



HMT LIMITED

(A Govt. of India Undertaking)

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

Requires

FINANCE PROFESSIONALS

HMT Limited, a major engineering conglomerate with Subsidiaries spread across the country manufacturing various Engineering products offers challenging career opportunity to dynamic professionals on permanent basis, as detailed below:

1. Post Details:

Sl. No.	Position	Pay Scale	Post Qualification Experience*	Upper age limit (as on 01.08.2015)	Qualification	# No. of posts / Placement
1	Joint. General Manager / Dy. General Manager (Finance/Accounts)	Rs.18500-450-23900 (PS -VIII) / Rs.16000-400-20800 (PS - VII)	19 yrs / 15 yrs	45 Yrs. / 40 Yrs	CA / ICWA with any Graduation. (Preference will be given to B.Com graduates)	3 posts for CHO, HMT Limited, Bangalore.
2	Dy. General Manager /Asst. Gen. Manager (Finance / Accounts/ Internal Audit)	Rs.16000-400-20800 (PS - VII)/ Rs.14500-350-18700 (PS - VI)	15 Yrs / 12 yrs	40 Yrs. / 36 Yrs		
3	Asst. General Manager / Manager (Finance / (Accounts/ Internal Audit)	Rs.14500-350-18700 (PS - VI) / Rs.13000-350-18250 (PS-V)	12 yrs / 10 Yrs	36 Yrs / 34 Yrs		
4(a)	Manager/Dy. Manager (Finance/Accounts/ Internal Audit)	Rs.13000-350-18250 (PS - V) / Rs.10750-300-16750 (PS-IV)	10 yrs / 6 Yrs	34 Yrs / 30 Yrs		
4(b)	Accounts Officer (Finance/Accounts/ Internal Audit)	Rs.8600-250-14600 (PS-III)	3 Yrs	28 Yrs		2 posts for CHO, HMT Limited, Bangalore / HMT Common Service Division, Jalahalli, Bangalore.

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

Based on the age and experience, the candidate will be considered for any of the above posts.

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2. JOB DESCRIPTION

SI No	Name & Grade of the Post	Job Description / Profile
1	Jt. General Manager /Dy,General Manager PS VIII / PS VII	Head of Corporate Finance functions and overall in-charge of Finance & Accounts functions of Corporate Head Office and monitoring the Finance functions of Holding Company and its Subsidiary Companies. The position also calls for maintaining professional relationship with Banks & other Financial Institutions with which the Company has transactions. To interact and co-ordinate with statutory bodies like Government and Internal Audit, Statutory Audits, Tax Audit and other Government Agencies. Shall be responsible for overall financial functions including finalization of quarterly & annual financial statements – stand alone and consolidated, Taxation,– both direct and indirect, Income Tax matters of the Company, attending Taxation Assessments, Costing, Working Capital Management and Budgeting, Investment decisions, Financial Concurrences of Corporate Offices including Holding Company and Subsidiaries and other finance functional areas allocated from time to time.
2	Deputy General Manager / Asst. General Manager PS VII / PS VI	Finance & Accounts functions of Corporate Head Office and monitoring the Finance functions of Holding Company and its Subsidiary Companies. Including Co-ordination for appointment of Internal Auditors / Branch / Statutory Auditors for HMT Limited & its Units. Liaison with all Units / subsidiaries Finance Chiefs for timely completion of quarterly / half-yearly / Annual Accounts / Tax Audit /Cost Audit etc., in line with the Statutory requirements. Issuing various guidelines / clarifications to all Units of the Holding Company & its Subsidiaries with regard to preparation of Annual Financial Statements and other finance related matters. Interaction with Internal Auditors, Branch / Statutory Auditors, Government Auditors regarding timely completion of respective audits including submission of replies / action taken report for audit queries. Issuing of various Accounting Guidelines to all Units / Subsidiary Companies as per the requirement / amendments brought by statutory bodies like ICAI, ICWAI, SEBI, MCA etc. Submission of Agenda / Notes to Audit Committee /Board of Directors pertaining to areas of Internal Audit Department. Co-ordination with Government Auditors / Other Auditors in respect of Special Audits.
3	Asst. General Manager/ Manager PS VI / PS V	Assisting JGM / DGM in carrying out his duties. In addition to this, he needs to handle independently the 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, Assisting AGM in the following areas: Main Accounts, MIS, GOI Loans, finalization of Quarterly & Annual Accounts, MIS Income Tax, matters concerning IT Assessment, financial concurrence of the Company / Subsidiaries, Service Tax Payments, Filing of Service Tax Returns & other important works assigned from time to time and Internal audit functions as indicated above.

