


HMT Machine Tools Ltd
(A Govt. of India Undertaking)
Beawar Raod, Ajmer-305 003

Ref: MTL/MTA/FTE/2023-2024

Date: 20/02/2023

REQUIRES

PROFESSIONALS IN VARIOUS AREAS ON FIXED TERM EMPLOYMENT BASIS
FOR SPECIFIC PROJECT

HMT Machine Tools Limited, a wholly owned subsidiary of HMT Limited (a Govt. of India undertaking) and a leading Machine Tools Manufacturers is looking for qualified and experienced professionals for various requirements purely on **Fixed Term Employment (FTE) basis for SPECIFIC PROJECT**, in order to complete various in-house/external assignments and projects. The requirements are purely temporary in nature and offered on fixed tenure basis for a period of Two (2) years which may be extended for maximum period of Two (2) years on yearly basis subject to satisfactory performance of the individual or on completion of the assignments/projects, whichever is earlier. The details of requirements are as below:

S.NO	NAME OF THE POSITION	NO.OF POST'S
1	PROJECT OFFICER – FINANCE	2
2	PROJECT OFFICER – LEGAL	1

1. POST DETAILS:

D. POST	PROJECT OFFICER –FINANCE
No. of Post	2(Two)
Upper age limit (as on 01.01.2023)	32years
Qualification	CA /CMA/ ICWA OR MBA with 3 years Graduation in B.Com mandatory from recognized university
Post Qualification Experience	Minimum 2 years of hands-on industrial experience in relevant areas. Experience in Finalization of Accounts / Audit / Taxation / Costing & Budgeting, etc. Candidate having relevant work experience in State/Central/PSU/CPSE . will be given preference. Teaching experience will not be considered.

Job Description	<ol style="list-style-type: none"> 1. Managing accounting operations. 2. Preparing financial statements like budget and financial forecasts balance sheet, profit/loss statement etc. Develop periodic reports for management. 3. Manage legal & statutory compliances, Provident fund, GST and ESI compliance. 4. Working capital monitoring and optimization. 5. Liasoning with various Government Authorities & Auditors.
Grade /Scale of Pay	PS-III / 8600-250-14600 (1997 Pay-Scale)

E. POST	PROJECT OFFICER – LEGAL
No. of Post	1 (One)
Upper age limit (as on 01.01.2023)	32 years
Qualification	L.L.B. (Full time) from recognized University/Institute. Experience in Company Legal matters like service matters, techno commercial matters etc. is compulsory.
Post Qualification Experience	<p>Minimum 2 years of hands-on industrial experience in relevant areas.</p> <p>Experience in all the facets of Labour Laws and legal matters. Candidate having relevant work experience State/Central/PSU/CPSE will be given preference. Teaching experience will not be considered.</p>
Job Description	<ol style="list-style-type: none"> 1. Exposure to handling legal cases pertaining to service matters and other techno-commercial cases etc. 2. Able to interact /co-ordinate well with advocates / Law firms regarding company's legal issues and attending court related issues. 3. Co-ordination with Top Management and other units regarding the legal matters. 4. Ability and responsible to take appropriate legal action for various cases, conducting related proceedings etc 5. Confident organizer, with excellent communication skills, quality of confidentiality and absolute integrity and ability to handle work independently.
Grade /Scale of Pay	PS-III / 8600-250-14600 (1997 Pay-Scale)

2. RELAXATION & RESERVATIONS:

- a) Age relaxation & Reservations for different categories will be as per Govt. of India Directives.
- b) For Ex-Apprentice trainees /Contract employees worked/working in HMT Machine Tools Limited applying for the above posts, the upper age limit would be relaxed to the extent of the period for which the apprentice had undergone the training, in line with Apprentice Act / contract employee has worked in HMT Machine Tools Ltd.

3. TENURE OF ENGAGEMENT

The selected candidates will be engaged for a fixed tenure of a maximum of four years from the date of engagement. The tenure will come to an end automatically on completion of the specified tenure from the date of joining, on completion of the assignments / projects, whichever is earlier without any further notice.

However, the employment can be terminated, at any time during the period of tenure engagement, by giving three months notice by either party or payment of three month's salary in lieu of the Notice period. FTE will not confer any right on the Personnel to claim the status of a regular employment in the Company.

REMUNERATION:

- a) The candidate hired on FTE would be placed in PS-III grade (1997 Pay Scale) which will be fixed for 4 years and not negotiable.
- b) Candidates will be eligible for DA, HRA, PF and such other statutory benefits availed by regular employees as applicable for the grade, for the fixed period of services.
- c) An annual increment as per the scale during the tenure shall be admissible on the Basic Pay, subject to satisfactory performance.
- d) Candidates will be eligible for monthly incentive and annual incentive, for the fixed period of services.
- e) Candidates will be eligible for Group Insurance, for the fixed period of services.

