



HMT MACHINE TOOLS LTD

HMT Bhavan, 59, Bellary Road, Bangalore – 560 032

Ref : MMKT/Contract Eng.1/2018-19

9th July, 2018

Sub: Requirement of Executive Associate "D" on contract basis

Applications are invited from the ex-employees who have superannuated/retired from the services of HMT Limited & its Subsidiary Companies/Units for the post of Executive Associate "D" in the grade equivalent to PS-V at HMT Machine Tools Marketing Division, Bangalore, on contract basis.

The post details are specified below:

POST	EXECUTIVE ASSOCIATE "D"
No. of Post	One
Duration	One year
Equivalent Grade	PS V (Manager)
Qualification	Degree / Diploma in Mechanical Engineering
Job requirement	<ul style="list-style-type: none">• Preparation of various MIS reports related to Marketing activities• Handling Market planning activities• Willingness to perform other responsibilities assigned from time to time.
Experience	<ul style="list-style-type: none">• Experience in handling market planning activities.• Experience in preparing various marketing reports like order forecast, unit / region wise weekly / monthly order bookings and pending orders, high value orders, IMTA statement.• Should be well conversant with the use of Computer.
Consolidated remuneration (per month)	Rs.31,500/-

GENERAL CONDITIONS:

1. Candidates who retired in the grade PS V and fulfill the criteria of qualification and experience in line need only apply.
2. The contract engagement will be temporary in nature. The contract will be initially for a period of one year from the date of engagement strictly as per the terms of contract and the same can be extended or terminated based on the requirement of the Company/performance of the individual.
3. The contractual engagement will be for a specific period. The Executive Associate "D" so engaged will neither have any right nor lien on the job held by him / her and shall not claim regular employment.
4. The Executive Associate "D" so engaged shall not construe it as a permanent employment and shall not be entitled to regular employment.
5. The engagement as Executive Associate "D" shall not be considered as a case of re-employment and shall not be counted as in the service for the purpose of pension or any other retirement benefits.
6. The engagement will be subject to deposit of a sum equivalent to remuneration of one month as Security Deposit which is refundable on closure of contract.
7. During the period of engagement, the Executive Associate "D" should not take up any assignment / jobs outside the Organisation.
8. The Executive Associate "D" so engaged will be required to make his / her services be available on Holidays / weekends as and when called upon to do so in exigencies for which no additional remuneration be paid.
9. The candidate should be less than 61 years of age with minimum 12 months of consulting period as on the date of the application. The contract period will not be extended beyond 62 years of age.
10. The Executive Associate "D" will be paid a consolidated remuneration as specified above. Applicable statutory deductions, if any, will be deducted at source.
11. Selection will be made strictly on the basis of merit, past service record, aptitude and performance in the interview.
12. The engagement will be subject to submission of medical fitness certificate certifying that the candidate is medically fit for the job which is to be assigned to him / her.
13. Satisfying all the above conditions, preference will be given to SC/ST/OBC/PWD/Minority candidates as per the Presidential Directives.

14. If any information provided by the candidate is found to be false or not found in conformity with eligibility criteria mentioned in the advertisement, then the same will be liable for rejection at any stage of selection process or even after engagement.
15. The candidates shall have to appear for interview at their own cost. No TA/DA will be paid for attending the interview.
16. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
17. Management will not be responsible for delayed receipt/non-receipt of applications.
18. The decision of Management regarding selection will be final.
19. The legal jurisdiction will be Bangalore in case of any dispute.
20. Applications should be made only in the prescribed application format given below. If required a separate sheet may be attached. Completed application forms along with copies of relevant documents should be submitted in person / by post / speed post to the Dy. General Manager (CP & HR), HMT Machine Tools Limited, HMT Bhavan, 59, Bellary Road, Bangalore-560032 **on or before 25th July, 2018**. Applications received thereafter will not be entertained.

(C S Vijaya Prakash)
Dy. General Manager (CP & HR)

HRM Chiefs of All Subsidiary Companies of HMT Ltd.

HRM Chiefs of FPA/CSD/CHO

All Notice Boards

Cc: JGM (A&PR), CHO – with a request to arrange for uploading the said
Advertisement in the Company's website immediately.
Soft copy mailed.

CVO

**HMT MACHINE TOOLS LTD**

HMT Bhavan, 59, Bellary Road, Bangalore – 560 032

Affix Passport size photo

(Please use BLOCK LETTERS ONLY)

APPLICATION FOR THE POST OF :					Advt. Ref.No. & Date:									
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	MINORITY	(Tick appropriate column)						
6	Qualification (Copies of all Marks Cards & Degree Certificates to be enclosed)													
	Exam passed	Year of passing	Full/part time	Course duration	University / Institution				% of marks	Specialisation				
7	Experience in HMT & its Subsidiary/units : (Details of nature of duties, may be given in ANNEXURE)													
	HMT Ltd/Units	Designation (Specify grade)	Nature of duties	Period (Commencing from latest /present)						Pay & Pay scale				
				From		To		Duration						
				M	Y	M	Y	Y	M					

Certified that the information furnished above are true.

Place :

Date :

(Signature)