



**HMT LIMITED**  
**(A Government of India Undertaking)**  
**Regd. Office: HMT Bhavan,**  
**59, Bellary Road, Bangalore-560 032.**

HMT CHO/Contract Engagement-2018

24.09.2018

**Sub: Requirement of Executive Associate/Executive Consultant on contract basis**  
**for Asset Management Division.**

Applications are invited from the ex-employees who are superannuated/retired from the services of HMT Limited & its Subsidiary Companies/Units for the post of Executive Associate 'E' / Executive Consultant 'A' in the grade equivalent to AGM/DGM as the case may be at HMT Limited, Corporate Head Office, Bangalore, on contract basis. The post details are specified below:

<b>Name of the post</b>	<b>No. of post</b>	<b>Consolidated remuneration (per month)</b>	<b>Qualification</b>	<b>Experience</b>
Executive Associate 'E' / Executive Consultant 'A' (Asset Management)	1	Rs.36,500/- / Rs.40,000/-	Degree in Civil Engineering OR Diploma in Civil Engineering	Should have the requisite experience as detailed in the ' <b>Job Description</b> ' mentioned below and to assist the Asset Management Functions.

**Job Description:**

The incumbent should be capable to handle the following job responsibilities / functions of the Asset Management Division (AMD), Corporate Head office at HMT Limited, Bengaluru and shall be responsible for the following:

- To Co-ordinate & follow up with State Government / Central Government regarding land issues.
- To Co-ordinate for Joint survey / Measurement of the land parcels and completion of other formalities including their registration, wherever required.
- To chalk out plans for effective usage of the immovable properties of the Company and that of the Subsidiaries.
- To ensure proper upkeep of all the immovable properties of the Company including repairs and maintenance, clearance of vacant land areas from wild growth and such other steps to preserve the property from decay and disuse.
- To maintain all land records and other related documents in respect of each of the immovable properties.
- To ensure that the taxes and other levies in respect of each of the property is paid/remitted by the concerned Unit/Company on time.
- To draw up plans for the usage of the surplus built-up areas on license or lease basis for effective utilization of the surplus assets and earn revenue there from.
- To identify the surplus vacant land/buildings for disposal subject to clear marketable titles/approval by the concerned local authorities and draw up yearly plans of disposal.

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