



HMT MACHINE TOOLS LIMITED

No.59, Bellary Road, Bangalore – 560 032

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

WALK-IN-INTERVIEW

HMT Machine Tools Limited, a Subsidiary of HMT Limited invites application from experienced persons for the post of Executive Associates for Finance in PS Grade & Jr. Associate (Servicing) in Southern Region (On call basis) in WG Grade for HMT Machine Tools Limited, Machine Tool Directorate, Bangalore & Marketing Division (Southern Region) to work on contract basis for fixed tenure. The superannuated / ex-employees of HMT Machine Tools Limited are eligible to apply for the same. The detail of qualification and experience required for the post are as follows:

Posts	Executive Associates for Finance
Place	HMT Machine Tools Limited, Machine Tool Directorate, Bangalore
No. of Posts	One
Duration	For a period of Two year (Initially for a period of one year and may be extendable to further period depending upon the necessity and performance).
Level	HMT's classification of Grade PS-III or IV
Qualification	Any Graduate with Computer Knowledge
Job requirement	Complete knowledge of work in Finance & Accounts areas
Experience	Above 25 years in similar jobs
Consolidated payment per month	Rs.18000 or Rs.21000 as the case may be

- The engagement is purely on fixed tenure basis. The post is not against any permanent vacancy and this placement will not ensure any regular/permanent employment in HMT Machine Tools Limited, Machine Tool Marketing Division & Machine Tool Directorate, in future.

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GENERAL CONDITIONS:

- Applications should be made in the prescribed application format only along with copies of relevant documents.
- Superannuated employees of HMT Machine Tools Limited with the prescribed qualification and experience in the relevant area/s as prescribed may be given preference.
- The Contract engagement will be for the period mentioned above, subject to the condition that the total tenure of any contractual engagement including extensions, if any, shall not exceed two years subject to upper age limit of 62 years.
- Relaxation for SC/ST/OBC candidates will be as per Government Directives.
- This engagement will terminate automatically at the end of the tenure of the contract without further notice. Management has the right to terminate this contract without notice or compensation in lieu of notice or without assigning any reason during the tenure of contract.
- During the contract period, your services will be liable for termination without any reason with **one week** notice in writing on either side.
- 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.
- Documents in support of qualification and relevant experience shall be submitted along with the resume at the time of interview. In case of non-submission of documents along with the resume, it will be rejected at any stage during the process of engagement.
- Candidature of the candidate is liable to be rejected at any stage of selection process or after engagement, if any information provided by the candidate is found to be false or not found in conformity with eligibility criteria mentioned in the advertisement.
- HMT Machine Tools Limited, Marketing Division & Machine Tool Directorate, shall not be liable for any damage/injury loss to the individual, if any, sustained during the entire selection process and journey.

- HMT Machine Tools Limited, Marketing Division & Machine Tool Directorate reserves the right to assess fitness or otherwise of the candidate selected – to cancel/restrict/enlarge the selection process without assigning any reason thereof, if need arise.
- Candidates submitting incomplete application or testimonials will not be allowed to appear for interview.
- The legal jurisdiction will be Bangalore in case of any dispute.

SELECTION:

- Candidates appearing for interview shall bring all the relevant certificates, testimonials as prescribed for the post with originals and one set of Photostat copies of verified certificates and testimonials.
- Interviews shall be held by the Selection Committee of the Company constituted by the Competent Authority.
- After the approval by the Competent Authority for engagement of candidate/s, an offer of contractual engagement will be issued.
- The candidate shall have to indicate his acceptance of the offer within one week from the receipt of offer, if not, the next candidate in order of merit will be given the offer of engagement on similar lines. The Competent Authority may grant such extension of time depending upon the exigencies.
- The candidates shall have to appear for interview at their own cost. No TA/DA will be paid for attending the interview.

TIME & DATE OF WALK-IN-INTERVIEW

- Interview for the post specified above will be conducted at HMT Machine Tools Limited, HMT Bhawan, 59, Bellary Road, Bangalore – 560 032. Interested candidates shall be present at the venue before 10.00 A.M along with filled in application and the required documents for verification on 23.06.2017.
- **Go to next page for application format.**

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hmt
HMT MACHINE TOOLS LIMITED
59, BELLARY ROAD,
BANGALORE - 560 032.

Affix
Photograph

(Please fill boxes in BLOCK LETTERS only)

APPLICATION FOR THE POST OF :																							
1	Name Mr. / Ms																						
2	S/o, D/o, W/o																						
3	Address for communication (with Pin Code)																						
		Pin Code																					
		Telephone No./s (STD code & Phone No.)	Office						Residence														
	Mobile																						
	Email Ids	1																					
		2																					
4	Date of Birth	D	D	M	M	Y	Y	AGE (as on the date of application)	Y	Y	M	M											
5	Caste / Category	SC	ST	OBC	MIN	GEN	PH	(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	Agg. % Marks	Specialisation																
7	Post Qualification Experience: (Self attested exrox copies of experience certificates are to be enclosed) for experience details, separate sheet may be attached as ANNEXURE																						
	Organisation and Address	Designation	Nature of Duties	Period (Commencing from latest / present)						Turn over of the Company (Rs. Crores)	Pay & Pay Scale												
				From		To		Duration															
				MM	YY	MM	YY	YY	MM														
TOTAL P.Q EXPERIENCE																							
8	Any two references with contact details (other than relatives)																						
	Name & Designation			Address				Phone No./Mobile No.				Email IDs											
	1																						
2																							
9	Details of relatives working in HMT Machine Tools Limited or its Subsidiary Cos.																						
<p>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.</p>																							
Place :												Signature of the Candidate											
Date :																							

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT:

Sl. No.	Documents	Status (tick the relevant column)		
		Yes	No	NA
1	Proof of date of birth (SSLC / Matriculation Marks Card)			
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	Ex-Servicemen Certificate			
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".			
6	Qualification Certificates:			
6.1	SSLC / Matriculation Marks Card			
6.2	Degree Marks Card (Semester-wise / Year-wise)			
6.3	Degree Certificate			
6.4	PG Degree / Dip Marks Card (Semester-wise / Year-wise)			
6.5	PG Degree / Diploma Certificate			
6.6	Other Qualifications, if any (Please specify)			
6.7	Post-Qualification Experience Certificate (s)			

Note : The attested copies of the documents / certificates should be enclosed to this format in the same order.