4(a)	Manager / Dy. Manager PS V / PS IV	<p>To assist DGM(IA) / AGM (IA) to carry out the Department's functions and to carry out the following activities of the Internal Audit Department:</p> <p>Co-ordination with Internal Auditors of HMT Limited & its Units for timely completion of internal audit and replies from the concerned Departments / Units.</p> <p>Co-ordination with Branch / Statutory Auditors of HMT Limited & its Units for clearance of Annual Accounts / Quarterly Accounts.</p> <p>Co-ordination with Government Auditors for clearance of Annual Accounts.</p> <p>Co-ordination with Government Auditors during their visit to Units / Company for Compliance Audit / Transaction Audit / Propriety Audit / Special Audit etc and following up for the replies from the respective Departments / Units; preparation of replies for Competent Authority's approval before issuing the same to Govt. Audit / CAG.</p> <p>Following up with concerned Departments / Units / Subsidiary Companies for the information / data called for by CAG / Govt. Audit / DHI etc. and putting up a consolidated reply for Competent Authority's approval, before issuing the same to concerned.</p> <p>Follow up with all Units / PF Trusts for data / information regarding actuarial valuation of Earned Leave Encashment / Settlement Allowance / Provident Fund Liabilities and co-ordination with the Certified Actuary for valuation of the above liabilities. Furnishing the actuarial valuation liabilities of ELE, SA & PF to the concerned Units for providing / disclosing these liabilities in the Annual Accounts of the respective Units.</p>
4(b)	Accounts Officer / PS III	<p>Overall in-charge for the functioning of Finance / Accounts Department of the Division. Financial concurrence, Cash & Bank, Bills, Wages, compliance with filing of Tax Returns like TDS, Service Tax etc. as per the statutory requirements, Main Accounts, drawing up Financial Statements / Balance Sheet, Appointment of Internal Auditors for the Division and follow up with Internal Auditors for conduct of Internal Audit of the Division and replies thereon.</p> <p>Follow up with the Branch Auditors for clearance of quarterly / Annual Accounts of the Division.</p> <p>Follow up with the Government Auditors / CAG for clearance of Annual Accounts of the Division.</p> <p>Any other work assigned from time to time</p>

3. REMUNERATION:

In addition to the Basic Pay & DA, the compensation package includes Provident Fund, Company Accommodation/HRA, CCA, Canteen subsidy, Washing Allowance, 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, DA, HRA & CCA in the grade JGM is Rs. 69,139/- , in the grade DGM is Rs. 59,836/- & in the grade AGM is Rs.54,255/- in the grade Manager is Rs.48,673/- in the grade Dy.Manager is Rs.40,301/- & in the grade Accounts Officer is Rs.32,301/- (subject to variable Dearness Allowance). In case Company quarter is allotted, no HRA is payable.

4. ADDITIONAL INCREMENTS:

In deserving cases up to a maximum of 5 additional increments in the grade could be considered by the Selection Committee for candidates with additional qualification/experience.

5. GENERAL CONDITIONS:

- (a) Only Indian Nationals need apply.
- (b) The placement will be on permanent basis depending on the need of the organization as decided by the Selection Committee.
- (c) Minimum post qualification experience as indicated against each post is essential.
- (d) The minimum qualifications indicated shall be pass from a recognized University/Institute.
- (e) 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.
- (f) A non-refundable account payee Demand Draft for Rs.200/- drawn in favour of HMT 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).
- (g) 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.

