



एचएमटी लिमिटेड

HMT LIMITED

(A Govt. of India Undertaking)

Regd. Office: HMT Bhavan, No.59, Bellary Road, Bengaluru – 560 032.

HMT/CHR/CNTR(ADVT.1)/2022-23

Date: 10.03.2023

REQUIRES LEAD EXPERT/SENIOR ADVISER

HMT Limited, a major engineering conglomerate with units spread across the country manufacturing various Engineering products, looking for qualified and experienced Experts/Advisers purely on contract basis, in order to complete various assignments.

HMT Limited invites applications for engagement of Experts/Advisers for a period of one year from serving/retired senior executives in the grade of General Manager and above. The details of requirements are as below:

POST 'A'	LEAD EXPERT/SENIOR ADVISER
No. of Posts	04 (Four)
Age	Less than 63 years as on 01.03.2023
Period of engagement	Initially for a period of one year which can be further extended for a period of six months at a time or till the completion of assignment (whichever is earlier), depending upon the requirement and individual performance. However, the maximum tenure shall be limited to four years or upper age limit of 65 years (whichever is earlier).
Qualification	Full time regular Engineering Degree in any discipline from recognized University/College/Institute with good academic record. MBA Degree from a reputed recognized University / College / Institute is desirable.
Post Qualification Experience	Should have minimum 25 years/22 years of experience as senior executive in the relevant field. Applicant should have atleast 05 years of experience in the level of General Manager/ED/Director/MD.
Areas of Expertise	Business Development, Marketing, Projects and Operations.
Domain of Experience	Defence/Railways/Power/Nuclear/Renewable Energy (Solar) / Aerospace/ Automobile/Consumer Goods.
Job Description	Business Development: <ul style="list-style-type: none">Identifying the new business opportunities, developing and strengthening the systems and processes to improve business in Dairy Machineries, Machine Tools & Watches, Solar, etc.Liaison with customers i.e., Indian Railways, ISRO, Defence, Space, Steel, Renewable Energy, Power, Industries, etc. for addressing new identified opportunities/markets in a time bound manner.Provide assistance to HMT top management for apex level reviews and coordinating meetings with clients and other agencies.

- Understand the requirements of existing clients to ensure their needs are being met.
- Create new upgraded technical products for a scalable market having a high impact on the sector.
- Create and maintain the product development roadmap, in strong collaboration with the business development and the respective vertical heads.
- Lead the overall business verticals and coordinate with diverse teams.
- Oversee the services and product delivery to meet the client requirement for achieving the targeted growth of the company.

Marketing:

- Responsible for Marketing of Watches, Machine Tools, Diary Machineries, and associate products and equipments in overseas market.
- Experience in preparation of proposal for marketing of products, offer submission and its pricing methods, projects proposal of machines/equipments specification and its implementation.
- Enquiry generation and its complete follow up till conversion to order procurement, well versed with present procedures, regulations, tools and technique for handling marketing operations.
- Responsible for Market Planning, Market Research & Development, Forecasting, Market Scanning, etc.
- Responsible for business financial planning & control.
- Responsible for maintaining Customer relations & sales promotion.
- Establishing and maintain long term healthy relationships with customers. Interaction with customer on requirement basis.
- Will be responsible for the customer life cycle management.

Projects:

- Responsible for planning, implementation, and tracking of a portfolio for delivering projects within scope, on time, and within budget while maintaining high-quality standards.
- Knowledge in Field Study, preparation of detailed Project Report for project order procurement.
- Experience in preparation of projects proposal of machines/equipments specification and its implementation.
- Practical knowledge of tendering procedures/activities.
Experience in preparation of Plant Layout / Erection & Commission activities of various machines involved in project implementation.
- Define project scopes, goals, and deliverables in collaboration with stakeholders.
- Identify and manage project risks, issues, and dependencies to minimize project delays and ensure successful outcomes.
- Establish and maintain effective communication channels with project team members, stakeholders, and senior management.
Develop and implement project performance metrics to assess project success and identify areas for improvement.
- Evaluate project results against project goals and objectives and implement necessary changes to improve project outcomes.

	<p>Operations:</p> <ul style="list-style-type: none"> • Responsible for formulating operational objectives aligned to the organizational goals. • ensure the smooth running of the organization's operations, including production, quality control, logistics, and customer service. • Analyze operational data and metrics to identify areas for improvement and implement corrective actions. • Develop and manage operational budgets, forecasting expenses and revenues, and allocating resources to ensure financial objectives are met. • Establish and maintain effective relationships with suppliers, customers, and other stakeholders. • Develop and implement safety and quality control programs to ensure compliance with industry standards and regulations. • Develop and maintain effective communication channels with senior management and other stakeholders to ensure operational goals and objectives are aligned with overall business strategy. • Lead and participate in cross-functional teams to drive process improvements and achieve operational excellence.
Remuneration	Consolidated monthly emoluments will be fixed based on experience & expertise of the individual (or) as may be recommended by the selection committee.
Place of Posting	Bengaluru or any other location as decided by the management.

