



HMT LIMITED

(A Govt. of India Undertaking)

Regd. Office: HMT Bhavan, No.59, Bellary Road, Bengaluru – 560 032.

HMT CHR/Advt.2/2020-21

23.03.2021

REQUIRES

PROFESSIONALS IN VARIOUS AREAS

HMT Limited, A Central Public Sector Enterprise under the Ministry of Heavy Industry and Public Enterprises invites applications from experienced professionals on permanent basis in various fields of Manufacturing, Engineering, Design, Marketing/Sales, Materials Management, Liaison, Finance, HR and Management Services for vacancies in the Company.

Interested and eligible candidates can apply for the following vacancies in the enclosed application format.

1. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS:

<u>POST</u>	<u>FUNCTIONAL AREA</u>	<u>POSITION</u>	<u>GRADE</u>	<u>NO OF POSTS</u>
Post 'A'	Finance	Assistant General Manager/ Manager	PS VI/ PS V	1
Post 'B'	Human Resource	Assistant General Manager /Manager/ Deputy Manager	PS VI / PS V/ PS IV	1
Post 'C'	Materials Management	Deputy Manager/ Deputy Engineer	PS IV/ PS III	1
Post 'D'	Management Services/ C&MD's Sectt.	Deputy Engineer	PS III	1
Post 'E'	Liaison	Officer	PS III	1
Post 'F'	Production/ Design/ Engineering/Marketing /Materials Management	Deputy Engineer	PS III	5
		TOTAL		10

POST 'A'	ASSISTANT GENERAL MANAGER/ MANAGER (FINANCE)
GRADE	PS VI /PS V
NO. OF POSTS	1 (One)
UPPER AGE LIMIT	44 years/ 40 years (As On 01.03.2021)
QUALIFICATION	CA/CMA/ICWA Proficiency in computer skills is essential.
POST QUALIFICATION EXPERIENCE	Should have minimum 14 years/ 11 years of experience in the relevant field.
JOB DESCRIPTION:	<p>The incumbent shall be responsible for</p> <ul style="list-style-type: none"> ➤ All Finance & Accounts functions of the Unit. ➤ Maintaining professional relationship with Banks & other Financial Institutions with which the Unit has transactions. ➤ Independently handling all Banking Transactions including e-payments, Loans, Cash & Bills Section, Filing of Monthly / Quarterly Returns, viz., TDS, Service Tax etc., as per statutory requirement, Correspondence with Banks for availment of additional limits, CMA data for Banks, FD renewals, Funds Management etc. ➤ Carrying out requisite activities in the areas of Main Accounts, MIS, finalization of Quarterly and Annual Accounts, Income Tax, matters concerning IT Assessment, financial concurrence of the Unit, GST payments, Filing of GST Returns, ESI & EPF Returns, etc. ➤ Follow up with the Branch Auditors for clearance of Quarterly / Annual Accounts of the Unit. ➤ Knowledge in Tally / ERP software is must.
GRADE/ PAYSACLE (2007 PAY SCALE)	PS VI – (29100-54500) (approx. CTC Rs.13.27 Lac p.a.) / PS V– (24900-50500) (approx. CTC Rs.11.37 Lac p.a.) * PAY SCALES UNDER REVISION
PLACE OF POSTING	HMT Limited, Corporate Head Office, Bengaluru

