



HMT Machine Tools Ltd
(A Govt. of India Undertaking)
HMT Bhavan, Bellary Road, Bangalore- 560 032

Ref: MTL/MTMD/FTA/2024

23rd March, 2024

REQUIRES

FINANCE & MEDICAL PROFESSIONALS ON FIXED TERM APPOINTMENT (FTA) BASIS

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 in the field of **Finance & Medicine on Fixed Term Appointment (FTA) basis**. 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:

1. POSITIONS AND VACANCY DETAILS:

A. POST	OFFICER (ACCOUNTS)
NO. OF POSTS	Two (2)
UPPER AGE LIMIT	45 years (as on 01.03.2024)
QUALIFICATION	CA / ICWA or CA Intern / ICWA Intern or MBA (Finance) with Graduation from recognized university with minimum 60% marks (aggregate marks of all semesters) in graduation, relaxed to 50% (aggregate marks of all semesters) for SC / ST candidates. Professional qualification shall be from a recognized University / Institution.
POST QUALIFICATION EXPERIENCE	Should have minimum 2 Years experience in the relevant field.
JOB DESCRIPTION	<ul style="list-style-type: none">➤ Overall in-charge of Finance & Accounts functions of the Unit.➤ The position also calls for maintaining professional relationship with Banks & other Financial Institutions with which the Unit has transactions.➤ Needs to handle independently the Banking Transactions including e-payments, Loans, Cash & Bills Section, Filing of Monthly / Quarterly Returns, viz., TDS, Service Tax etc., as per statutory requirement, Correspondence with Banks for availment of additional limits, CMA data for Banks, FD renewals, Funds Management etc.➤ Main Accounts, MIS, GOI Loans, finalization of Quarterly and Annual Accounts, MIS Income Tax, matters concerning IT Assessment, financial concurrence of the Unit, Service Tax payments, Filing of Service Tax Returns.➤ Follow up with the Branch Auditors for clearance of Quarterly / Annual Accounts of the Division.➤ Any other work assigned from time to time.
GRADE /SCALE OF PAY	PS-III Grade /Rs. 8600-250-14600 (1997 Pay Scale) Approx. CTC Rs. 7.1 lakhs p.a
PLACE OF POSTING	BANGALORE

B. POST	SENIOR MEDICAL OFFICER
NO. OF POSTS	One (1)
UPPER AGE LIMIT	50 years (as on 01.03.2024)
QUALIFICATION	MD with MBBS from a university / institute recognized by Medical Council of India (MCI) / National Board of Examination (NBE) / National Medical Commission (NMC).
POST QUALIFICATION EXPERIENCE	Should have minimum 10 years experience in the relevant field.
JOB DESCRIPTION	<ul style="list-style-type: none"> ➤ Responsible for complete Hospital Administration and upkeep. ➤ Medical consultation and co-ordination. ➤ Responsible for resource planning and management. ➤ In-charge of allocating duty shifts to Jr. Doctors and Nursing staffs and ensuring that doctors and staffs are available round the clock. Co-ordinate with Consultants. ➤ Responsible for medical / lab facilities at Hospital ➤ Ensuring that Company's medical policies and guidelines are adhered to. ➤ Coordinating with the Management for review and amendment of Medical Policy as and when needed. ➤ Responsible for all compliance pertaining to Hospital with regulatory authorities. ➤ Responsible as Factory Medical Officer under the Factories Act, 1948 ➤ Responsible for Medical Supplies in the hospital. ➤ Approval medical bills of employees.
GRADE /SCALE OF PAY	PS-V Grade / Rs. 13000-350-18250 (1997 Pay Scale) Approx. CTC Rs. 10.6 lakhs p.a
PLACE OF POSTING	BANGALORE

C. POST	MEDICAL OFFICER
NO. OF POSTS	Two (2)
UPPER AGE LIMIT	45 years (as on 01.03.2024)
QUALIFICATION	MBBS from a university / institute recognized by Medical Council of India (MCI) / National Board of Examination (NBE) / National Medical Commission (NMC).
POST QUALIFICATION EXPERIENCE	Should have minimum 02 years experience in the relevant field.

JOB DESCRIPTION	<ul style="list-style-type: none"> ➤ Medical consultation to employees and patients visiting Hospital (both in-patient & out-patient) and co-ordination. ➤ Coordinate with patients and hospitals for conversion, admission and treatment thereof. ➤ Ensure patients get the type and quality of healthcare that they are looking for. ➤ Assessing and treating employees at Occupational Health center / MI Room / Ambulance Room located at manufacturing Unit ➤ Ensuring that Company's medical policies and guidelines are adhered to. ➤ May act as Factory Medical Officer under the Factories Act, 1948 and comply with relevant rules pertaining to OHS. ➤ Any other assignment / responsibilities assigned from time to time.
GRADE /SCALE OF PAY	PS-III Grade / Rs. 8600-250-14600 (1997 Pay Scale) Approx. CTC Rs. 7.1 lakhs p.a
PLACE OF POSTING	BANGALORE

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 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 on a 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 from the date of engagement. The tenure will come to an end automatically on completion of the specified period from the date of joining, on completion of the assignments/projects, whichever is earlier without any further notice.

However, the employment can be terminated without assigning any reason, at any time during the period of tenure engaged, by giving three months' notice by either party or payment of three month's salary in lieu of the Notice period. FTA will not confer any right on the Personnel to claim the status of a regular employment in the Company.