DESIRABLE:

1. Work experience in multiple functions like Production, HR, Finance, Administration in Machine Tools/Watches/Diary Machinery/Engineering industry exposure is preferable.
2. Candidates having work experience at Senior management level from PSUs/Autonomous organizations will be preferred.

GENERAL CONDITIONS:

1. Candidates fulfilling the above said criteria of qualification, experience only need apply. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
2. The engagement is purely on contractual basis. The post is not against any permanent vacancy and this placement will not ensure any regular/permanent employment in HMT Limited in future.
3. Applications should be made in the enclosed application format only along with copies of relevant documents.
4. The engagement shall be subject to submission of medical fitness certificate, issued by a qualified Registered Medical Practitioner. Those who are medically unfit, the offer/engagement letter shall stand cancelled automatically.

5. The selected candidates shall submit a Non-Disclosure Agreement as per prescribed format.
6. Selection will be by a committee constituted by the Competent Authority.
7. The Management reserves the right to relax age and experience as also to consider related qualification & experience in case of deserving / exceptional candidates.
8. The management reserves the right to recommend / select the candidate for any Subsidiary Companies / Units of HMT Limited.
9. Documents in support of qualification and relevant experience shall be submitted along with the Application. In the case of non-submission of documents along with the Application, it will be rejected at any stage during the process of appointment.
10. 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.
11. Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
12. HMT Limited shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire recruitment process and journey.
13. HMT Limited reserves the right to assess fitness or otherwise of the candidate selected, to cancel/restrict/enlarge the recruitment process without assigning any reason thereof, if need arise.
14. Candidates submitting incomplete application or testimonials will not be allowed to appear for interview.
15. Only short-listed eligible candidates will be called for interview in person or through video conferencing. The outstation candidates called for interview in person will be paid To and Fro Economy class Air fare by the shortest route, on production of proof of journey.
16. Number of vacancies notified may increase / decrease at the discretion of the Company & the decision of Management regarding selection will be final.
17. 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.

HOW TO APPLY:

- a) Application in the prescribed format duly filled along with resume 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 **24.03.2023**.

The Manager (HR)
HMT Limited,
No.59, HMT Bhavan, Bellary Road,
Bengaluru -560 032

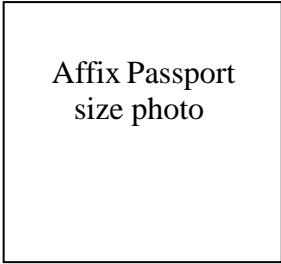
- b) Application has to be sent through Ordinary post/Speed Post/Registered Post/Courier only. Application received through other modes, viz., Fax/E-mail/By hand will not be accepted and summarily rejected.
- c) Candidates are advised to have a valid e-mail ID which has to be mandatorily mentioned in 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 to the candidates shall be provided by HMT Ltd, through e-mail and also requested to check e-mails regularly for any communication from HMT Ltd. in this regard. Company will not be responsible for bounce/mail delivery failure.
- 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.



APPLICATION FORMAT

For the post of Lead Expert/ Senior Adviser

(Tick as applicable)



- 1) Post of the assignment applied for
- 2) Full Name
- 3) Date of Birth
- 4) Date of Retirement (if applicable)
- 5) Category (SC/ST/OBC/GEN/PWD/MIN/EWS/ESM)
- 6) Address for Correspondence
- 7) Telephone No. / Mobile No.
- 8) Email:
- 9) Previous Employment Details:

a) Experience Details: Total Post Qualification Experience _____ Years.

S. No	Organization	Designation	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Job Profile	Specific Achievement/ Award

In case of HMT employee, Ticket Number and Unit also to be mentioned.

b) Salary Details:

Last Pay Drawn/Annual CTC: _____

c) Qualification:

S. No	Examination passed	Name of Institution/ University	Year of Passing	% Of Marks/ Grade	Specialization

- 10) Details of relevant experience / projects handled.
- 11) Justification for being the most suitable candidate for the Assignment.
- 12) Details of Certification, Achievements / Awards, Copyrights / Patents, Papers / presentation in National / International Journals / For as, if any
- 13) Details of Post held or Membership at National/Intl relevant professional body.
- 14) Medical History: Whether any known major illness in the last 5 years?
- 15) Whether any penalty (Minor/Major) was awarded during the employment?
If yes, please provide details.
- 16) I certify that, to the best of my knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest. I further certify that I will continue to exercise due diligence in identifying and removing or mitigating, to HMT's satisfaction, such conflict of interest (or apparent conflict of interest). If I perceive any possible conflict of interest in foreseeable future the same will be informed by me to HMT.

I certify that the information given above is true and correct.

Date:
Place:

(Signature of Candidate)