



HMT (INTERNATIONAL) LIMITED

(A Govt. of India Undertaking)

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

Requires

FINANCE PROFESSIONAL

HMT (International) Limited, a Miniratna Company, Government of India and wholly owned subsidiary of HMT Limited, is a leading Trading Organization engaged in export & import and project implementation, offers challenging career opportunity to dynamic professional on permanent basis, as detailed below:

1. Post Details:

Position	Pay Scale	Post Qualification Experience*	Upper age limit (as on 31.12.2015)	Qualification	No. of posts
Deputy. General Manager (Finance) (PS - VII)	Rs.32,900 - 58,000	16 years	48 Yrs.	CA/ICWA with B. Com at graduate level	1

* Post Qualification Experience shall be in Listed Companies (medium and large scale industries)/PSUs in the areas of Finance/Accounts.

JOB DESCRIPTION:

Post: Deputy General Manager (Finance)

1. Job description:

Routine functions of Finance and Accounts, Financial Appraisal, Fund Management, Export/Import and Project Accounts.

Working knowledge of computers in MS office is essential and experience /exposure / knowledge of other financial / accounting packages desirable.

2. REMUNERATION:

In addition to the Basic Pay & DA, the compensation package includes Company Accommodation/HRA, Canteen subsidy, Washing Allowance, PF, 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 plus DA in the grade Deputy General Manager is Rs.69,880/- (subject to variable Dearness Allowance). In case Company quarter is allotted, no HRA is payable.

3. GENERAL CONDITIONS:

1. Only Indian Nationals need apply.

2. The placement will be on permanent basis depending on the need of the organization as decided by the Selection Committee.
3. The minimum qualifications indicated shall be 60% and above from a recognized University/Institute. However, Management reserves the right to set an upper level of cut off marks for short-listing the candidates.
4. 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.
5. A non-refundable account payee Demand Draft for Rs.300/- drawn in favour of HMT (International) 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 and Persons with Disability (PWD).
6. 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.
7. 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.
8. 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.
9. Reservations and Age relaxation for different categories viz., SC/ST/OBC/ PWD/Ex-Servicemen/Minority etc., are as per Govt. of India Directives.
10. 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.
11. 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.
12. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

13. Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection.
14. No correspondence will be entertained with the candidates not selected / short-listed for interview.
15. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
16. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement, including cancellation of post.
17. Management will not be responsible for delayed receipt/non-receipt of applications.
18. The decision of Management regarding selection will be final.
19. Court of jurisdiction for any dispute will be at Bangalore.

4. 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 by the shortest route on production of proof of journey subject to point No.7 as referred above).

5. HOW TO APPLY:

Application in the prescribed format duly filled-in enclosing the Demand Draft and a set of self attested photocopies of the relevant certificates in proof of qualification, age, category, experience etc., and affixing passport size photograph at the space provided should be sent in sealed cover superscribed "APPLICATION FOR THE POST OF Deputy General Manager (Finance))" so as to reach the following address within 15 days from the date of advertisement through courier / speed post:

The Joint General Manager (HR)
HMT (International) Limited,
HMT Bhavan,
No.59, Bellary Road, BANGALORE - 560 032.



HMT (International) Limited
HMT Bhavan
59, Bellary Road, Bangalore - 560032
(Please use BLOCK LETTERS ONLY)

Affix Passport size photo

APPLICATION FOR THE POST OF :														
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	(Tick appropriate column)							
6	Qualification (Copies of all Marks Cards & Degree Certificates to be enclosed)													
	Exam passed	Yr of passing	Full/part time	Course duration	University / Institution				% of marks	Speciali- sation				
7	Post-qualification Experience : (Details of nature of duties, Attach separate sheet)													
	Organisation & Address	Designa- tion	Nature of duties	Period (Commencing from latest / present)						Pay & Pay scale				
				From		To		Durati- on						
				M	Y	M	Y	Y	M					
Certified that the information furnished above are true.														
Place :											(Signature)			
Date :														

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Demand Draft for the prescribed amount.			
2.	Proof of Date of Birth (<i>only SSLC/SSC/10th Standard Board Marks Card</i> will be admitted as proof of age).			
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	Minority declaration Certificate.			
3.4	Ex-Servicemen Certificate.			
3.5	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/SSC/10 th Standard Board Marks Card.			
4.2	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
4.3	Inter/Diploma Certificate.			
4.4	Degree Marks Card (Semester-wise/Year-wise).			
4.5	Degree Certificate.			
4.6	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
4.7	PG Degree/Diploma Certificate.			
4.8	Other Qualifications, if any (Pl. specify).			
5.	Post-qualification Experience Certificate(s).			

Note: The self attested copies of the documents/certificates (Sl.No.2 to 5) should be enclosed to this format in the same order.