

HMT MACHINE TOOLS LIMITED

HMT Colony P O., Kalamassery, Ernakulam Dist. 683 503

(A Wholly owned Subsidiary of HMT Limited, A Govt. of India Undertaking)

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

Advertisement Number: HMT/MTK/HRM/CE-3/2015 Dt.03/08/2015

HMT Machine Tools Limited, Kalamassery, a Subsidiary of HMT Limited is a pioneer in manufacturing of Heavy, Medium and Light Duty CNC & conventional Turning machines and Printing Machineries, invites application from eligible candidates for various projects at HMT Machine Tools Limited, Kalamassery Division, on contract basis for a fixed tenure. The detail of policy, procedure, terms & conditions, qualification and category are as given here under in **//Detailed web advertisement//**

SI No	Categories	Sub category	No of vacancy ~
1	Technically qualified NAC/ITI holders (Junior Associate-A)	Machinist	1
		Turner	1
		Grinder	1
		Fitter	1
		Electrician	1
		Plumber	1
		Carpenter	1
2	Non Technical Graduates (Junior Associate-B)	B Com	4
		B Sc (Chemistry)	1
3	Diploma in Engineering (Senior Associate)	Mechanical	3
		Electrical	1
		Computer Science	1
		Printing Technology	1
4	Graduate with Professional Qualification- Finance / Systems & Computer. (Executive-A)	Civil	1
		M Com	2
		B Com With MBA	1
5	Engineering Graduates (Executive- B -Technical)	M Sc (Computer Science)	1
		Mechanical	7
		Electrical & Electronics	3
		Electronics & Communication	1
		Computer Science	1

~ Number of vacancy is tentative and may vary in par with number of projects undertaken in future.

// DETAILED WEB ADVERTISEMENT//

POLICY, PROCEDURE, TERMS & CONDITIONS FOR ENGAGING PERSONNEL ON CONTRACT BASIS**1. OBJECTIVE:**

The following procedure is formulated to engage persons on contract basis to complete specified projects so as to fill the skill-gaps in areas on need based on a short term basis.

2. TYPE AND CADRE OF CONTRACT ENGAGEMENT:

Contractual engagement shall be made only for the completion of projects undertaken by the Company.

3. APPOINTING / SANCTIONING AUTHORITY:

Unit Chief will be the Appointing Authority and Managing Director – HMT Machine Tools Limited will be the Sanctioning Authority.

4. DURATION AND CONSOLIDATED REMUNERATION:

The category wise eligibility and remuneration during the period of contractual engagement is as here under.

Sl No	Categories	Duration of Project	Consolidated remuneration per month**		
			1 st Year	2 nd Year	3 rd Year
1	Technically qualified NAC/ITI holders (Junior Associate-A)	2 years	Rs.8,000/-	Rs.8,500/-	NA
2	Non Technical Graduates (Junior Associate-B)	2 years	Rs.8,500/-	Rs.9,000/-	NA
3	Diploma in Engineering (Senior Associate)	2 years	Rs.9,700/-	Rs.10,200/-	NA
4	Graduate with Professional Qualification- Finance / Systems & Computer. (Executive-A)	3 years	Rs.11,000/-	Rs.11,500/-	Rs.12,000/-
5	Engineering Graduates (Executive - B -Technical)	2 years	Rs.13,000/-	Rs.13,500/-	NA

** If the compensation indicated is less than the amount as per the Minimum Wage Act in such cases payment of Minimum Wage Act will be followed.

5. ELIGIBILITY CRITERIA

Following are the eligibility criteria for applying for each category.

5.1. Technically qualified – NAC/ITI holders: (Junior Associate-A)

NAC/ITI certificate holders having 60% and above marks for general category and 55% and above marks for SC / ST category with 1 year apprenticeship training completed in HMT or in any other reputed engineering industry and those who are within the age limit can apply.

A Practical test will be conducted for all candidates before interview and candidates those who pass the practical test only will be considered for interview on same day.

5.2. Non Technical Graduates: (Junior Associate-B)

Graduates with B.Com/ B.Sc (Chemistry) having 70% and above marks for general category and 60% and above marks for SC / ST category in qualifying examinations from approved Institutions / Universities and having working knowledge of MS Office, MS Excel, Accounting Software viz, Tally, etc. and those who are within the age limit can apply.

