



HMT (INTERNATIONAL) LIMITED

(A Govt. of India Undertaking)

Regd. Office: HMT Bhawan, No.59, Bellary Road, Bangalore – 560 032

HRM HMTI/ADVT-R.2/19-20

Date: 25.09.2019

Requires

FINANCE / HR / ENGINEERING PROFESSIONALS

HMT (International) Limited, a Mini-Ratna Company and wholly owned subsidiary of HMT Limited, a Government of India Undertaking and a leading Indian Export House engaged in export & import and project implementation, offers challenging career opportunities to dynamic professionals on permanent basis, as detailed below:

I. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS:

<u>SI. NO</u>	<u>POSITIONS</u>	<u>NO OF POSTS</u>
Post A	Deputy General Manager / Assistant General Manager (Projects)	1
Post B	Deputy General Manager / Assistant General Manager (Products)	1
Post C	Deputy General Manager / Assistant General Manager (HR)	1
Post D	Deputy Manager-Technical Advisor/Deputy Engineer	1
Post E	Deputy Manager(Finance)	1
Post F	Accounts Officer	1
Total		6

NOTE: The management reserves the right to select the candidate in any of the grade as mentioned above.

The details of the posts are as below:

A. POST	Deputy General Manager / Assistant General Manager-Projects
Grade	PS VII/PS VI
No. of Post	01(One)
Upper age limit	42 years /38 years(as on 01.10.2019)
Pay Scale	Rs.32,900-58,000/Rs.29,100-54,500
Post Qualification Experience	16 years/13 years
Qualification	B.E/B.Tech in Mechanical/Electrical/Electronics Engg. with aggregate of at least 60% from recognized University/Institute. MBA/PG Degree in Management Course is preferable.
Job Description	<ul style="list-style-type: none"> • Hands on experience in Project Management. • Knowledge on tendering procedures/activities. • Knowledge in preparation of projects proposal of machines/equipments specification and its implementation. • Be well versed with present procedures, regulations, tools and technique for handling projects in India and abroad. • Should have experience in preparation of Plant Layout / Erection & Commission activities of various machines involved in project implementation. • Should be Conversant with in technical and commercial aspects. • Knowledge in Field Study, preparation of Detailed Project Report for project order procurement.

B. POST	Deputy General Manager / Assistant General Manager-Products
Grade	PS VII/PS VI
No. of Post	01(One)
Upper age limit	42 years /38 years(as on 01.10.2019)
Pay Scale	Rs.32,900-58,000/Rs.29,100-54,500
Post Qualification Experience	16 years/13 years
Qualification	B.E/B.Tech in Mechanical/Electrical/Electronics Engg. with aggregate of at least 60% from recognized University/Institute. MBA/PG Degree in Management Course are preferable
Job Description	<ul style="list-style-type: none"> • In – charge of Product department. • Responsible for marketing of Machine tools and associate products and equipments in overseas market. • Knowledge of International Marketing / dynamics of International Business. • Experience in preparation of proposal for marketing of products, offer submission and its pricing methods. • Practical knowledge of Erection and Commissioning activities. • Enquiry generation and its complete follow up till conversion to order procurement. <p>Having worked in factory environment with Machine Tools exposure is preferable. Energetic and convincing ability is must to generate business. Excellent communication & negotiation skills to interact with suppliers / foreign customers. Good command over computer knowledge in MS office is essential. Ability to co-ordinate the inter-departmental activities and also with top management</p>

C. POST	Deputy General Manager/Assistant General Manager-HR & Legal
Grade	PS VII / PS VI
No. of Post	01(One)
Upper age limit	42 years/38 years (as on 01.10.2019)
Pay Scale	Rs.32,900-58,000/Rs.29,100-54,500
Post Qualification Experience	16 years / 13 years
Qualification	Graduation with minimum Two year Degree / Diploma in HR / HRM with aggregate of at least 60% from recognized University/Institute. Degree in Law is desirable.
Job Description	<ul style="list-style-type: none"> • Overall in-charge of HR & Legal functions. • Conversant with HR policies, Social Legislations Including familiarization with RTI Act / matters and its implementation. Grievance handling at Company level & grievances forwarded by appropriate govt. • Responsible for functions of Employee Life Cycle - recruitment/induction / placement / training & development / promotions/superannuation. • Exposure to handling legal cases pertaining to service matters and other techno-commercial cases. • Co-ordination with corporate HR for subsidiary matters and other HR related issues. • Compliance of statutory & non-statutory requirements of the Subsidiary. • Look after disciplinary matters / domestic or departmental enquiries. <p>Must be a confident organizer, with excellent communication and analytical skills, quality of confidentiality, ability to manage conflict management at workplace.</p>

