



HMT MACHINE TOOLS LIMITED
(A Government of India Undertaking)
Bangalore Complex
Jalahalli, Bangalore-560 013

Ref: MBX/Contract/2020-21

Date: 01.02.2021

Sub: Requirement of Junior Associate on contract basis

Applications are invited from the ex-employees who have superannuated/retired from the services of HMT Limited & its Subsidiary Companies/Units for the post of Junior Associate in the grade equivalent to WS-I at HMT Machine Tools Limited, Bangalore Complex, Jalahalli, Bangalore, on contract basis.

The post details are specified below:

POST	JUNIOR ASSOCIATE
No. of Post	One
Duration	Three Months
Equivalent Grade	WS-I
Qualification	Graduate in any discipline, Stenography.
Job requirement	Experience in admin activities, assisting General Manager day today activities, drafting office orders, notices any other documents. Scheduling and arranging meeting as per the superior order, handling office stationeries, maintain office vehicles schedule etc.
Experience	Should have minimum 20 years of experience in the office admin activities as mentioned in job requirement
Consolidated remuneration (Per Month)	Rs.18,500/-

GENERAL CONDITIONS:

1. Candidates who retired in the grade WS-I and fulfill the criteria of qualification and experience in line need only apply.
2. The contract engagement will be temporary in nature. The contract will be initially for a period of three months from the date of engagement strictly as per the terms of contract and the same can be extended or terminated based on the requirement of the Company/performance of the individual.
3. The contractual engagement will be for a specific period. The Associates / Consultants so engaged will neither have any right nor lien on the job held by him / her and shall not claim regular employment.

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4. The Associates / Consultants so engaged shall not construe it as a permanent employment and shall not be entitled to regular employment.
5. The engagement as Associates / Consultants shall not be considered as a case of reemployment and shall not be counted as in the service for the purpose of pension or any other retirement benefits.
6. The engagement of the associates and consultants will be subject to submission of a Non-disclosure Agreement as per the format provided by the company.
7. During the period of engagement, the Associates / Consultants should not take up any assignment / jobs outside the Organization.
8. The Associates / Consultants so engaged will be required to make his / her services be available on Holidays / weekends as and when called upon to do so in exigencies for which no additional remuneration will be paid.
9. The candidate should be less than 61 years of age and left out with minimum 12 months of consulting period as on the date of the application. The contract period will not be extended beyond 62 years of age.
10. The Associates / Consultants will be paid a consolidated remuneration as specified above. Applicable statutory deductions, if any, will be deducted at source.
11. Selection will be made strictly on the basis of merit, past service record, aptitude and performance in the interview.
12. The engagement will be subject to submission of medical fitness certificate certifying that the candidate is medically fit for the job which is to be assigned to him / her.
13. Satisfying all the above conditions, preference will be given to SC/ST/OBC/PWD/Minority candidates as per the Presidential Directives.
14. 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 engagement.
15. The candidates shall have to appear for interview at their own cost. No TA/DA will be paid for attending the interview.
16. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
17. Management will not be responsible for delayed receipt/non-receipt of applications.

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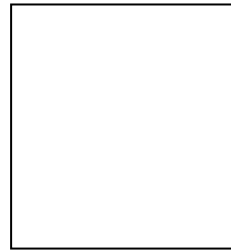
18. The decision of Management regarding selection will be final.
19. The legal jurisdiction will be Bangalore in case of any dispute.
20. Applications should be made only in the prescribed application format given below. If required a separate sheet may be attached. Completed application forms along with copies of relevant documents should be submitted in person / by post / speed post to the below address on or before 15.02.2021. Applications received thereafter will not be entertained.

**Deputy Manager (HRM),
HMT MACHINE TOOLS LIMITED
(A Government of India Undertaking)
Bangalore Complex, Jalahalli,
Bangalore-560 013**

Sd/-
General Technical Manager (MBX)



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 Bangalore Complex
 Jalahalli, Bangalore-560 013



APPLICATION FOR THE POST OF :	Advt. Ref. No. Advt. Date:
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1	Name Mr. / Ms.							
2	S/o, D/o, W/o							
3	Address for communication (With PIN Code)							
	Telephone Nos. with STD code	Office				Res.		
	Mobile							
	E-mail Ids							
4	Date of Birth	DD	MM	YYYY	Age (as on date of application)	YY	MM	
5	Caste/ Category	SC	ST	OBC	GEN	PH	MIN	(Tick appropriate column)

Qualification (Copies of all Marks Cards and Degree Certificates to be enclosed)							
	Exam passed	Year of Passing	Full/ part time	Course duration	University / Institution	% of marks	Specialization
6							

7	Experience in HMT & its Subsidiary/units : (Details of nature of duties, may be given in ANNEXURE)									
	HMT MTL /Units	Designation (Specify grade)	Nature of duties	Period (Commencing from latest / present)						Pay & Pay scale
				From		To		Duration		
				MM	YY	MM	YY	YY	MM	

Certified that the information furnished above are true.

Place : _____ Date : _____ (Signature)