The candidates having minimum 2 years working experience in a reputed organization will be treated as an additional advantage for selection.

5.3. Diploma in Engineering: (Senior Associate)

Diploma holders having 70% and above marks for general category, 60% and above marks for SC / ST category with one year apprentice training in HMT or in any other reputed organization or having one year working experience in any reputed Engineering Industry and those who are within the age limit can apply.

5.4. Graduate with Professional Qualification - Finance / Systems & Computer: (Executive - A)

Non Technical Graduates having Professional Qualification viz., M Com, B.Com with MBA (Finance) & M.Sc (Computer Science) having 60% and above marks for general category and 55% and above marks for SC / ST category in the qualifying examination from approved Institutions / Universities and those who are within the age limit can apply.

Candidates who are associated in any project earlier not less than 1 year in a reputed organization / industry will be considered as an added advantage for selection.

5.5. Engineering Graduates: (Executive - B -Technical)

Engineering Graduates having minimum 70% and above marks for general category and 60% and above marks for SC / ST category, in the qualifying examination from approved Institutions / Universities with one year apprenticeship training completed in HMT or in any other reputed organization or having one year working experience in any reputed Engineering Industry and those who are within the age limit can apply.

6. TERMS AND CONDITIONS

- 6.1. The minimum age should be 18 years for NAC/ITI, 19 years for Diploma Engineers, 22 years for Graduates, however maximum age should not be more than 30 years on the date of application. Relaxation for SC/ST/OBC candidates (SC /ST - 5 years, OBC - 3 years) as per the Government Rules and Presidential directives on Reservation.
- 6.2. The reservation for SC/ST/OBC will be as per the Government of India guidelines.
- 6.3. For Category-1 and Category-3, incase if they are engaged on machines /assembly, they will have to produce a minimum of 5 standard hours per day.
- 6.4. Compliance of all the relevant and applicable statutory enactment such as the payment as per Minimum Wage Act, ESI, EPF Act, etc shall be ensured by the concerned disbursing officer while making payment of monthly remuneration.
- 6.5. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / engagement shall be a disqualification.
- 6.6. Selection will be made by a Committee constituted by the Competent Authority.
- 6.7. Originals of qualifications, experience, age proof, and cast etc certificates shall be submitted at the time of interview for verification. In the case of candidates whose application / testimonials are incomplete or not in prescribed format will not be called for interview and no correspondence will be entertained in this regard.

- 6.8. The selected candidates will be entitled to 7 (Seven) days Casual leave and 7(Seven) days Sick leave on pro rata basis per year. If the leave exceeds the above, consolidated payment will be made on pro rata rate of attendance.
 - 6.9. Contractual engagement of a person shall not be construed to be permanent employment and such appointees shall not be entitled to any preferential treatment equivalent to a permanent employee or entitled to regular employment in that or any other service in HMT Machine Tools Limited, Kalamassery in future.
 - 6.10. Mere conformity to the job requirements will not entitle a candidate to be called for selection procedure. The management reserves the right to reject an application on a specific ground is not liable to unveil reason to the concerned.
 - 6.11. Those who are selected for contractual engagement shall undergo medical check-up and produce a Medical Fitness Certificate issued by a qualified Registered Medical Practitioner before joining the company. Those found medically unfit will not be engaged and the offer letter will be stands withdrawn in such cases.
 - 6.12. Company will not take any responsibility for any delay in receipt/delivery/loss in postal transit of any application or any communication like offer letter etc.
 - 6.13. The selection and subsequent engagement if any will be purely on temporary contractual basis and will not be entitled for any claim for regular/ permanent employment may arise in future.
 - 6.14. Candidates belonging to SC/ST/OBC category should submit the caste certificate as per the Govt. of India guidelines. For candidates belonging to OBC category, the caste certificate issued should be within one year from the date of publication of this advertisement and should specifically mention that person does not belong to creamy layer.
 - 6.15. Candidates, who have been awarded marks under CGPA / OGPA or other pattern in Graduation or any other qualifying examination, may submit the CGPA / OGPA conversion to percentage certificate from the relevant University / Institute.
 - 6.16. No correspondence will be entertained with the candidates not selected for Interview.
- 7. SELECTION:**
- 7.1. The selection for category-1 is based on practical test & interview and all other categories will be based on the academic excellence, experience and marks obtained in the interview.
 - 7.2. Engagement of persons on contract basis is solely at the discretion of the Management based on suitability of candidates and no claim will arise for selection if contract engagements are not done due to un-suitability/ insufficient number of candidates etc.
 - 7.3. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials.
 - 7.4. Candidates appearing for interview shall bring all the relevant certificates/testimonials as prescribed for various categories with originals and one set of self attested Photostat copies.
 - 7.5. Interview shall be held by the Selection Committee of the Company constituted by the Competent Authority.
 - 7.6. After the approval by the Competent Authority for engagement of candidate/s, an offer of contractual engagement will be issued.