D. POST	Deputy Manager-Technical Advisor/Deputy Engineer
Grade	PS IV/PS III
No. of Post	01(One)
Upper age limit	32 years/30 years(as on 01.10.2019)
Pay Scale	Rs.20,600-46,500/Rs.16,400-40,500
Post Qualification Experience	5 years/2 years
Qualification	B.E/ B.Tech in Mechanical/ Electrical/ Electronics Engg with minimum 75% aggregate from recognized University /Institute. MBA degree with aggregate of at least 70% marks from a reputed recognized University / college/Institute. Knowledge of Project Management & Software skills desirable.
Job Description	<ul style="list-style-type: none"> • In-charge of Office Management functions of the Office of Managing Director. • Co-ordination and providing information & support for implementing the strategic decisions of the top management. • Having ability to deal with many tasks / people and projects with deadlines. • Technical scrutiny of proposals / documents pertaining to projects / products department in the various technical aspects. • Dependable, reliable and having ability to maintain confidentiality. • Proficiency in MS Office, computer knowledge. Project Management software skills desirable <p>The selected candidate should be able to assist MDI of the Company in respect of various technical matters like planning, organizing, coordinating the implementation and monitoring of the strategic decisions and also scrutiny of the technical and commercial proposals, correspondence related to MDI office. Proficient / excellent command over computer knowledge in MS office is essential.</p>

E. POST	Deputy Manager-Finance
Grade	PS IV
No. of Post	01(One)
Upper age limit	32 years (as on 01.10.2019)
Pay Scale	Rs.20,600-46,500
Post Qualification Experience	5 years
Qualification	CA/CMA/ICWA
Job Description	<ul style="list-style-type: none"> ● Main Accounts: Monthly MIS, Arranging CC Meeting, MIS, Preparation of Final Accounts of HO and Final Accounts consolidation. Quarterly Reports to Govt. Annual results to Govt with write up etc ● Audit Co-ordination : Co-ordination with Internal / Statutory / Govt. Auditors – Replies to Queries. ● Board Work: Preparation of Board Notes, Board Meeting related work, Minutes of Meeting & AGM and Annual Report, Filing of MCA Returns. ● Income Tax work : Filing of Income Tax Returns and other related matter i.e attending assessment proceedings, Laison with Company's legal advocates for filing, appeal with Appellate Authorities. ● Project Accounts. ● High Sea Sales ● Knowledge of Tally/ERP

F. POST	Accounts Officer
Grade	PS III
No. of Posts	02(Two)
Upper age limit	30 years(as on 01.10.2019)
Pay Scale	Rs.16,400-40,500
Post Qualification Experience	2 years
Qualification	CA/CMA/ICWA
Job Description	<ul style="list-style-type: none"> ● Cash Handling/Bank related documentation ● Handling of all the OBS/IBS of Products and Projects Sections ● All related Payroll work – Time Office, Salary disbursement, Income Tax work and issue of Form 16. ● TDS and Service Tax payment and relevant filing. ● Financial concurrence. ● Export Documentation – Accounting and Closure of Shipping Bills-Sales Accounting ● GST Related Work – Filing of Returns, Assessment and Handling related issues. ● Payment of Overseas Agency Commission. ● TA/DA Claims: <ul style="list-style-type: none"> - Tour Advance and other recoverable advances to employees - Settlement of Travel claims of employees and travel agent bills. - Release of FOREX on deputation abroad, settlement of dealer's bills. - Statement of Foreign travels by employees – quarterly to Board. ● Inter-Unit Accounts. ● Knowledge of Tally/ERP

II. 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.

III. ADDITIONAL INCREMENTS:

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

IV. 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.

V. 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.

VI. 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 (International) 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.**

VII. 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.hmti.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.hmti.com).
5. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

VIII. 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 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. Relaxation in age up to 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 and performance in the interview.

IX. 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. 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.
5. 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.
6. 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.
7. 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.
8. 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.**
9. 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..
10. 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.
11. The Company will not be responsible for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey.
12. 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.
13. Management will not be responsible for delayed receipt/non-receipt of applications.

14. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
15. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
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 there under 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.

X. 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 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.

For any further clarifications please free to get in touch with us on 080-23339060

The General Manager (CS), I/c HR, HMTI
HMT (International) Limited, 5th Floor
HMT Bhavan, No.59, Bellary Road,
BANGALORE - 560 032.



HMT (International) Limited
 5th Floor, HMT Bhavan
 # 59, Bellary Road, Bangalore - 560032
 (Please fill boxes in **BLOCK LETTERS ONLY**)

Affix Latest
 Passport size
 photo

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		1.			2.			
3.3	E-mail Ids		1						
			2						
4	Date of Birth (as per Matric./ SSLC/SSC certificate)		DD	MM	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 Xerox copies of experience certificates are to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organisa- tion & Address	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)											

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/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 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/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.