4. OTHER BENEFITS

- a) The personnel recruited under FTE will be entitled for 10 days of casual leave per calendar year, which will be calculated on pro-rata basis for every calendar month of service and 2.5 days of earned leave with pay. There will be no provision for encashment of earned leave at the end of the year, as well as at the time of separation after the tenure of his/her service.
- b) An amount limited to one month's basic as per scale of pay will be admissible per annum to meet the medical expenses (both in-patient and out-patient). The amount will be equally divided by 12 and paid on monthly basis along with the salary. Candidates will not be entitled for any other medical benefits in any of the HMT hospitals/Dispensaries or elsewhere, as applicable for the permanent non ESI members.

- c) Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.

The tenure based personnel will not be entitled for any allowance or benefits other than those indicated as above in remuneration/Pay scale.

5. **SURETY**

An amount @ 5% will be deducted at source from the monthly emoluments towards surety amount which on completion of Contract tenure will be refunded to the candidate without any interest. In case the Candidate leaves the Company or his Fixed Tenure Employment is terminated before completion of contract tenure, the said surety amount will not be returned to the candidate.

6. **MEDICAL EXAMINATION**

Candidates provisionally selected will have to undergo a Pre-Employment Medical Examination at HMT Hospital at the place of posting before joining HMT Machine Tools Limited to ascertain Medical Fitness. Applicants should meet all the Medical Standards as prescribed by the Company (Concerned authority in respect of PwD candidates). No relaxation in Health Standards will be allowed. Appointment of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the Medical Standards of the Company.(Candidates applying for technical positions with colour blindness will not be considered, hence need not apply).

7. **APPLICATION & PROCESSING FEE**

A non-refundable account payee Demand Draft for Rs.750/- for General, EWS & OBC (which includes Rs. 500/- as Application Fee and Rs. 250/- as Processing fee) drawn in favour of **HMT Machine Tools Limited., Ajmer** by any Scheduled Bank payable at Ajmer is to be enclosed along with the prescribed application. No other mode of payment is acceptable. For SC/ST category, a non-refundable account payee Demand Draft for Rs.250/-only as the processing fee is to be enclosed along with the prescribed application. No fee to be paid by Persons with Disability (PwD). Application without proper Demand Draft (except PwD) will be summarily rejected. Candidates are advised to write their name and address on reverse side of Demand Draft.

8. **GENERAL CONDITIONS:**

1. The above requirements are purely temporary in nature and offered on fixed tenure basis for a period of Four (4) Years. This post is not against any permanent vacancy. This placement will not entitle the candidate for any regular / permanent employment in HMT Machine Tools Limited. in future.
2. The listed requirement / no. of vacancies are indicative and subject to change as per the requirement of the Unit and can be increased / decreased.

3. Only Indian Nationals need apply.
4. The Candidates from other PSUs of IDA pattern in the immediate lower grade or same grade are eligible to apply subject to the above criteria.
5. Applicants serving in Govt./Public Sector Enterprises / Semi-Govt. Organisations 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, no TA shall be payable.
6. Candidates fulfilling the above job specification as on date of advertisement only need apply.
7. The aggregate percentage of marks scored by the candidates in the qualifying examination subject to minimum marks, as the case may be in the respective trades/disciplines is mentioned as below;

Category	Aggregate Percentage (%) of Marks
UR / OBC	60 % & above
SC/ ST / PWD	50 % & above

Management reserves the right to set an upper level and lower level of cut off marks for short-listing the candidates.

8. 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 and also to attach a supporting document to this effect from University/Institute. In case if the authentic certificate/document issued by the University/Institution for CGPA to percentage conversion is not enclosed with the application, then such applications will be summarily rejected.
9. Mere conformity to the job requirements/ qualification will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason, raise the Standard of Specifications to restrict the number of candidates to be called for interview.
10. The suitability for the posts, shortlisted candidate applied for, will be made through Personal Interview. Selection will be made strictly on the basis of qualifying marks, post qualification experience & performance in the interview, in the order of merit.
11. Management reserves the right to relax experience, qualification and age as also to consider related qualification & experience in case of deserving/exceptional candidates.

