



(A Govt. of India Undertaking)
Regd. Office: HMT Bhawan, No. 59, Bellary Road, Bengaluru – 560 032.

HMT/CHR/WG/Advt.1/2021-22

Date : 22.02.2022

REQUIRES

HMT Limited, A Central Public Sector Enterprise under the Ministry of Heavy Industries offers challenging career opportunity to dynamic WORKMEN on permanent basis for **HMT Limited, Corporate Head Office & Auxiliary Business Division, Bengaluru.** Interested and eligible candidates can apply for the following vacancies in the enclosed application format.

1. POSITION, ELIGIBILITY CRITERIA AND VACANCY DETAILS:

Sl. No.	Name of the Post	No. of Post(s)
1.	System Assistant 'A'	1
2.	Office Assistant 'A'	6
Total		7

Only written test shall be conducted for the above posts.

JOB DETAILS

<u>SL. No: 1</u>	System Assistant 'A'
<u>GRADE</u>	WG III
<u>NO. OF POST</u>	1 Post for HMT Limited, Corporate Head Office, Bengaluru
<u>UPPER AGE LIMIT</u>	30 years (As On 01.02.2022)
<u>PAY SCALE</u>	Rs. 9140 – 23,150/- Approx. CTC Rs. 4.45 lakhs p/a
<u>POST QUALIFICATION EXPERIENCE</u>	Minimum 3 years' experience in hardware and software maintenance.
<u>QUALIFICATION</u>	3-years full time Diploma in Computer Engineering/ Information Technology from recognized institute with good academic record. Candidates should have minimum 60% marks, relaxed to 50% marks for SC / ST candidates.
<u>JOB DESCRIPTION:</u>	Responsible for Installing, configuring, debugging of the various systems software and application software. Repair and regular maintenance of Computers & peripherals, Biometric devices, CCTV (DVR/NVR), Video conferencing system. Good knowledge of IT Security, routing and switching protocol and networking devices.

<u>SL. No: 2</u>	Office Assistant 'A'
<u>GRADE</u>	WG III
<u>NO. OF POST(S)</u>	6 Posts for HMT Limited, Corporate Head Office & Auxiliary Business Division Bengaluru
<u>UPPER AGE LIMIT</u>	30 years (As On 01.02.2022)
<u>PAY SCALE</u>	Rs. 9140 – 23,150/- Approx. CTC Rs. 4.45 lakhs p/a
<u>POST QUALIFICATION EXPERIENCE</u>	Minimum 3 years' experience in the secretarial / office administrative works or retail outlets.
<u>QUALIFICATION</u>	3-years full time BA/B.Sc/BBM/BBA/B.Com Graduates from recognized institute/ University with good academic record. Candidates should have minimum 60% marks, relaxed to 50% marks for SC / ST candidates. Proficiency in computer skills is essential.
<u>JOB DESCRIPTION:</u>	Should be able create and update records and databases. Expertise in MS Excel and Powerpoint. Able to generate timely reports and prepare presentations/proposals, draft correspondences. Ability to take care of highly confidential information. Should be able to work in any department in the administrative/secretarial set up.

2. REMUNERATION:

In addition to the Basic Pay, the compensation package includes Dearness Allowance (DA) as applicable from time to time, Company Accommodation / HRA, Canteen subsidy, Washing Allowance, Provident Fund, Gratuity, Medical facility, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., as per the Company Rules. HRA is variable depending upon the place of posting. In case Company quarters are availed, no HRA is Payable.

3. SELECTION PROCESS:

1. Selection will be made strictly on the basis of total of aggregate academic achievement (30 marks), experience (30 marks) & performance in the written test (40 marks).
2. The management reserves the right to raise / lower the minimum eligibility standards / criteria by taking into account the qualification and relevant experience while short-listing for the candidates to attend the written test.
3. Management reserves the right to relax age and experience as also to consider related qualification & experience in case of deserving / exceptional candidates.
4. The management reserves the right to recommend / select the candidate for any Subsidiary Companies / Units of HMT Limited.
5. The Management reserves the right to set an upper level and lower level of cut off marks obtained by the candidate in their academic qualification for short-listing the candidates.
6. Mere conformity to the job requirements will not entitle a candidate to be called for written test. 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 written test.
7. Eligible candidates short-listed based on the initial screening will be called for written test. Instructions regarding written test will be intimated to the short-listed candidates individually through e-mail and Speed Post.

4. MEDICAL FITNESS:

Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection. Those found medically unfit will not be appointed and the offer letter shall stand withdrawn in such cases.

5. APPLICATION / PROCESSING FEES:

A non-refundable account payee **Demand Draft for Rs. 500/- for General, EWS & OBC (which includes Rs.250/- as Application Fee and Rs. 250/- as processing fee)** and **Rs.250/- for SC / ST category** (only processing fee) drawn in favour of **HMT Limited**, on any Scheduled Bank payable at Bengaluru 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 Demand Draft. **No fee is to be paid by Persons with Disability (PWD).** Application without proper Demand Draft (except PWD) will be summarily rejected.

