



HMT LIMITED
(A Government of India Undertaking)
HMT Bhavan, # 59, Bellary Road, Bangalore - 560032

**Associates - Administration /Hindi /Corporate Planning / Systems /
Company Secretariat**

HMT Limited, a Government of India Undertaking invites qualified personnel for engagement as Associates - Administration /Hindi / Corporate Planning / Systems and Company Secretariat purely on contract basis, for its Corporate Office at Bangalore.

The details of qualification, job requirement, experience etc., against each post is given as **Annexure I to VI** below.

The engagement is purely on fixed tenure basis. Contractual engagement may be extended depending on the future requirement. The post is not against any permanent vacancy and this placement will not ensure any regular/permanent employment in HMT Limited in future.

GENERAL CONDITIONS:

- Applications should be made in the prescribed application format only along with copies of relevant documents. Application should mention clearly the post, e.g. Associate -----
- The Contractual engagement will be for the period mentioned in Annexure. Detailed terms & conditions of engagement will be indicated in the offer letter.
- Relaxation for SC/ST/OBC candidates will be as per Government Directives.
- Relaxation in age and experience may be considered at the sole discretion of Management depending upon the merit and other qualifications etc.
- Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / engagement shall entail disqualification.
- Selection will be made by a Committee constituted by the Competent Authority.
- Documents in support of qualification and relevant experience shall be submitted along with the filled-in application format. In the case of non-submission of documents along with the filled-in application format the application will be rejected.
- Candidature of the candidates is liable to be rejected at any stage of selection process or after engagement, if any information provided by the candidate is found to be false or not found in conformity with eligibility criteria mentioned in the advertisement.
- HMT Limited shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire selection process and journey.

- HMT Limited reserves the right to assess fitness or otherwise of the candidate selected - to cancel/restrict/enlarge the selection process without assigning any reason thereof, if need arise.
- Candidates submitting incomplete application or testimonials will not be allowed to appear for interview.
- The legal jurisdiction will be Bangalore in case of any dispute.

SELECTION:

- Interviews shall be held by the Selection Committee of the Company (HMT Limited) constituted by the Competent Authority.
- After the approval by the Competent Authority for engagement of candidate/s, an offer of contractual engagement will be issued to the selected candidate.
- The candidate shall have to indicate his acceptance of the offer within one week from the receipt of offer, if not, the next candidate in the order of merit will be given the offer of engagement. The Competent Authority may grant extension of time depending upon the exigencies at the discretion of Management.
- The candidates shall have to appear for interview at their own cost. No TA/DA will be paid for attending the interview.

DATE & Time:

- Interested Candidates are required to send their filled-in application in the prescribed format along with required self attested copies of documents/testimonials etc. by speed post / courier to Jt. General Manager (HR), HMT Limited, HMT Bhawan, # 59, Bellary Road, Bangalore - 560 032, so as to reach on or before 23.08.2018. The Interview date will be communicated to the candidates through email only.
- **Go to next page for application format.**

Joint General Manager (HR)
HMT Limited

HMT Limited
HMT Bhavan
 # 59, Bellary Road, Bangalore - 560032
 (Please use **BLOCK LETTERS ONLY**)

Affix Passport
size photo

APPLICATION FOR THE POST OF :														
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	1												
		2												
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on date of application)	Y	Y	M	M
5	Caste/Category	SC	ST	OBC	GEN	PH	(Tick appropriate column)							
6	Qualification (Copies of all Marks Cards & Degree Certificates to be enclosed)													
	Exam passed	Yr of passing	Full/part time	Course duration	University / Institution				% of marks	Specialisation				
7	Post-qualification Experience : (Details of nature of duties, may be given in ANNEXURE)													
	Organisation & Address	Designation	Nature of duties	Period (Commencing from latest /present)						Pay & Pay scale				
				From		To		Durati-on						
				M	Y	M	Y	Y	M					
Certified that the information furnished above are true.														
Place :										(Signature)				
Date :														

ANNEXURE-I

Post	Associate - (Secretarial Assistance)
No. of Posts	2 (Two)
Duration	One year and may be extended further.
Qualification	B. Com / B Sc / BA Graduates from recognized universities / institutions with minimum 65% aggregate marks (for SC / ST candidates the aggregate percentage should be 55 %). Knowledge of Typing and working on computers with MS Office software is essential.
Job Requirement	To assist in the day to day activities of Secretarial work .
Experience	1-2 years work experience in similar work desirable but not essential.
Age	Below 28 years as on 01.08.2018
Consolidated payment per month	Rs. 18,000/- (Applicable TDS shall apply)

