

	<p align="center">HMT Machine Tools Limited Machine Tools Division, PINJORE – 134 101 (Dist. Panchkula), Haryana.</p>	<p>Phone No. (01733) 263825-29 Fax : (01733) 264114 E-mail: mtp@hmtmachinetools.com</p>
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REQUIRES COMPANY TRAINEES – WORKMEN CADRE

DETAILS OF POSITION

Position	Company Trainee	
Essential Qualifications	Academic	Matriculation
	Technical	NAC or ITI & NAC
Upper Age Limit (As on 01.03.2010)	<p>25 years. Those candidates who have experience of working continuously / intermittently for a period of 50 months & above in organizations engaged in Manufacture / Production of Machine Tools will be given age relaxation of 5 years. If the experience is less than 50 months, the candidate would be accorded age relaxation on pro rata basis.</p>	
No. of posts *	18	
Trade-wise Posts	Turner - 3, Machinist - 8, Fitter – 4, Electrician – 2, Welder –1	
Reservation for SC / ST / OBC	SC – 3, OBC – 4	
Reservation for PWD/Ex-Servicemen	As per Govt. of India Directives	
Pay scale (Pre-revised)	<p>Stipend of Rs.5800 and Rs.6000 per month during 1st & 2nd year of training respectively. On successful completion of the training period, Company Trainees will be reclassified in Wage Grade II (WG II) with the minimum of basic in the open ended scale of Rs.2030/-</p>	

* **NOTE:** The number of posts indicated above is tentative. Actual requirement may, however, vary based on further assessment

TERMS OF OFFER:

1. The recruitment for all the above posts will be made initially as Company trainees with two years training. During the training period, the trainees will be entitled for stipend only.
2. On successful completion of the training, in addition to the Basic Pay & DA the other benefits such as Company Accommodation / HRA, CCA, Canteen Allowance, Washing Allowance, PF Gratuity, ESI / Medical Benefit Scheme, Conveyance Reimbursement, Performance Payment, Monthly Incentives etc., are admissible as per Company Rules.

GENERAL CONDITIONS:

1. Only Indian Nationals need apply. Preference will be given to local candidates.
2. The Essential Qualifications indicated shall be from a recognized Institute / Board. The percentage of marks in Technical Qualifications shall be as follows:

Technical Qualification	All Categories	SC/ST
NAC	60%	50%
Average of ITI & NAC	60%	50%

3. Mere possession of the qualification will not entitle a candidate to be called for test / 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 written test or interview.

4. **Fee.** : The processing / examination fee is payable as under:

Along with application	At the time of Written Test
Rs.100/-	Rs.100/-

The above fee may be paid in the form of a Non – refundable account payee Demand Draft drawn in favour of HMT Machine Tools Limited, Pinjore. 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).

5. Applicants serving in Govt./Public Sector Enterprises/Semi-Govt. Organizations should apply through proper channel or produce 'No Objection Certificate' at the time of written test / interview failing which they will not be permitted to appear for the written test / interview.
6. Appointment of selected candidates 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.
7. Age relaxation for different categories viz., SC/ST/OBC/PWD/Ex-Servicemen is as per Govt. of India Directives.
8. Candidates belonging to SC/ST/OBC/PWD/Ex-Servicemen category should enclose copy of the certificate issued by the Competent Authority to that effect.
9. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India, issued by Competent Authority.
10. Candidates belonging to PWD/ Ex-Servicemen categories are required to furnish attested copies of certificates in support of their claim.
11. Candidates will be subjected to medical examination by the Company's Medical officer prior to their appointment after due selection.
12. No correspondence will be entertained from candidates not selected for written test / interview.
13. Incomplete applications or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
14. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.
15. Management will not be responsible for delayed receipt / non-receipt of applications.
16. The decision of Management regarding selection will be final.
17. Court of jurisdiction for any dispute will be at Panchkula.

SELECTION PROCEDURE:

Eligible short-listed candidates based on the initial screening will be called for test / interview at Pinjore. Instructions regarding test / interview will be intimated to the short-listed candidates individually. The candidates called for interview only will be paid Second Class (Sleeper) to and fro Railway Fare by the shortest route or Bus Fare at actuals / limiting to Second Class (Sleeper) Railway Fare on production of proof of journey.

HOW TO APPLY:

Application in the prescribed format duly filled, enclosing therewith the DD and a set of attested photo copies of the relevant certificates in proof of qualification, age, experience, category etc., as listed below and affixing passport size photograph at the space provided should be sent in sealed cover superscribed '**APPLICATION FOR THE POST OF COMPANY TRAINEE (Trade as the case may be)**' so as to reach the following address on or before 25.03.2010.

**The Asst. General Manager (HRM)
HMT Machine Tools Limited,
PINJORE – 134 101
(Dist. Panchkula), Haryana.**

LIST OF DOCUMENTS TO BE ENCLOSED TO THE APPLICATION FORMAT

Sl.No.	Documents
1	Demand Draft for the prescribed amount.
2	Proof of Date of Birth (SSLC / Matriculation Marks Card)
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	Ex-Servicemen Certificate
3.4	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 / Matriculation Marks Card
4.2	ITI Marks Card (Year-wise)
4.3	ITI Certificate
4.4	NAC Marks Card
4.5	NAC Certificate
5	Other Qualification if any (Pl. specify)
6	Post-qualification Experience Certificate(s)