POST 'B'	ASSISTANT GENERAL MANAGER/ MANAGER/ DEPUTY MANAGER (HUMAN RESOURCES)
GRADE	PS VI/ PS V /PS IV
NO. OF POSTS	1 (One)
UPPER AGE LIMIT	44 years /40 years/ 35 years (As On 01.03.2021)
QUALIFICATION	<p>2 years full-time Post graduate Degree / Equivalent course in HR / Personnel Management / Industrial Relations / Master of Social work (MSW) / Master of Business Administration (MBA) with specialization in HR / Personnel Management from recognized University/ College/ Institute with good academic record. Candidates should have minimum 60% marks (aggregate marks of all semesters/ years of Degree course) relaxed to 50% for SC / ST candidates.</p> <p>Additional degree in Law will be an added advantage.</p> <p>Proficiency in computer skills is essential.</p>
POST QUALIFICATION EXPERIENCE	Should have minimum 14 years /11 years/ 6 years of experience in the relevant field.
JOB DESCRIPTION:	<ul style="list-style-type: none"> • Overall in-charge of HR & Legal functions. • Conversant with HR policies, Social Legislations Including familiarization with RTI Act / matters and its implementation. Grievance handling at Company level & grievances forwarded by appropriate govt. • Responsible for functions of Employee Life Cycle - recruitment/induction / placement / training & development / promotions/superannuation. • Exposure to handling legal cases pertaining to service matters and other techno-commercial cases. • Co-ordination with other subsidiaries with respect to HR related issues. • Compliance of statutory & non-statutory requirements of the Subsidiary. • Looking after the disciplinary matters / domestic or departmental enquiries. <p>Confident organizer, with excellent communication and analytical skills, quality of confidentiality, ability to manage conflict management at workplace.</p> <p>Proficiency in basic computer skills is essential.</p>
GRADE/ PAYSCALE (2007 PAY SCALE)	PS VI – (29100-54500) (approx. CTC Rs.13.27 Lac p.a.) / PS V– (24900-50500) (approx. CTC Rs.11.37 Lac p.a.)/ PS IV- (20600-46500) (approx. CTC Rs. 9.36 Lac p.a.) * PAY SCALES UNDER REVISION
PLACE OF POSTING	HMT Limited, Corporate Head Office, Bengaluru

POST 'C'	DEPUTY MANAGER/ DEPUTY ENGINEER (MATERIALS MANAGEMENT)
GRADE	PS IV /PS III
NO. OF POSTS	1 (One)
UPPER AGE LIMIT	35 years/ 30 years (As On 01.03.2021)
QUALIFICATION	<p>4-years full time regular Engineering Degree in any discipline from recognized University/College/Institute with good academic record. Candidates should have minimum 70% (aggregate marks of all semesters / years of Engineering) relaxed to 60% for SC / ST Candidates.</p> <p>Candidates with additional qualification of 2-years Master of Business Administration (MBA) in Materials Management is desirable.</p>
POST QUALIFICATION EXPERIENCE	Should have minimum 6 years/ 2 years of experience in the relevant field.
JOB DESCRIPTION:	<p>To handle material management activities like Purchase / Procurement related activities like Vendor Management, Tendering, Stock Verification, Price Negotiation, Inventory Management, procurement from GeM Portal, General Administration of Stores, Efficient execution of assignments as per standard purchase procedure of the company.</p> <p>Proficiency in computer skills is essential.</p>
GRADE/ PAYSACLE (2007 PAY SCALE)	<p>PS IV- (20600-46500) (approx. CTC Rs. 9.36 Lac p.a.) PS III- (16400-40500) (approx. CTC Rs. 7.45 Lac p.a.) *PAY SCALES UNDER REVISION</p>
PLACE OF POSTING	HMT Limited, Auxiliary Business Division, Bengaluru