6. RESERVATIONS & RELAXATIONS:

1. Reservations and Age relaxation for different categories viz., SC / ST / OBC / PWD / Ex-Servicemen / Minority / EWS etc., are as per Govt. of India Directives.
2. Candidates belonging to SC/ST/OBC/PWD/Minority/Ex-Servicemen/ EWS category should enclose copy of the certificate issued by the Competent Authority to that effect.
3. Candidates belonging to OBC category are required to produce the recently obtained **OBC** Certificate and self-undertaking for OBC (Non-creamy layer) status (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India, issued by Competent Authority (format available in Careers section of our website www.hmtindia.com.)
4. Candidates applying under EWS category are required to produce 'Income and Asset of the Family Certificate' in the prescribed format (format available in Careers section of our website www.hmtindia.com.)
5. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

7. GENERAL CONDITIONS:

1. Only Indian Nationals need apply.
2. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
3. Candidates fulfilling the above said criteria of qualification, experience only need apply.
4. Wherever CGPA / OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also attach a supporting document to this effect from University / Institute.
5. If any information provided by the candidate is found to be false or not found in conformity with eligibility criteria mentioned in the advertisement, then the same will be liable for rejection at any stage of selection process or even after appointment.
6. Any canvassing by or on behalf of the candidates or by bringing political or other outside influence with regard to selection / appointment shall be a disqualification.
7. Applicants serving in Government Departments / Public Sector Enterprises / Semi-Govt. Organizations should apply through proper channel or produce ***No Objection Certificate*** at the time of written test, failing which they will not be permitted to appear for the written test.
8. Only candidates selected after written test will be called for document verification. The selected candidate must produce 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 at the time of document verification. If any information provided by the candidate is found to be false or not found to be in conformity with eligibility criteria at the time of document verification, then the candidature shall be liable for rejection.

9. The outstation candidates called for documents verification will be paid to and from SLEEPER CLASS train fare by the shortest route or actuals whichever is lower on production of proof of journey. **No TA or DA will be paid for appearing in the written test.**
10. Appointment of selected candidates is subject to verification of Caste and Character and Antecedents & past employment, as the case may be, from the concerned authorities as per rules of the Company.
11. The Company will not be responsible for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey.
12. The Management reserves the right to cancel subject notification part or the entire recruitment / selection process at its discretion. Management also reserves the right to absorb the selected candidates based on experience & qualification as per requirement of the Company, at its sole discretion. No correspondence will be entertained from the candidates who have not been short listed for the written test.
13. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
14. Management will not be responsible for delayed receipt/non-receipt of applications.
15. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
16. The selected candidate shall have to indicate his / her acceptance of the offer within one week from the receipt of offer, if not, the same will be offered to next candidate in the order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case-to-case basis.
17. The list of selected candidates is valid upto one year only after the date of written test. The appointment / offer letter for placement of candidates will be issued as and when the vacancy arises.
18. Number of vacancies notified may increase / decrease at the discretion of the Company & the decision of Management regarding selection will be final.
19. The Company also reserves the right to cancel / curtail / enlarge the recruitment process and/ or the selection process there under without any further notice and without assigning any reasons.
20. The placement will be on permanent basis with six months' **PROBATION PERIOD.** The candidates are required to execute **SERVICE BOND** along with the **SURETY** agreeing to serve the Company for the period of **THREE YEARS**, including probationary period.
21. Court of jurisdiction for any dispute will be at Bengaluru.

8. HOW TO APPLY:

Application in the prescribed format as enclosed, 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 a sealed cover superscribed "**APPLICATION FOR THE POST OF**" so as to reach the following address **on or before 15.03.2022.**

Application has to be sent through Ordinary post / Speed Post / Registered Post / Courier only. Application received through other modes viz., Fax / E-mail / By hand will not be accepted and summarily rejected.

**The Manager (HR),
HMT Limited,
HMT Bhavan, No.59, Bellary Road,
BENGALURU – 560 032.**

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.	Income and Asset Certificate in the format as applicable for EWS category.			
7.	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".			
8.	Qualification Certificates (as applicable):			
8.1	SSLC/SSC/10 th Standard Board Marks Card.			
8.2	ITI Marks Card (Year wise)			
8.3	ITI Certificate			
8.4	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
8.5	Inter/Diploma Certificate.			
8.6	Degree Marks Card (Semester-wise/Year-wise).			
8.7	Degree Certificate.			
8.8	Other Qualifications, if any (Pl. specify).			
9.	Experience Certificate(s).			
10.	Demand Draft for the prescribed amount.			

Note:

The self-attested copies of the documents/certificates (Sl.No.1 to 9) should be enclosed to this format in the same order.

Candidate to bring one set of photocopies of all marks cards along with original for verification at the time of document verification.

Affix Passport
size photo



HMT LIMITED

**Regd. Off: HMT Bhavan, # 59, Bellary Road,
BANGALORE – 560 032.**

APPLICATION FOR THE POST OF :				Advt. Ref. No. & Date:					
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 No		1.			2.			
3.3	E-mail Id		1					2	
4	Date of Birth (as per Matric./SSLC/SSC certificate)	DD	M M		YY	Age (as on date of application)		YY	MM
5	Caste/Category (Tick appropriate column)	SC	ST	OBC	GEN	PH	MINORIT Y	EWS	
6	Qualification (self attested Xerox copies of all marks cards & degree certificates are to be enclosed)								
	Exam passed	Yr of passing	Full/ part time	Course Duration	University/ Institution	Aggt. % Marks	Speci alisa- tion		
6.1									
6.2									
6.3									
6.4									
6.5									
6.6									

Post-qualification Experience: (self attested Photocopies of experience certificates to be enclosed). For experience details, separate sheet may be attached as Annexure)											
7	Organisa- tion & Address & email-id	Desig- nation	Nature of duties	Period (commencing from latest / present)						Company's Turnover	Basic Pay & pay Scale
				From		To		Duration			
				MM	YY	MM	YY	YY	MM		
7.1											
7.2											
7.3											
7.4											
7.5											
7.6											
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 & DD No			Amount. (Rs.)			Bank Details		
Original testimonials in respect of Sl. 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 is found to be false or inaccurate, the Management is free to take appropriate action as per the extant rules.											
Place :											
Date :											
											(Signature of the Applicant)