12. Placement of the selected candidates will be as per the operational requirement and at the sole discretion of the Management.
13. 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.
14. Reservations and Age relaxation for different categories, viz., SC/ST/OBC (non-creamy layer) /PWD/Ex-Servicemen/Minority/EWS etc., are as per the extant Govt. of India Directives.
15. Candidates belonging to SC/ST/OBC(non-creamy layer)/PWD/Ex-Servicemen /Minority /EWS category should enclose a copy of the certificate issued by the Competent Authority to that effect. Category should be carefully filled-up in the application format as this will not be allowed to be changed at a later date.
16. 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 and issued by the Competent Authority (format available in Careers section of our website www.hmtindia.com). OBC candidates who do not belong to Non-Creamy Layer should submit their application under General category only.
17. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.
18. Candidates applying under EWSs 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).
19. Shortlisted Candidates appearing for interview have to produce all the original documents at the time of document verification, wherein candidates will be required to produce testimonials/documents in support of age, qualification, caste/tribe/class, experience and other advertised eligibility criteria. The testimonials/documents should be in the possession of the candidates and he/she should be able to produce the same when it is warranted. Inability of the candidates to produce the requisite documents at the time of document verification shall render them liable for non-consideration of their candidature and no TA shall be payable.

No undertaking for production of documents in respect of eligibility criteria with regard to age, qualification & experience on a later date will be allowed.

20. Shortlisted candidates will be called for interview and would be reimbursed Travelling Allowance (TA), i.e. II Class Train fare by the shortest route, subject to production of proof of travel (Original onward journey ticket and photo copy of return journey ticket), failing which TA will not be paid. In case the candidate travel by other modes of transport, he /she will be reimbursed the fare limited to the shortest route by train or actual expenses, whichever is less, on production of proof.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, subject to clause no. 5 & 19, as referred above.
21. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
22. 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 engagement.
23. 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.
24. The company shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey.
25. 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 order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case to case basis.
26. The selected candidate will be liable to serve in any Unit / Office of the Company and in any part of India or Abroad at the discretion of the Company.
27. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
28. Management will not be responsible for delayed receipt/non-receipt of applications.
29. The list of short listed candidates is valid for six months only from the date of interview. The appointment / offer letter for placement of candidates will be issued as and when the vacancy arises.

30. The Management reserves the right to cancel / suspend subject notification part or the entire recruitment/ selection process at its discretion, without assigning any reasons. The Management also reserves the right to alter, modify this advertisement in full or a part thereof without assigning any reason. Corrigendum/Extension etc., if any, shall be published in our website www.hmtindia.com / www.hmtmachinetools.com
31. No correspondence will be entertained from the candidates who have not short listed for interview or not selected for the post. The decision of the Management will be final and no appeal will be entertained on what so ever matter.
32. Intimation/correspondence regarding interview etc., will be sent through e-mail & Speed Post.
33. The decision of Management regarding selection will be final.
34. Court of jurisdiction for any dispute will be at Ajmer.

9. **HOW TO APPLY:**

- a) 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 super scribed “**APPLICATION FOR THE POST OF _____**”so as to reach the following address **on or before 20.03.2023**

**JOINT GENERAL MANAGER(HR)
HMT Machine Tools Limited,
Beawar Road, Ajmer -305 003**

- b) Candidate applying for two posts shall submit separate application forms clearly mentioning the post applied for along with separate DDs.
- c) 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.
- d) Candidate who applied once cannot alter their application under any circumstances. Request for change of mailing address, category, discipline as declared in the application will not be entertained.

- e) Candidates are required to have a valid e- mail id and Mobile No. which has to be mandatorily entered in the application form, so that intimation/communication regarding the Interview can be sent. They are also advised to retain this e-mail ID active for at least one year as any important intimation/ communication to the candidates shall be provided by HMT Machine Tools Ltd. through e-mail. They are further requested to check their e-mails regularly for any communication from HMT Machine Tools Ltd. in this regard. Company will not be responsible for bounce email

In addition to the above, candidates are also required to send their details in an excel sheet ONLY in the following format to “mtahr1@hmtmachinetools.com” The subject of the e-mail should be – ‘Application for the post of _____’ **on or before 20.03.2023**

Name	DoB	Age as on 01/02/2023	Category	Qualification	Marks obtained	WORK EXPERIENCE					E-mail	Mobile No.
						Name Of the Organization	From	To	Total Experience	Salary Drawn		

Sd/
JGM(HR)

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/10th 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 EWSs 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:			
8.1	SSLC/SSC/10th Standard Board Marks Card.			
8.2	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
8.3	Inter/Diploma Certificate.			
8.4	Degree Marks Card (Semester-wise/Year-wise).			
8.5	Degree Certificate.			
8.6	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
8.7	PG Degree/Diploma Certificate.			
8.8	Other Qualifications, if any (Pl. specify).			
9.	Post-qualification 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 photo copies of all marks cards along with original for verification at the time of interview.

Post-qualification Experience: (self attested Xerox copies of experience certificates are to be enclosed). For experience details, separate sheet may be attached as Annexure)											
7	Organisa- tion name, Address& e-mail	Designation	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											
Details of relatives working in HMT Ltd. or its Subsidiary Cos.											
9											
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 are 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)											