



HMT LIMITED
FOOD PROCESSING MACHINERY UNIT
AURANGABAD – 431 006

ADVERTISEMENT
RECRUITMENT FOR ASSOCIATES

Ref: Adv No. 01/2017

Date: 10th Aug, 2017

Application are invited from the Ex - Employees of HMT Limited & Its Subsidiary Companies for the following posts in Account & Production (Assembly Shop) at HMT Limited, **Food Processing Machinery Unit, Aurangabad – 431 006.**

Post	Jr.Associate
No. of Post	02 Nos.
Qualification	ITI - Fitter / DME
Experience	Should have minimum 10 to 15 year experience in the relevant field
Job Profile	<ul style="list-style-type: none">- Assembly, Testing & Servicing of various type of machinery which is manufactured by HMT Ltd like Milk Pasteurizer, Milk Separator, Milk Homogenizer, Milk Pump, Butter Making Machine, Vertical/Horizontal Milk Storage Tanks, Crate Washer, Bottle Sterilizer & Butter packing Machine.- Installation of Dairy Project.
Post	Jr.Associate
No. of Post	01 No.
Qualification	B.Com / M.Com
Experience	Should have minimum 10 to 15 year experience in the relevant field
Job Profile	<ul style="list-style-type: none">- Updation of leave for employees- Payroll accounting & preparation of pay slip- Processing of medical claim of employees- Processing of the Traveling Bill of the employees- Pay Fixation on promotion of employees- Correspondence with PF Trust- Processing various PF application like permanent withdraw,- Temporary withdraw & PF loan,- Prepare & send Statutory PF Report to PF Trust.- Filing TDS return of the employees- Reaming work related to payroll section- Any other work assigned from time to time

Note:

1. Candidate should be ex-Employee of HMT Limited Or its Subsidiary Companies.
2. The Candidate shall not be more than 61 year at the time of application.
3. This requirement is purely on contract basis. The contract can be terminated by giving notice of one month from either side. No Notice of pay or retrenchment compensation will be payable to associate.
4. Medical fitness certificate should be provide at the time of interview
5. Candidate who fulfills the criteria of qualification & experience in line need only apply.
6. The selected candidate will be on contract for a period of one year as Associate. Which may be extended for one year by mutual concern of both parties
7. Selection will be made strictly on the basis of merit, past service record, attendance, attitude & performance in the interview.

Prescribed application format attached herewith (if required a separate sheet may be attached). Complete application forms should be forwarded to **The General Manager, HMT Limited, Food Processing Machinery Unit, Aurangabad – 431 006 on or before 15 days from date of advertisement.** Application received thereafter will not be entertained.

K L Kaithwas
General Manager
HMT Limited, FPA Unit

All Notice Boards.



HMT 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	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 :												(Signature)				
Date :																