ANNEXURE-II

Post	Associate (Hindi)
No. of Posts	1 (one)
Duration	One year and may be extended further
Qualification	MA in Hindi / Certificate holder of Pragna from recognized universities/ institutions.
Job description / Profile	<ul style="list-style-type: none">• Implementation of Govt. of India's directives on Official Language.• Translations of documents from Hindi to English and vice-versa.• Typing of letters in Hindi / English.• Compilation of Quarterly / Yearly statutory Official Language returns to Ministries.• Coordination for conducting Hindi Training programmes & Quarterly Seminars.• Coordination for Printing of Annual Reports in Hindi.• General Administration work.
Experience & Requirements	<ul style="list-style-type: none">• 2 - 3 years relevant working experience in a similar capacity.• Proficient in Hindi Language.• Proficient in use of MS Office Applications (Word, Excel, Power point)• Possess good communications & interpersonal skills.
Age	Below 30 years as on 01.08.2018
Consolidated payment per month	Rs. 18,000/- (Applicable TDS shall apply)

Post	Associate (Corporate Planning)
No. of Posts	1 (One)
Duration	One year and can be extended further
Qualification	Engineering Graduates with MBA (Finance) from recognized universities/ institutions.
Job description / Profile	<ul style="list-style-type: none">• Preparation of Annual Performance MoUs.• Coordination with Subsidiaries and DHI / DPE for planning process.• Yearly Annual Operation Plan preparation.• Report preparation on performance MoU, PE Survey.• Monitoring of Subsidiary Performance Reports.• Periodic Reports on performance for the Board appraisal and presentations• Reporting on revival plan implementations.• Organization of Corporate Plan preparation.• Annual investment plans reporting.• Creating performance, MIS & other reports.• Market / industry analysis to aid developing corporate and annual plan.• Liaison with subsidiaries / units for data compilation.• Working cohesively with the accounts / finance department.
Experience & Requirements	<ul style="list-style-type: none">• 2 - 3 years relevant working experience in a similar capacity.• Previous Experience in handling above mentioned duties will be added advantage.• Sufficient Industrial exposure of products, process, finance & sales preferred.• Having excellent computation and accounting skills.• Proficient in understanding /analyzing the Company accounts.• Resourceful, self-driven, proactive and independent worker.• Proficient in use of MS Office Applications (Word, Excel, Power Point)
Age	Below 30 years as on 01.08.2018
Consolidated payment per month	Rs. 20,000/- (Applicable TDS shall apply)

ANNEXURE-IV

Post	Associate - (Systems / Network Engineer)
No. of Posts	1 (One)
Duration	One year and may be extended further
Qualification	Diploma in Computer Engg./Electronics/Software Engg, and any specialization course in Networking, IPv6 Education Certification preferred, Vendor-specific training, such as Microsoft Certified Systems Engineer (MCSE) or Cisco certification (CCNA / CCNP)
Job Requirement	<ul style="list-style-type: none">• System Security Administrator, Installation, configuring and upgrading, Network transmission, protocols, topologies, troubleshooting networks, firewalls, operating systems etc.• Configuration & troubleshooting of Windows XP, windows7, windows 2003 server, Application Programming, Maintenance.• TCP/IP, DNS, DHCP, Anti-virus, Windows OS, Windows Server, System Formatting & Installation, Installation of Applications like MS Office 2007, Printer installation & sharing, Knowledge of ICT ADSL, Internet, IPV6, Thermal printers, backups, Remote Desktop Sharing tools.• Carrying out day-to-day administration and monitoring network use, implementing preventive maintenance schedules planning and implementing future developments. Implementation/ Maintenance of Website /ERP systems.
Experience	1-2 Years. Previous experience in handling Installation, Configuration & troubleshooting of Windows XP, Windows 7, and Windows 2003 server essential. Knowledge of Cisco Routers, Network tools
Age	Below 28 years as on 01.08.2018
Consolidated payment per month	Rs. 18,000/- (Applicable TDS shall apply)

ANNEXURE-V

Post	Associate (Company Secretariat)
No. of Posts	1 (One)
Duration	One year and may be extended further
Qualification	B. Com Graduates from recognized universities / institutions with minimum 65% aggregate marks (for SC / ST candidates the aggregate percentage should be 55 %) Knowledge of Typing and working on computers with MS Office software is essential
Job requirement	To assist in the day to day activities of secretarial work in the office of Company Secretariat.
Experience	2 years experience in Secretarial work or administrative function
Age	Below 28 years as on 01.08.2018
Consolidated payment per month	Rs. 18,000/- (Applicable TDS shall apply)

Post	Associate (Internal Audit)
No. of Posts	1 (One)
Duration	One year and may be extended further
Qualification	B. Com / M.Com Graduates from recognized universities / institutions with minimum 65% aggregate marks (for SC / ST candidates the aggregate percentage should be 55 %) Knowledge of Typing and working on computers with MS Office software is essential . Knowledge of Tally desirable
Job requirement	To assist in the day to day activities of Audit work in the Internal Audit Department.
Experience	2 years experience in Secretarial work or administrative function
Age	Below 28 years as on 01.08.2018
Consolidated payment per month	Rs. 18,000/- (Applicable TDS shall apply)