4. REMUNERATION:

- a. The candidate engaged on FTA would be placed at minimum of the pay-scale of the grade in which he/she is appointed
- 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 service.

- 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 service.
- e. Candidates will be eligible for Group Insurance, for the fixed period of service.

5. OTHER BENEFITS:

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

6. 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 Appointment is terminated before completion of contract tenure, the said surety amount will not be refunded to the candidate.

7. 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).

8. 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 Ltd, Bangalore by any Scheduled Bank payable at Bangalore, 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 the Demand Draft.

9. GENERAL CONDITIONS:

1. The above requirements are purely temporary in nature and offered on fixed tenure basis for a period of Four (2) Years which may be extended for maximum period of two (2) years on yearly basis subject to satisfactory performance of the individual. 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 Organisation 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. Ex-servicemen shall be given preference to the post advertised.
6. 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.
7. The minimum qualification marks shall be 60% in aggregate from a recognized University/Institute. In case of SC/ST/PwD category, the minimum qualification marks shall be 50% in aggregate from a recognized University/Institute. 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 or Video Conference. Selection will be made strictly on the basis of merit, 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 Character & Antecedents and Caste, 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.
20. Only short listed eligible candidates will be called for interview. Candidates attending interview 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(s) 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/incomplete 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 one year 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 website www.hmtindia.com/ www.hmtmachinetools.com.
31. Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment FTA due selection. Those found medically unfit will not be engaged and the offer letter shall stand withdrawn in such cases.
32. Management also reserves the right to engage the selected candidates on fixed term 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 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
33. Intimation/correspondence regarding interview etc., will be sent through e-mail & Speed Post.
34. The decision of Management regarding selection will be final.
35. Court of jurisdiction for any dispute till the final selection will be at Bangalore, Karnataka.

10. SELECTION PROCESS:

1. The suitability for the posts of short-listed candidates applied against the above posts will be based on experience & performance in the interview.
2. The management reserves rights 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 interview.
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 select the candidate for any other grade/post apart from notified grade/post based on performance in the interview.
5. The management reserves the right to recommend / select the candidate for any Subsidiary Companies / Units of HMT Limited.
6. Selection will be made strictly on the basis of merit, past service record & performance in the interview.
7. 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.
8. The Candidates from other PSUs under IDA pattern in the immediate lower grade or same grade are eligible to apply subject to fulfilling the eligibility criteria.

9. Eligible candidates short-listed based on the initial screening will be called for interview as the case may be. Instructions regarding interview will be intimated to the short-listed candidates individually through e-mail and Speed Post.

11. 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 06.04.2024.**

**General Manager (O&M) &
Addl. Ch. HR MTL
HMT Machine Tools Limited,
59, HMT Bhavan, Bellary Road,
Bangalore -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 Machine Tools Ltd, through e-mail and also requested to check e-mails regularly for any communication from HMT Machine Tools 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.

STATEMENT OF DOCUMENTS ENCLOSED WITH THE APPLICATION

	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 for appointment to posts under Govt. of India to be produced			
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	CGPA to % conversion certificate/ document from University/Institute			
8.7	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
8.8	PG Degree/Diploma Certificate.			
8.9	CGPA to % conversion certificate/ document from University/Institute			
8.10	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.



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(A Govt. of India Undertaking)
HMT Bhavan, Bellary Road, Bangalore- 560 032

Affix Passport
size photo

(PLEASE FILL ALL THE BOXES IN **BLOCK LETTERS ONLY**)

APPLICATION FOR THE POST OF :						Advt. Ref. No. & Date:					
1	Name										
2	Father's / Husband's Name						Gender (Tick appropriate column)				
							Male	Female	Transgender		
3	Address for communication (With PIN Code)										
3.1	Telephone Nos. (with STD code)		Office			Residence					
3.2	Mobile No.										
3.3	E-mail Ids		1								
			2								
4	Date of Birth(as per Matric./ SSLC/ SSC certificate)		DD	MM	YYYY	Age (as on date of application)		YY	MM		
5	Caste/Category		SC	ST	OBC	GEN	PH	MINORITY	EWS	ESM	(Tick appropriate column)
6	Qualification (self-attested Xerox copies of all marks sheets & degree certificates are to be enclosed)										
	Exam passed	Year of passing	Full/ part time	Course Duration	University/ Institution	Aggt. % Marks *	Specialisation				
6.1											
6.2											
6.3											
6.4											
6.5											
6.6											
*CGPA to percentage conversion certificate/document issued by University/Institution to be enclosed.											

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	Organisation name, Address & e-mail	Designation	Nature of duties	Period (commencing from latest/ present)			Companies Turnover	Basic Pay & pay Scale
				From	To	Duration		
				DD/MM/YY	DD/MM/YY	YY/MM		
7.1								
7.2								
7.3								
7.4								
7.5								
7.6								
Total Post Qualification Experience								
8	Any two references with contact details (other than relatives)							
	Name& designation	Address		Phone No. /Mobile No.	Email id			
8.1								
8.2								
Details of relatives working in HMT Ltd. or its Subsidiary Cos.								
9								
10	Demand Draft details	DD No & Date		Amount (Rs.)	Bank Details (Branch & Location)			
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)								