



HMT (INTERNATIONAL) LIMITED

(A Govt. of India Undertaking)

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

HRM/ADVT-1/18-19

Date: 31.10.2018

Requires

SYSTEM ADMINISTRATOR

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

1. Post Details:

Post & Grade	Pay Scale (2007)	Post Qualification Experience	Upper age limit(as on 01.12.2018)	Qualification	No. of post
1) System Administrator (WG – V) Channel VIII	Rs. 10, 250 -3% - 26, 400	3 years	28 years	BCA / B.Sc. in Computer Science/ Diploma in Computer Science	1

1. JOB DESCRIPTION:

a) Post: System Administrator – WG-V, Channel VIII

- Carrying out day – to – day activities of system administration and implementing preventive maintenance schedule.
- Installation, configuration & troubleshooting of Windows 7 / server 2003/ 2008 or latest OS, Software Applications like MS Office, Antivirus, ERP etc.
- Experience in Linux, Server Administration Windows 2003 / 2008 servers or latest.
- Ensure security firewalls are updated regularly and remain fully functional.
- Maintenance of Company Website.
- Maintenance of Oracle based ERP systems and database administration.
- Maintenance of Tally Payroll Package.
- Maintenance of Biometric Attendance System.

- Good communication skills with certifications like Network administration, Server administration, Database administration, APS.NET, Java etc is preferable and working knowledge in ERP is desirable.

2. REMUNERATION

In addition to the Basic Pay & Variable DA, the compensation package includes Company Accommodation / HRA, Canteen subsidy, Washing Allowance, PF, Gratuity, Medical facility, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., as per Company Rules. [Approximate emoluments as on date in the minimum of the scale comprising of Basic + DA + HRA + CCA is Rs. 26, 000 per month (subject to Variable Dearness Allowance)]In case Company quarter is allotted, no HRA is payable.

GENERAL CONDITIONS

Selection Process:

- Suitability for the post of short-listed candidates applied against the above advertisement will be made through **Written Test only**, as per Government Directives.
- In the event of short-listing of candidates, management reserves the right to raise / lower the minimum eligibility standards / criteria by taking into account the qualification and / or relevant experience for the candidates to attend the written test.
- Management reserves the right to relax age, qualification and experience as also to consider related qualification & experience in case of deserving / exceptional candidates.
- The minimum marks in the prescribed qualification / s shall be 60% and above from a recognized University/Institute. However, Management reserves the right to set an upper level and lower level of cut off marks for short-listing the candidates

Medical Fitness:

- The final placement of the candidate is subject to medical fitness as per Company's standard and other joining formalities.

Placement:

- Appointment of selected candidate is subject to verification of Caste, Character and Antecedents, as the case may be, from the concerned authorities as per the rules of the Company.

- The placement is on permanent basis depending on the need of the organization as decided by the Selection Committee/ Management.

Reservation & Relaxation:

- Reservation / relaxations for SC/ST/ OBC (non-creamy layer)/ PWD candidates are as per Government guidelines.
- Candidates belonging to SC/ST/ OBC (non-creamy layer)/ PWD are required to submit requisite certificate in the prescribed format of Govt. of India, issued by the Competent Authority, along with their application.
- Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) in the format prescribed by Govt. of India, issued by Competent Authority.

Instructions to the Candidates:

1. Only Indian Nationals need apply.
2. **Internal candidates are not eligible to apply.**
3. Mere conformity to the job requirements will not entitle a candidate to be called for Written Test. Management reserves the right to reject the application without assigning any reason.
4. Management reserves the right to cancel the entire recruitment / selection process at its discretion. Management also reserves the right to absorb the selected candidate/s as per requirement of the Company, at its sole discretion. No correspondence will be entertained with the candidates not short-listed for written test / not selected .
5. Incomplete application or application/s not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
6. Management reserves the right to call or not to call any/all of the candidates for written test who have applied against this advertisement.
7. Management will not be responsible for delayed receipt/non-receipt of applications.
8. NO TA / DA will be paid to the candidates called for the written Test.
9. **Intimation / correspondence regarding written Test, other communications with candidates will be sent only through e-mail.**
10. The decision of Management regarding selection will be final.
11. Court of jurisdiction for any dispute will be at Bangalore.

How to Apply:

- A non-refundable account payee Demand Draft for **Rs. 500/-** drawn in favour of HMT (International) Limited, on any Scheduled Bank payable at Bangalore is to be enclosed along with the prescribed application. No other mode of payment of application fee is acceptable. Candidates are advised to write their name and name of the post on reverse side of DD.
SC/ST and Persons with Disability (PWD) candidates are exempted from paying the application fee.
- Applicants serving in Govt. / Public Sector Enterprises / Semi-Govt. Organizations should apply through proper channel or produce '**No Objection Certificate**' at the time of appearing for Written Test, failing which they will not be permitted to appear for the Written Test.
- Experience certificate must be attached. A separate sheet detailing nature of duties performed along with period and designation should also be attached.
- 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 Document Verification. **In case of failure to produce the original certificates / testimonials as mentioned in the application for verification , the candidature will be treated as rejected.**

Application in the prescribed format duly filled-in enclosing the Demand Draft and a set of self attested photocopies of the relevant certificates in proof of qualification, age, category, experience, caste certificate etc., and affixing latest 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 **26th November 2018** through courier / speed post:

The Joint General Manager (HR)

HMT (International) Limited,

HMT Bhavan, 5th Floor

No.59, Bellary Road, **BANGALORE - 560 032.**



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

Affix Latest
 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)													
	Mobile / Contact No													
	E-mail ids		1											
	2													
4	Date of Birth		D	D	M	M	Y	Y	Y	Y	Y	Y	M	M
								Age (as on date of application)						
5	Caste/Category		SC	S T	OB C	GE N	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 : (For details of nature of duties, attach separate sheet along with resume)													
	Organization & Address		Designation		Nature of duties			Period (Commencing from latest / present)				Pay & Pay scale		
									From		To		Durati-on	
									M		Y		Y	
									M		Y		Y	
									M		Y		Y	
									M		Y		Y	
Certified that the information furnished above are true.														
Place & Date											(Signature)			

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Demand Draft for the prescribed amount.			
2.	Proof of Date of Birth (<i>only</i> SSLC/SSC/10 th Standard Board Marks Card will be admitted as proof of age).			
3.1	Proof of Caste - SC/ST in the prescribed format.			
3.2	Latest OBC Certificate (Non-creamy layer) in the format as applicable for appointment to posts under Govt. of India to be produced.			
3.3	Minority declaration Certificate.			
3.4	Ex-Servicemen Certificate.			
3.5	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".			
4.	Qualification Certificates:			
4.1	SSLC/SSC/10 th Standard Board Marks Card.			
4.2	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
4.3	Inter/Diploma Certificate.			
4.4	Degree Marks Card (Semester-wise/Year-wise).			
4.5	Degree Certificate.			
4.6	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
4.7	PG Degree/Diploma Certificate.			
4.8	Other Qualifications, if any (Pl. specify).			
5.	Post-qualification Experience Certificate(s).			

Note: The self attested copies of the documents/certificates (Sl.No.2 to 5) should be enclosed to this format in the same order.