POST 'D'	DEPUTY ENGINEER (MANAGEMENT SERVICES/ CMD's SECRETARIAT)
GRADE	PS III
NO. OF POSTS	1 (One)
UPPER AGE LIMIT	30 years (As On 01.03.2021)
QUALIFICATION	4-years full time regular Engineering Degree in any discipline with MBA Degree from reputed recognized University / College / Institutes. Candidates should have good academic record with minimum 70% (aggregate marks of all semesters / years of Engineering) relaxed to 60% for SC / ST Candidates. Proficiency in computer skills is essential
POST QUALIFICATION EXPERIENCE	Should have minimum 2 years of experience in the relevant field.
JOB DESCRIPTION:	<ul style="list-style-type: none"> • Assisting in planning, organizing, directing, controlling and coordinating the overall administration and implementing the strategic decisions of the top management. • Coordinating and providing information & support and preparation of financial & technical reports • Undertaking ad-hoc technical analysis from time to time, to assist the Senior Management in evaluating profitability of income streams, and potential for cost efficiencies • Assisting senior management on administrative matters such as staff management, financial planning, facility / contract management and information services • Analyzing resource management issues and initiatives that affect the organization, and preparing associated reports, correspondence and submissions • Developing and implementing administrative, financial & operational procedural statements and guidelines • Proficient in relevant software skills including project management skills • Having ability to deal with many tasks / people and projects with deadlines • Be organized and have ability to pay great attention for details. • Dependable, reliable and ability to maintain confidentiality • Proficiency in computer skills is essential • Proficiency in project management skills is desirable
GRADE/ PAYSCALE (2007 PAY SCALE)	PS III- (16400-40500) (approx. CTC Rs. 7.45 Lac p.a.) *PAY SCALES UNDER REVISION
PLACE OF POSTING	HMT Limited, Corporate Head Office, Bengaluru

POST 'E'	OFFICER (LIAISON)
GRADE	PS III
NO. OF POSTS	1 (One)
UPPER AGE LIMIT	30 years (As On 01.03.2021)
QUALIFICATION	<p>4-years full time regular Engineering Degree in any discipline with from recognized University / College/ Institute with good academic record. Candidates should have minimum 70% (aggregate marks of all semesters / years of Engineering) relaxed to 60% for SC / ST Candidates.</p> <p>MBA Degree from a reputed recognized University / College / Institute is desirable.</p> <p>Proficiency in computer skills is essential</p>
POST QUALIFICATION EXPERIENCE	Should have minimum 2 years of experience in the relevant field.
JOB DESCRIPTION:	<ul style="list-style-type: none"> ➤ Effective Liaisoning /co-ordination between the Company (including subsidiaries) and DHI / other Govt. of India entities for Compliance of various issues / matter related to Company affaires. ➤ Maintain through knowledge of the Company, its products and service, its business, as well as an understating of how that impacts the other entities of contact. ➤ Monitor, co-ordinate and communicate the strategic objectives of the Company to the concerned authorities. ➤ Collect, analyze and utilize data and feedback to identify opportunities to improve the relationship between the Company and other Government entities. ➤ Collaborate and communicate successfully with other entities outside of the Company. ➤ Work with concerned to develop a greater understanding of the Company and any issues that arise. ➤ Develop & foster relationships with the stakeholders & other entities. ➤ Compile reports about incidents, events or updates about any important issue for the Company. ➤ Proactively resolve conflicts and address issues that could occur between the Company and other entity. ➤ Promptly respond to incidents and other events as necessary. ➤ Act as a positive representative of the Company. ➤ Ensure timely submission of various reports to the concerned. ➤ Any other work assigned from time to time.
GRADE/ PAYSACLE (2007 PAY SCALE)	PS III- (16400-40500) (approx. CTC Rs. 7.45 Lac p.a.) *PAY SCALES UNDER REVISION
PLACE OF POSTING	HMT Limited, Liaison Office, Delhi