- 7.7. The candidates shall have to appear for interview / practical test at their own cost. No TA/DA will be paid for attending the interview / Practical test.
- 7.8. Management reserves the right to call / not to call/ Shortlist the applicants to be called for the Interview in case immense/insufficient numbers of applications are received. The decision of Management will be final and undisputable regarding the selection
- 7.9. Court of jurisdiction for any dispute will be at Ernakulam only.

8. TERMINATION OF CONTRACT:

Any of the following will attract the termination of contract of the candidates hired under this scheme:

- 8.1. The contractual engagement will automatically cease after the period of 2 / 3 years as applicable based on the engagement or after completion of projects whichever is earlier.
- 8.2. Irregular attendance, absence from work for a period of 7 or more days continuously without permission/intimation.
- 8.3. Breach of any clauses under terms of contractual engagement / order.
- 8.4. Non-Satisfactory performance or incompetency

9. INTERPRETATION:

The interpretation of the Policy, Procedure and Rules of this selection shall vest with the HRM Department of HMT Machine Tools Directorate.

10. SAVINGS:

The Management reserves all the right to alter, modify, delete or add any clause(s) as per the need of the Organization without further notice including during contract period.

11. HOW TO APPLY:

- 11.1. Applications duly filled in the prescribed application format attached along with as Annexure-1, to be sent along with copies of all relevant documents such as proof of qualifications, age, experience and caste certificate for reservation eligibility etc.
- 11.2. Only Indian Nationals need apply.
- 11.3. Affix passport size photograph at the space provided, sent in sealed cover super-scribed "APPLICATION FOR THE ENGAGEMENT AS -----" so as to reach at the following address on or before 31.08.2015. The application received after this date will be rejected.

**The Joint General Manager (HR)
HMT Machine Tools Limited,
HMT Colony P O., Kalamassery,
Ernakulum Dist. 683 503 Kerala, India.**

For further clarifications Phone: 91-0484-2540731 (9 Lines) Extn: 4020, 4021 and 4026

Email: mtkhr1@hmtmachinetools.com, mtkhr2@hmtmachinetools.com

Annexure-1

HMT MACHINE TOOLS LIMITED, KALAMASSERY
HMT Colony P O., Kalamassery, Ernakulum Dist. 683 503
(A Wholly owned Subsidiary of HMT Limited, A Govt. of India Undertaking)
Phone: **91-0484-2540731 (9 Lines)** Email: mtkhr1@hmtmachinetools.com,
mtkhr2@hmtmachinetools.com Website: www.hmtindia.com

Affix Passport
Size
Photograph

Ref: No: HMT/MTK/HRM/CE-3/2015

07/08/2015

Application for the Post of:

1	NAME (In block letters)																													
2	Name of Father.																													
3	Gender	M- Male, F- Female																												
4	Address for communication with PIN code																													
4.1	Phone/Mobile No.																													
4.2	E Mail ID																													
5	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on the final date of application)	Y	Y	M	M																
6	Caste/category	SC	ST	OBC	GEN	PH	Minority	Tick whichever is applicable																						
7	Educational qualification (Copies of all Mark lists, Certificates etc. to be enclosed)																													
	Examination Passed	Year of passing	Regular/ Part-time	Agrgt % Marks	Board/University and Institution																									
8	Additional Qualification / Experience, if any - give details!!																													

Ihereby declare that the information furnished above are true and later if the information furnished above is found to be false or incorrect, the Management is free to take appropriate actions as per Rules.

Place

Date

Signature

!! On mentioning addl. qualification/experience copy of relevant certificate is to be enclosed