



## HMT LIMITED

(A Govt. of India Undertaking)

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

### Requires

#### **CIVIL ENGINEERING PROFESSIONALS (2 POSTS)**

HMT Limited, a major engineering conglomerate with units spread across the country manufacturing various Engineering products offers challenging career opportunity to dynamic professional on permanent basis, as detailed below:

#### **1. Post Details:**

Sl. No	Position	Pay Scale	Post Qualification Experience	Upper age limit (as on 01.04.2018)	Educational Qualification	No. of posts / Placement
1	Asst. General Manager	Rs.14500-350-18700 (PS – VI- Scale)	12 Years	36 Years	Degree in Civil Engineering.	1 Post for HMT Common Services Division, Bangalore
	Manager	Rs.13000-350-18250 (PS – V - Scale)	10 Years	34 Years		1 Post for HMT Corporate Head Office, Bangalore
	Deputy Manager	Rs.10750-300-16750 (PS – IV - Scale)	6 Years	30 Years		

#### **Job Description**

- To maintain all land records and other related documents in respect of each of the immovable properties.
- Responsible for the effective usage of the immovable properties of the Company and its Subsidiaries.
- To ensure proper upkeep of all the immovable properties of the Company including repairs and maintenance.
- Should be able to independently manage the activities of all Civil Engineering works which includes land and buildings.

- To suggest the Management regarding the effective and profitable utilization of surplus assets with specific reference to immovable properties.
- Should be able to independently execute civil projects by studying project concept, architectural drawings, and models.
- To prepare engineering design by collecting and studying reports, maps, drawings, blueprints, aerial photographs and tests on soil composition, terrain, hydrological characteristics, and related topographical and geological data.
- To determine project costs by calculating labor, material, and related costs.
- Should be able to handle independently all constructions / maintenance related activity of Township / Factory structures like Painting works, Roof treatment of township quarters / premises, Carpentry & Masonry works of township and office buildings.
- Should have experience in Preparation of estimates, supervision, Tendering & execution of works, preparation of bills, planning of materials required for R&M works etc.

## **2. REMUNERATION:**

In addition to the Basic Pay & DA, the compensation package includes Provident Fund, Company Accommodation/HRA, CCA, Canteen subsidy, Washing Allowance, 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 in the grade Asst. General Manager is Rs.60,200/- in the grade Manager is Rs.54,003/- and in the grade Deputy Manager is Rs.44,708/- (subject to variable Dearness Allowance). In case Company quarters is availed, no HRA is payable).**

## **3. ADDITIONAL INCREMENTS:**

In deserving cases up to a maximum of 5 additional increments in the grade could be considered by the Selection Committee for candidates with additional qualification/experience.

## **4. GENERAL CONDITIONS:**

- (a) Only Indian Nationals need apply.
- (b) The placement will be on permanent basis depending on the need of the organization as decided by the Selection Committee.
- (c) Minimum post qualification experience as indicated against the post is essential.

- (d) The minimum qualifications indicated shall be **FIRST CLASS (60%) / (50% Marks in case of SC/ST candidates)** from a recognized University/Institute.
- (e) 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.
- (f) A non-refundable account payee Demand Draft for Rs.500/- drawn in favour of HMT Limited, on any Scheduled Bank payable at Bangalore 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 DD. No fee is to be paid by SC/ST candidates and Persons with Disability (PWD).
- (g) 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
- (h) The original documents/certificates/testimonials in proof of Age (Only SSLC/SSC/ 10<sup>th</sup> 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.**
- (i) 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.
- (j) Reservations and Age relaxation for different categories viz., SC / ST / OBC / PWD / Ex-Servicemen / Minority etc., are as per Govt. of India Directives.
- (k) Candidates belonging to SC/ST/OBC/PWD/Minority/Ex-Servicemen category should enclose copy of the certificate issued by the Competent Authority to that effect.
- (l) Candidates belonging to OBC category are required to produce the **latest OBC Certificate** (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the revised format prescribed by Govt. of India, issued by Competent Authority. This **format can be downloaded from HMT careers website [www.hmtindia.com](http://www.hmtindia.com)**

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

## **5. 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 OR actuals whichever is lower, on production of proof of journey subject to point 4 (h) as referred above.

## **6. HOW TO APPLY:**

Application in the prescribed format (click here to download) 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 Asst. General Manager / Manager / Deputy Manager**" so as to reach the following address **on or before 25.05.2018**

### **The Joint General Manager (HR)**

HMT Limited,  
HMT Bhavan,  
No.59, Bellary Road,  
**BANGALORE - 560 032**



### HMT 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 :														
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	XSM	OBC	GEN	PWD	MINORITY	(Tick appropriate column)					
6	<b>Educational Qualification (Self attested xerox copies of all Marks cards &amp; Degree Certificates are to be enclosed)</b>													
	Examination Passed	Year of Passing	Full/Part time	Course duration	University / Institution	Aggrt. % Marks	Specialisation							
6.1														
6.2														
6.3														
6.4														
6.5														
6.6														
6.7														
6.8														

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)												
7	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																									
			<b>TOTAL P.Q. EXPERIENCE</b>																						
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																
<b>Original testimonials in respect of Sl.No.4, 5, 6 &amp; 7 must be produced at the time of interview</b>																									
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:																									

**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 <sup>th</sup> 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.	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:			
7.1	SSLC/SSC/10 <sup>th</sup> Standard Board Marks Card.			
7.2	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
7.3	Inter/Diploma Certificate.			
7.4	Degree Marks Card (Semester-wise/Year-wise).			
7.5	Degree Certificate.			
7.6	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
7.7	PG Degree/Diploma Certificate.			
7.8	Other Qualifications, if any (Pl. specify).			
8.	Post-qualification Experience Certificate(s).			
9.	Demand Draft for the prescribed amount.			

**Note: The self attested copies of the documents/certificates (Sl.No.1 to 8) should be enclosed to this format in the same order.**