Administration/Labour Studies from AICTE/UGC recognized University. Candidates should have minimum 60% marks (aggregate marks of all semesters) in graduation, relaxed to 50% (aggregate marks of all semesters) for SC / ST candidates. Additional degree in Law will be an added advantage
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 13 years (for AGM post) / 9 years (for Manager post) of which 5 years of experience should be at Middle Management level preferably in Engineering /Manufacturing industry. 2. Experience in all the facets of Human Resource Management, Industrial Relation, Labour Laws and legal matters.
Job Description	<ol style="list-style-type: none"> 1. Planning and Budgeting including contract workforce management 2. Managing Unit HR Operations and functions 3. Employees' welfare management 4. Maintaining a congenial IR climate in the Unit. 5. Responsible for statutory and applicable labour law compliances. Liaisoning with various Statutory and Government authorities. 6. Organizational Development - Identifying low performer improves efficiency by counseling on a regular basis; take measures to reduce absenteeism for improved productivity. 7. Improve training and development related processes, identification of training needs, design, delivery and evaluation of development programs. 8. Will be responsible for revenue generation through Training Center. 9. Will be responsible for Skill Development initiatives under PMKVY and other such Government initiatives for the Unit. 10. Will be handling all legal matters pertaining to the Unit with frequent status update to the Management on the same.
Grade / Scale of Pay*	PS VI – Rs. 14500-350-18700 (1997 Pay Scale) PS V – Rs. 13000-350-18250 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Kalamassery, Hyderabad), Machine Tools Directorate (Bangalore)

2.4. POST	Dy. Manager / Officer (Human Resource)
No. of Post	4 (Four)
Upper age limit (as on 01.09.2019)	32 years for Deputy Manager (HR) 30 years for Officer (HR)
Qualification	MBA / PGDBM of minimum 2 years duration with specialization in Human Resources/Personnel Management/Industrial Relations/Labour Welfare/Labour Management/Labour Administration/Labour Studies from AICTE/UGC recognized University. Candidates should have minimum 60% marks (aggregate marks of all semesters) in graduation, relaxed to 50% (aggregate marks of all semesters) for SC / ST candidates. Additional degree in Law will be an added advantage
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 5 years (for Dy. Manager post) / 2 years (for Officer post) experience preferably in Engineering /Manufacturing industry. 2. Experience in all the facets of Human Resource Management, Industrial Relation, Labour Laws and legal matters.
Job Description	<ol style="list-style-type: none"> 1. Assist Unit HR Chief and work on day-to-day Unit HR Operations and functions 2. Employees' welfare management 3. Statutory and applicable labour law compliances. Liaisoning with various Statutory and Government authorities. 4. Training & Development 5. Handling all legal matters pertaining to the Unit with frequent status update to the Unit Management on the same.
Grade / Scale of Pay*	PS IV – Rs. 10750-300-16750 (1997 Pay Scale) PS III – Rs. 8600-250-14600 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Hyderabad, Ajmer)

2. REMUNERATION:

In addition to the Basic Pay, the compensation package includes Dearness Allowance (DA) as applicable from time to time, Company Accommodation / HRA, CCA, Canteen subsidy, Washing Allowance, Provident Fund, Gratuity, Medical facility, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., as per the Company Rules. HRA & CCA 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. The Candidates from other PSUs under IDA pattern of pay scales in the immediate lower 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 Machine Tools Limited, on any Scheduled Bank payable at Bengaluru is to be enclosed along with the prescribed application. No other mode of payment is acceptable. **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.** Candidates are advised to write their name and address on reverse side of Demand Draft.

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 EWSs 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 similar grade & 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. Relaxation in age upto 3 years in each category will be provided for deserving candidates.
3. Selection will be made strictly on the basis of merit, past service record, attendance & 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 appeared for interview against our earlier advertisement for the same posts 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 actuals 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. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
15. Management will not be responsible for delayed receipt/non-receipt of applications.
16. 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.
17. 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.
18. Number of vacancies notified may increase / decrease at the discretion of the Company & the decision of Management regarding selection will be final.
19. The Company also reserves the right to cancel / curtail / enlarge the recruitment process and/ or the selection process thereunder without any further notice and without assigning any reasons.

20.The placement will be on permanent basis with one year **PROBATION Period**.
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.

21.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 16.10.2019.**

Candidates applying for more than one post shall submit separate application 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.

For any further clarifications please free to get in touch with us on 080-23547985

The Deputy General Manager (CP & HR)

HMT Machine Tools Limited,

HMT Bhavan,

No.59, Bellary Road,

BANGALORE - 560 032

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Proof of Date of Birth (only SSLC/SSC/10th 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 EWSs 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/10th 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.

**HMT MACHINE TOOLS LIMITED**Registered Office: HMT Bhavan,
59, Bellary Road, Bangalore – 560 032Affix Passport
size photo**(Please fill boxes in BLOCK LETTERS ONLY)**

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									
3.3	E-mail Ids 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		SC	ST	OBC	GEN	PH	MINORITY	EWS	(Tick appropriate column)
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 Xerox copies of experience certificates are to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organisa- tion name, Address & e-mail	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											
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.											
Place :											
Date :											
(Signature of the Applicant)											