

HMT MACHINE TOOLS LIMITED

(Beawar Road, Ajmer - Raj. - 305003)

Ref: MTA/HRM/Ex-Employée Engagement/VIII

Date: 04/09/2023

Sub: Requirement of “Adviser” on Contractual basis.

Applications are invited from the Ex- Employees who are professionally qualified in the related field and have superannuated / retired from the services of any PSU/Autonomous body/ Govt. Organization and HMT Limited & its Subsidiary Companies/ Units for the post as above on contract basis at HMT Machine Tools Limited, Ajmer.

| S.NO | Name Of Position | NO OF POST |
|------|------------------|------------|
| 1 | Adviser (HR) | 01 |
| 2 | Adviser (Design) | 01 |

Post Details :-

| | | |
|----|------------------------------|---|
| a) | POST | “Adviser”(HR) |
| | No of Post | One |
| | Duration | 1 Year |
| | Equivalent Grade | PS VIII (Joint General Manager) |
| | Qualification | PG Diploma in PM&IR / MBA (HR) from Reputed Institution.. |
| | Job requirement | <ul style="list-style-type: none">• Handling HR Related issues• Performance Appraisals- Ensure proper implementation• Data base related to HR• Selection of Professionals/Technical personnel under FTE/Various Contractual Engagement of the Company.• Recruitment of WG Cadre of Group-”C” level• Succession Planning• Career Growth• Engagement of Contract Employees thru MSP.• Promotion/Confirmation, Deputation, pre audit of promotion, property return• Industrial relation matters• Interpretation / clarification on various rules and policies• Monitor and provide support in legal Matters, aiming at reduction in the number of cases.• Assessment of Training and Development needs of executives.• Implementation of Hindi/SC & ST & OBC, PWD, Ex-Serviceman reservation Policy.• Handling issues related Gratuity, Provident fund, pension Scheme etc.• Interaction with Unions/Association.• Maintaining Liaison with the Govt. Agencies |
| | Experience | <ul style="list-style-type: none">• HR knowledge with Minimum Experience of 20-25 Years• Experience in Legal/RTI/Estate/Hindi/Reservation of SC/ST/ Training & Development. |
| | Consolidate remuneration(pm) | Rs. 44,000/- |

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| b) | POST | “Adviser”(Design) |
| | No of Post | One |
| | Duration | 1 Year |
| | Equivalent Grade | PS VIII (Joint General Manager) |
| | Qualification | B.Sc.(Engg) / B.E /B.Tech.in Mechanical Engineering MBA will be an added advantage. |
| | Job requirement | <ul style="list-style-type: none"> • Design & Development of GPMs, SPMs, Grinding Machines and various new products development. • Guidance/Preparation of tooled up offer of Grinding Machines as per customer’s requirement/component drawings. • Trouble shooting process, alternate process development in manufacturing of components, assembly of machines and technical assistance to manufacturing, assembly and material departments. • Willingness to perform other responsibilities assigned from time to time. • Preparation of tooled up techno- commercial offers against tender enquires / customer requirement. • Guidance & assistance to sales department for technical discussion with customers pertaining to grinding machine applications. |
| | Experience | <ul style="list-style-type: none"> • Technical knowledge about various conventional and CNC Grinding Machines with minimum experience of 20-25 years in design & development of Grinding Machines. • Experience in development of customized Grinding Machines. |
| | Consolidate remuneration (pm) | Rs. 44,000/- |

GENERAL CONDITIONS:

1. Candidates who retired in the grade PS VIII, and fulfill the criteria of qualification and experience in line need only apply.
2. The contract engagement will be temporary in nature. The contract will be initially for a period of One Year from the date of engagement strictly as per the terms of contract and the same can be extended or terminated based on the requirement of the Company /performance of the individual.
3. The contractual engagement will be for a specific period. The “Adviser” so engaged will neither have any right nor lien on the job held by him/her and shall not claim any regular employment.
4. The “Adviser” so engaged shall not construe it as a permanent employment and shall not be entitled to regular employment.
5. The engagement as “Adviser” shall not be considered as a case of re-employment and shall not be counted as in the service for the purpose of pension or any other retirement benefits.
6. During the period of engagement, the “Adviser” should not take up any assignment/jobs outside the Organization.

7. The “Adviser” so engaged will be required to make his / her services be available on Holidays / weekends as and when called upon to do so in exigencies for which no additional remuneration be paid.
8. The Candidate should be below 63 years of age with minimum 12 months of consulting period as on the date of the application. The Total tenure of contractual engagement including extensions if any, shall not exceed 4 years subject to upper age limit of 65 years.
9. The “Adviser” will be paid a consolidated remuneration as specified above. Applicable statutory deductions, if any, will be deducted at source.
10. Selection will be made strictly on the basis of merit, past service record, aptitude and performance in the interview.
11. The engagement will be subject to submission of medical fitness certificate certifying that the candidate is medically fit for the job which is to be assigned to him/her.
12. Satisfying all the above conditions, preference will be given to SC/ST/OBC/PWD/Minority Candidates as per the Presidential Directives.
13. 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.
14. The candidates shall have to appear for interview at their own cost. No TA/DA will be paid for attending the interview.
15. Management reserves the right to call or not to call any /all of the candidates who have responded against this advertisement.
16. Management will not be responsible for delayed receipt / non- receipt of applications.
17. The decision of Management regarding selection will be final.
18. The legal jurisdiction will be Ajmer alone in case of any dispute.
19. Applications should be made only in the prescribed application format given below. If required a separate sheet may be attached. Completed application forms along with copies of relevant documents should be submitted in person /by post / speed post to the Assistant General Manager (Purchase & HR) , HMT Machine Tools Ltd., Beawar Road, Ajmer, Raj. Pin -305003 on or before 20th September 2023. Applications received thereafter will not be entertained.

-/Sd
Unit Chief



HMT MACHINE TOOLS LIMITED
Beawar Road, Ajmer-305 003

Affix
Passport size
photo

(Please use **BLOCK LETTERS ONLY**)

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| 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) | | | | | | | | | | | | | | |
| | Telephone Nos. (with STD code) | | Office | | | | | Residence | | | | | | | |
| | Mobile | | | | | | | | | | | | | | |
| | E-mail Ids 1 | | | | | | | | | | | | | | |
| | | 2 | | | | | | | | | | | | | |
| 4 | Date of Birth | D | D | M | M | Y | Y | Y | Y | Age (as on date of application) | Y | Y | M | M | |
| | | | | | | | | | | | | | | | |
| 5 | Caste/Category | SC | ST | OBC | GEN | PH | MINORITY | | (Tick appropriate column) | | | | | | |
| | | | | | | | | | | | | | | | |
| Qualification (Copies of all Marks Cards & Degree Certificates to be enclosed) | | | | | | | | | | | | | | | |
| 6 | Exam passed | Yr of passing | Full/part time | Course Duration | University/ Institution | % of Marks | Specialization | | | | | | | | |
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| 7 | Experience in HMT & its Subsidiary / Units : (Details of nature of duties, may be given in ANNEXURE) | | | | | | | | | | | | | | |
| | HMT Ltd./Units | Designation (Specify Grade) | Nature of duties | Period (commencing from latest / present) | | | | | | Pay & Pay Scale | | | | | |
| | | | | From | | To | | Duration | | | | | | | |
| | | | | M | Y | M | Y | Y | M | | | | | | |
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Certified that the information furnished above are true :

Place :
Date :

(Signature of the Applicant)