



hmt
HMT MACHINE TOOLS LIMITED,
Regd. Office HMT Bhavan,
No. 59, Bellary Road, BANGALORE – 560 032.

HMT Machine Tools Limited, a wholly-owned Subsidiary of HMT Limited, a Govt. of India PSU, is a leading Machine Tool 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 has prepared its vision 2020 document and is planning to multiply its business turnover by venturing into various new business opportunities through joining hands with established organizations in the field of Aerospace, Defence, Nuclear, Power, Transportation etc.

The Company offers challenging career opportunities to Engineering (in various disciplines), Finance & HR Professionals in its Manufacturing Units at Bangalore (Karnataka), Pinjore (Haryana), Kalamassery (Kerala), Hyderabad (A.P), Ajmer (Rajasthan) located all over India. The Company is looking for qualified and experienced professionals in relevant fields as detailed below:

Sl. No.	Position
1.	General Manager (Finance) Joint General Manager (Finance) Dy. General Manager (Finance) Asst. General Manager (Finance)
2.	Deputy General Manager (HR) Asst. General Manager (HR) Manager (HR)
3.	Company Secretary
4.	Chief Security Officer

TERMS OF OFFER :

1. REMUNERATION:

In the pay scales of General Manager 20500-500-26500, Joint General Manager – 18500-450-23900, Dy. General Manager – 16000-400-20800, Asst. Gen. Manager – 14500-350-18700, Manager-13000-350-18250, Deputy Manager- 10750-300-16750, Officer-8600-250-14600 Plus Dearness Allowance of 238.5% (as on 1.4.2015), Company Accommodation/HRA, CCA, Canteen subsidy, Washing Allowance, PF, Gratuity, Medical facility, Conveyance Reimbursement. HRA & CCA is variable depending on the place of posting. In case Company quarters is allotted, no HRA is payable.

2. ADDITIONAL INCREMENTS:

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

3. GENERAL CONDITIONS:

- a) Only Indian Nationals need apply.
- b) The placement will be on permanent basis depending on the need of the organisation as decided by the Selection Committee.
- c) Minimum post qualification experience as indicated against each post is essential.
- d) The minimum qualifications indicated shall be pass from a recognised University / Institute.
- e) Internal candidates may also apply if they fulfil the eligibility criteria.
- f) 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 written test or interview.
- g) A non-refundable account payee DD for Rs. 200/- drawn in favour of HMT Machine Tools Limited on any Scheduled Bank payable at Bangalore is to be enclosed along with prescribed application. No other mode of payment is acceptable. Candidates are advised to write their name and address on reverse side of DD. No fee is to be paid by SC/ST candidates and Persons with Disability (PWD).
- h) Applicants serving in Govt. /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.
- i) 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.
- j) Appointment of selected candidates is subject to verification of Caste and Character and Antecedents, as the case may be, from the concerned authorities as per the rules of the Company.
- k) Reservations and Age relaxation for different categories, viz., SC/ST/OBC/PWD/Ex-Servicemen / Minority etc., are as per Govt of India Directives.
- l) Candidates belonging to SC/ST/OBC/PWD/Ex-Servicemen/Minority category should enclose a copy of the certificate issued by the Competent Authority to that effect.
- m) Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by Govt of India issued by the Competent Authority.
- n) Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

- o) Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection.
- p) Age (the upper age limit upto a maximum of 5 years) and Experience criteria can be relaxed in deserving cases.
- q) No correspondence will be entertained with the candidates not selected for interview.
- r) Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
- s) Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
- t) Management will not be responsible for delayed receipt / non-receipt of applications.
- u) The decision of Management regarding selection will be final.
- v) Court of jurisdiction for any dispute will be at Bangalore / or at the place of posting.

4. SELECTION PROCEDURE:

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. The outstation candidates called for interview will be paid the eligible train fare to & fro 3 Tier AC / AC Chair Car by the shortest route on production of proof of journey subject to point No.(i) as referred above.

5. 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., and affixing passport size photograph at the space provided should be sent in sealed cover superscribed " APPLICATION FOR THE POST OF..... " (as the case may be) so as to reach the following address on or before **30.04.2015**.

The General Manager (HR),
HMT Machine Tools Limited,
HMT Bhavan,
No. 59, Bellary Road,
BANGALORE – 560 032.