POST 'F'	DEPUTY ENGINEER (PRODUCTION/ DESIGN/ ENGINEERING/MATERIALS MANAGEMENT/ MARKETING)
GRADE	PS III
NO. OF POSTS	5 (Five)
UPPER AGE LIMIT	30 years (As On 01.03.2021)
QUALIFICATION	<p>Full time 4 years B.E / B.Tech in Mechanical Engineering with minimum 70% aggregate from recognized University / Institute. Candidates should have minimum 70% marks (aggregate marks in all semesters), relaxed to 60% (aggregate marks of all semesters) for SC / ST candidates.</p> <p>Master of Business Administration (MBA) from a reputed recognized University / College / Institute is mandatory for candidates applying for the post of Deputy Engineer (Marketing) and Post-graduation in relevant field desirable for other posts.</p> <p>Proficiency in basic computer skills is essential.</p>
POST QUALIFICATION EXPERIENCE	Should have minimum 2 years of experience in the relevant field.
JOB DESCRIPTION:	<p>Production:</p> <ul style="list-style-type: none"> • To handle production activities • To get maximum output with less time & minimum rejection • Timely despatch of the machines as per purchase order • Any other job assigned by competent authority on time to time. <p>Engineering:</p> <ul style="list-style-type: none"> • To understand the drawing & prepare operation layouts. • To release drawings & layouts to production shop for manufacturing. • To maintain & update WIP on shop. • All other activity related production planning & control in consultation with Production Head. <p>Materials Management:</p> <ul style="list-style-type: none"> • Material procurement cycle from indent to receipt at store • Vendor Development activity/ Inventory & Store Management <p>Design / R&D</p> <ul style="list-style-type: none"> • Proficiency in Auto-CAD • Ability to understand drawings & knowledge of product development • To make piping layout of dairy plant as per customer requirement • To release new drawings / alter drawings as per job requirement <p>Marketing:</p> <ul style="list-style-type: none"> • Generation of business enquiries. • Submission of Techno Commercial offer to customers. • Making Order Acceptance, Delivery Voucher & Payment Follow-up • Making records of order booking, dispatch of Product, Spares & Job Orders.
GRADE/PAYSCALE (2007 PAY SCALE)	PS III- (16400-40500) (approx. CTC Rs. 7.25 Lac p.a.) * PAY SCALES UNDER REVISION
PLACE OF POSTING	HMT Limited Food Processing Division, Aurangabad

Note: *The Management reserves the right to relax the experience and age for deserving candidates.*

CTC mentioned is only indicative. Actual remuneration shall depend upon place of posting and other terms & conditions of appointment.

2. REMUNERATION:

In addition to the Basic Pay, the compensation package includes Dearness Allowance (DA) as applicable from time to time, Company Accommodation / HRA, Canteen subsidy, Washing Allowance, Provident Fund, Gratuity, Medical facility, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., as per the Company Rules. HRA is variable depending upon the place of posting. In case Company quarters are availed, no HRA is Payable.

3. ADDITIONAL INCREMENTS:

Additional increments in the grade could be considered by the Selection Committee in deserving cases, for candidates with additional qualification/experience.

4. SELECTION PROCESS:

1. The management reserves the right to raise / lower the minimum eligibility standards / criteria by taking into account the qualification and relevant experience while short-listing for the candidates to attend the interview.
2. Management reserves the right to relax age and experience as also to consider related qualification & experience in case of deserving / exceptional candidates.
3. The management reserves the right to select the candidate for any other grade/post apart from notified grade/post based on performance in the interview.
4. The management reserves the right to recommend / select the candidate for any Subsidiary Companies / Units of HMT Limited.
5. Selection will be made strictly on the basis of merit, past service record & performance in the interview.
6. The Management reserves the right to set an upper level and lower level of cut off marks obtained by the candidate in their academic qualification for short-listing the candidates.
7. 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.
8. Candidates from other PSUs under IDA pattern of pay scales in the immediate lower grade or same grade are eligible to apply subject to fulfilling the eligibility criteria.
9. 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 through e-mail and Speed Post.
10. The shortlisted candidates may be called for interview for lower grade based on experience irrespective of the post applied. However, suitability for the post called for will be based on the performance in the interview.

5. MEDICAL FITNESS:

Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection. Those found medically unfit will not be appointed and the offer letter shall stand withdrawn in such cases.

6. APPLICATION / PROCESSING FEES:

A non-refundable account payee **Demand Draft for Rs.750/- for General, EWS & OBC (which includes Rs.500/- as Application Fee and Rs. 250/- as processing fee), drawn** in favour of **HMT Limited**, on any Scheduled Bank payable at Bengaluru, is to be enclosed along with the prescribed application. **For SC/ST category, a non-refundable account payee Demand Draft for Rs. 250/- only as the processing fee** is to be enclosed along with the prescribed application.