- (h) 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.
- (i) 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.
- (j) Reservations and Age relaxation for different categories viz., SC/ST/OBC/ PWD/Ex-Servicemen/Minority etc., are as per Govt. of India Directives.
- (k) 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.
- (l) 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.
- (m) Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.
- (n) Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection.
- (o) Age (the upper age limit upto a maximum of 5 years) and Experience criteria can be relaxed in deserving cases.
- (p) No correspondence will be entertained with the candidates not selected for interview.
- (q) Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
- (r) Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
- (s) Management will not be responsible for delayed receipt/non-receipt of applications.
- (t) The decision of Management regarding selection will be final.
- (u) Court of jurisdiction for any dispute will be at Bangalore/or at the place of posting.

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6. 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/AC chair car by the shortest route OR actuals whichever is lower, on production of proof of journey subject to point 5 (h) as referred above.

7. HOW TO APPLY:

Application in the prescribed format duly filled enclosing therewith the Demand Draft 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 Joint General Manager / Deputy General Manager / Asst. General Manager /Manager/Dy.Manager/Accounts Officer - as the case may be " so as to reach the following address on or before 26.08.2015

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

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STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

	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.	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".			
7.	Qualification Certificates:			
7.1	SSLC/SSC/10 th Standard Board Marks Card.			
7.2	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
7.3	Inter/Diploma Certificate.			
7.4	Degree Marks Card (Semester-wise/Year-wise).			
7.5	Degree Certificate.			
7.6	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
7.7	PG Degree/Diploma Certificate.			
7.8	Other Qualifications, if any (Pl. specify).			
8.	Post-qualification Experience Certificate(s).			
9.	Demand Draft for the prescribed amount.			

Note: The attested copies of the documents/certificates (Sl.No.1 to 8) should be enclosed to this format in the same order.



HMT LIMITED

Registered Office: HMT Bhavan,
#59, Bellary Road, Bangalore-560 032.

(Please fill boxes in BLOCK LETTERS only)

Affix Passport Size
Photograph

APPLICATION FOR THE POST OF :														
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													
3.3	Email IDs	1												
		2												
4	Date Of Birth (as per Matriculation / SSLC / SSC certificate)	D	D	M	M	Y	Y	Y	Y	AGE (as on date of the application)	Y	Y	M	M
5	Caste/Category:	SC	ST	OBC	GEN	PH	MINORITY	(Tick appropriate column)						
6	Educational Qualification (Self attested xerox copies of all Marks cards & Degree Certificates are to be enclosed)													
	Examination Passed	Year of Passing	Full/Part time	Course duration	University / Institution			Aggrt. % Marks	Specialisation					
6.1														
6.2														
6.3														
6.4														
6.5														
6.6														
6.7														
6.8														

contd.....2

7	Post-qualification Experience: (self attested xerox copies of experience certificates are to be enclosed) For experience details, separate sheet may be attached as Annexure)										
	Organisation & Address	Designation	Nature of Duties	Period (Commencing from latest / present)						Turn over of the Company (Rs.Crores)	Basic Pay & Pay scale
				From		To		Duration			
				MM	YY	MM	YY	YY	MM		
I											
II											
III											
IV											
V											
VI											
VII											
VIII											
IX											
X											
XI											
XII											
			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	Details of relatives working in HMT Ltd or its Subsidiary Cos.										
10	Demand draft details	Date	No.	Amount (Rs.)			Bank				
Original testimonials in respect of SI.No.4, 5, 6 & 7 must be produced at the time of interview											
Certified that the Information furnished above are true to the best of my knowledge, information & belief. If, at a later date, the information furnished above are found to be false or inaccurate, the Management is free to take appropriate action as per the extant rules.											
Place:										(Signature)	
Date:											