:: 4 ::

GRADE: PS-IX

Grade	Qualification	Post Qualification Exp.	Upper Age Limit	Place Of Posting	No. of Post
GM(F)	ICWA / CA	17-22 Yrs	50 Yrs	Bangalore	1

GRADE: PS-VI to PS – VIII

Grade	Qualification	Post Qualification Exp.	Upper Age Limit	Place Of Posting	No. of Post
AGM(F)	ICWA / CA	10-12 Yrs	36 Yrs	Hyderabad Kalamassery	2
DGM(F)		12-15 Yrs	40 Yrs		
JGM(F)		16-19 Yrs	45 Yrs		

GRADE: PS-V to PS – VII

Grade	Qualification	Post Qualification Exp.	Upper Age Limit	Place Of Posting	No. of Post
Manager(HR)	MSW / MBA(HR) / NIPM / PGDPM (Full Time)	8-10 Yrs	34 Yrs	Bangalore Hyderabad & Ajmer	3
AGM(HR)		10-12 Yrs	36 Yrs		
DGM(HR)		12-15 Yrs	40 Yrs		

GRADE: PS-III to PS – V

Grade	Qualification	Post Qualification Exp.	Upper Age Limit	Place Of Posting	No. of Post
Company Secretary	Graduate with ACS Preferred LLB as addl Qualification	3-10 Yrs in a listed company	34 Yrs	Bangalore	1

GRADE: PS-III to PS – IV

Grade	Qualification	Post Qualification Exp.	Upper Age Limit	Place Of Posting	No. of Post
Chief Security Officer	SHAPE I Ex Serviceman officers with Degree in any Discipline (Infantry Commissioned Officers of the rank of Captain/ Major/ Lt Col of Indian Army or Its equivalent grade in Air Force and Navy.	Minimum 5 yrs experience in Industrial Security, Vigilance, Fire fighting	40 Yrs	Bangalore Hyderabad Kalamassery Ajmer	4

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

Sl. No.	Documents	Status (tick the relevant column)		
		Yes	No	NA
1.	Demand Draft for the prescribed amount.			
2.	Proof of date of birth (SSLC / Matriculation Marks Card).			
3.	Proof of Caste – SC/ST in the prescribed format.			
4.	Latest OBC Certificate (Non creamy layer) in the format as applicable for appointment to posts under Govt of India to be produced.			
5.	Ex-Servicemen Certificate.			
6.	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".			
7.	Qualification Certificates:			
8.	Degree Certificate.			
9.	PG Degree / Diploma Certificate.			
10.	Other Qualifications / Certificates if any (Pl. specify).			
11.	Post-Qualification Experience Certificate (s).			
12.	Latest salary Certificate issued by your employer			

Note : 1) Candidates to bring one set of photo copies of all marks cards along with original for verification at the time of interview.

2) The self attested copies of the documents /certificates (Sl.No.2 to 11) should be enclosed to this format in the same order.



HMT MACHINE TOOLS LIMITED

Registered Office: HMT Bhavan,
#59, Bellary Road, Bangalore-560 032.
(Please fill boxes in BLOCK LETTERS only)

Affix Passport Size
Photograph

APPLICATION FOR THE POST OF :														
Preferred place of posting		1)			2)			3)						
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	Email IDs	1												
		2												
4	Date Of Birth (as per Matriculation / SSLC / SSC certificate)	D	D	M	M	Y	Y	Y	Y	AGE (as on date of the application)	Y	Y	M	M
5	Caste/Category:	SC	ST	OBC	GEN	PH	MINORITY	(Tick appropriate column)						
6	Educational Qualification (Self attested xerox copies of all Marks cards & Degree Certificates are to be enclosed)													
	Examination Passed	Year of Passing	Full/Part time	Course duration	University / Institution	Agrgt. % Marks	Specialisation							
6.1														
6.2														
6.3														
6.4														
6.5														
6.6														
6.7														
6.8														

contd.....2

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)										
	Organisation & Address	Designation	Nature of Duties	Period (Commencing from latest / present)						Turn over of the Company (Rs.Crores)	Basic Pay & Pay scale
				From		To		Duration			
MM	YY	MM	YY	YY	MM						
I											
II											
III											
IV											
V											
VI											
VII											
VIII											
IX											
X											
XI											
XII											
			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		No.		Amount (Rs.)		Bank			
Original testimonials in respect of SI.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:											(Signature)
Date:											