No other mode of payment is acceptable. Candidates are advised to write their name, address and contact number on reverse side of the Demand Draft. No fee is to be paid by Persons with Disability (PWD). **Applications without proper Demand Draft (except PWD) will be summarily rejected.**

7. RESERVATIONS & RELAXATIONS:

1. Reservations and Age relaxation for different categories viz., SC / ST / OBC / PWD / Ex-Servicemen / Minority / EWS etc., are as per Govt. of India Directives.
2. Candidates belonging to SC/ST/OBC/PWD/Minority/Ex-Servicemen/EWS category should enclose copy of the certificate issued by the Competent Authority to that effect.
3. Candidates belonging to OBC category are required to produce the recently obtained **OBC** Certificate and self-undertaking for OBC (Non-creamy layer) status (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India, issued by Competent Authority (**format available in Careers section of our website www.hmtindia.com**)
4. Candidates applying under EWS category are required to produce 'Income and Asset of the Family Certificate' in the prescribed format (format available in Careers section of our website www.hmtindia.com).
5. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

6. FOR INTERNAL CANDIDATES:

Those who fulfill the following are also eligible to apply:

1. Candidates fulfilling the above said criteria of qualification, experience and who are in same grade or immediate lower grade only need apply. Also, candidates in immediate lower grade should have worked for number of years equivalent to the qualifying period under normal category of the promotion policy of the Company in their present grade in order to become eligible to apply for the next higher grade post.
2. Relaxation in age up to 3 years in each category will be provided for deserving candidates.

3. Selection will be made strictly on the basis of merit, past service record, attendance and performance in the interview.

8. GENERAL CONDITIONS:

1. Only Indian Nationals need apply.
2. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
3. Candidates fulfilling the above said criteria of qualification, experience only need apply.
4. **Candidates who have already applied for the above post(s) against our earlier advertisement OR have applied for any equivalent posts in HMT Limited or any of its subsidiaries during the last one year from the date of this recruitment notification and not shortlisted need not apply and their application will be summarily rejected.**
5. Wherever CGPA / OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also attach a supporting document to this effect from University / Institute.
6. 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 appointment.
7. Any canvassing by or on behalf of the candidates or by bringing political or other outside influence with regard to selection / appointment shall be a disqualification.
8. Applicants serving in Government Departments / 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 and No TA shall be payable.
9. 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 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.**
10. Only short-listed eligible candidates will be called for interview in person or through video conferencing. The outstation candidates called for in-person interview will be paid to and fro train fare by 2tier AC / AC chair car (for candidate applying for post in grade PS VI & above) and 3tier AC / AC chair car (for candidate applying for post in PS V & below) by the shortest route OR actual whichever is lower, on production of proof of journey.
11. Appointment of selected candidates is subject to verification of Caste and Character and Antecedents & past employment, as the case may be, from the concerned authorities as per rules of the Company.
12. The Company will not be responsible for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey.

13. The Management reserves the right to cancel subject notification part or the entire recruitment / selection process at its discretion. Management also reserves the right to absorb the selected candidates based on experience & qualification as per requirement of the Company, at its sole discretion. No correspondence will be entertained from the candidates who have not been short listed for the interview.
14. Management will not be responsible for delayed receipt/non-receipt of applications.
15. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
16. Management reserves the right to call or not to call for interview any/all the candidates who have responded against this advertisement.
17. The selected candidate shall have to indicate his / her acceptance of the offer within one week from the receipt of offer, if not, the same will be offered to next candidate in the order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case-to-case basis.
18. The list of short-listed candidates is valid upto one year only from the date of interview. The appointment / offer letter for placement of candidates will be issued as and when the vacancy arises.
19. Number of vacancies notified may increase / decrease at the discretion of the Company & the decision of Management regarding selection will be final.
20. The Company also reserves the right to cancel / curtail / enlarge the recruitment process and/ or the selection process there under without any further notice and without assigning any reasons.
21. The placement will be on permanent basis with one year **PROBATION Period** (which may be extended if performance not found satisfactory). The candidates are required to execute **SERVICE BOND** along with the **SURETY** agreeing to serve the Company for the period of **THREE years**, including probationary period.
22. Court of jurisdiction for any dispute will be at Bengaluru.

9. HOW TO APPLY:

Application in the prescribed format duly filled enclosing therewith the Demand Draft (except for PWD) 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** so as to reach the following address **on or before 15.04.2021.**

Candidates applying for more than one post shall submit separate application forms for each post clearly indicating the post applied for along with separate Demand Drafts for each post.

Application has to be sent through Ordinary post / Speed Post / Registered Post / Courier only. Application received through other modes viz., Fax / E-mail / By hand will not be accepted and summarily rejected.

**The Assistant General Manager (CHR),
HMT Limited,
HMT Bhavan,
No.59, Bellary Road,
BENGALURU - 560 032.**

Candidates are advised to have a valid e-mail ID which has to be mandatorily mentioned in the application form. They are also advised to retain this e-mail ID active for at least one year as any important intimation to the candidates shall be provided by HMT Limited, through e-mail. They are further requested to check their e-mails regularly for any communication from HMT Limited in this regard.

For any further clarifications please free to get in touch with us on 080-23337585

**Sd/-
Asst. General Manager (CHR)**

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

SN.	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Proof of Date of Birth (only SSLC/SSC/10 th 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.	Income and Asset Certificate in the format as applicable for EWS category.			
7.	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”.			
8.	Qualification Certificates:			
8.1	SSLC/SSC/10 th Standard Board Marks Card.			
8.2	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
8.3	Inter/Diploma Certificate.			
8.4	Degree Marks Card (Semester-wise/Year-wise).			
8.5	Degree Certificate.			
8.6	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
8.7	PG Degree/Diploma Certificate.			
8.8	Other Qualifications, if any (Pl. specify).			
9.	Post-qualification Experience Certificate(s).			
10.	Demand Draft for the prescribed amount.			

Note:

The self attested copies of the documents/certificates (Sl.No.1 to 9) should be enclosed to this format in the same order.

Candidate should bring one set of photocopies of all marks cards along with original for verification at the time of interview.

Affix Passport
size photo



HMT LIMITED

**Regd. Off: HMT Bhavan, # 59, Bellary Road,
BANGALORE – 560 032.**

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)								
3.1	Telephone Nos. (with STD code)		Office			Residence.			
3.2	Mobile No								
3.3	E-mail Id								
4	Date of Birth (as per Matric / SSLC / SSC certificate)		DD	MM	YY	Age (as on date of application)		YY	MM
5	Caste/Category (Tick appropriate column)		SC	ST	OBC	GEN	PWD	MINORITY	EWS
6	Qualification (self attested Xerox copies of all marks cards & degree certificates are to be enclosed)								
	Exam passed	Yr of passing	Full/ part time	Course Duration	University/ Institution	Aggt. % Marks	Specialisation		
6.1									
6.2									
6.3									
6.4									
6.5									
6.6									

7	Post-qualification Experience: (self attested Photocopies of experience certificates to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organisa- tion & Address & email-id	Desig- nation	Nature of duties	Period (commencing from latest / present)						Company' s Turnover	Basic Pay & pay Scale
				From		To		Duration			
MM	YY	MM	YY	YY	MM						
7.1											
7.2											
7.3											
7.4											
7.5											
7.6											
TOTAL P.Q. EXPERIENCE											
8	Any two references with contact details (other than relatives)										
	Name & Designation		Address			Phone No./Mobile No.			Email ids		
8.1											
8.2											
9	Demand Draft details		DD No & Date			Amount. (Rs.)			Bank Details		
Original testimonials in respect of Sl. No. 4,5,6 & 7 must be produced at the time of interview											
Certified that the information furnished above is true to the best of my knowledge information & belief. If, at a later date, the information furnished above is found to be false or inaccurate, the Management is free to take appropriate action as per the extant rules.											
Place:											
Date:											
											(Signature of the Applicant)