



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)/2024-25

Date: 20.09.2024

**REQUIRES SENIOR ADVISER**

**HMT Limited**, a major engineering conglomerate with units across the country manufacturing various engineering products, is seeking to engage qualified and experienced professionals on a contract basis to undertake a range of assignments.

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

POST 'A'	SENIOR ADVISER (CORPORATE SERVICES)
No. of Posts	01 (One)
Age	Less than 63 years as on 01.09.2024
Period of engagement	Initially for a period of one year.
Qualification	Full time regular Engineering Degree in any discipline from recognized University/College/Institute with a good academic record. MBA Degree from a recognized University / College / Institute is desirable.
Post Qualification Experience	Should have minimum 22 years of experience in the corporate functions viz. Corporate Coordination, Closure Activities, Recovery, Legal etc. Applicant should have atleast 02 years of experience in the level of General Manager and above.
Job Description	<ul style="list-style-type: none"><li>• Assist the top management for apex level reviews and coordinating meetings with clients and other agencies.</li><li>• Oversee litigation and coordinate with external legal teams for timely resolution of cases.</li><li>• Assist Senior management w.r.t compliance with applicable laws, regulations and policies etc.</li><li>• Oversee the pending activities related to closure of non-operational units, regulatory compliance, asset transfer etc.</li><li>• Aid to recover outstanding debts, assets, and claims, developing strategies to optimize recovery efforts.</li><li>• Advise and participate in cross-functional teams to drive process improvements and achieve operational excellence, etc</li></ul>
Remuneration	Consolidated monthly emoluments will be fixed based on experience & expertise of the individual (or) as recommended by the selection committee.
Place of Posting	Bengaluru or any other location as decided by the management.

**DESIRABLE:**

1. Work experience in relevant corporate functions in the sectors of Machine Tools/Watches/Dairy Machinery/Engineering industry is preferable.
2. Candidates having work experience at Senior management level from PSUs/Autonomous Bodies/ Government organizations will be preferred.

**GENERAL CONDITIONS:**

1. Candidates fulfilling the above-said criteria of qualification, experience only need to apply. Incomplete application not in the prescribed format shall be rejected and no correspondence in this regard shall be entertained.
2. The engagement is purely on contract basis. The post is not against any permanent vacancy and this placement will not ensure any regular/permanent employment in HMT Limited & its Subsidiaries in future.
3. Applications should be made in the enclosed format only, along with copies of relevant documents.
4. The engagement shall be subject to submission of medical fitness certificate, issued by a Registered Medical Practitioner. Those who are medically unfit, the offer/engagement letter shall stand cancelled automatically.
5. The selected candidate shall execute a Non-Disclosure Agreement as per prescribed format.
6. The engagement shall be subject to Vigilance Clearance in respect of officials serving/retired from the Central/State PSUs, Autonomous Organizations of Central/State PSUs. In respect of officials who have served in private sector, a self-declaration towards character/antecedents shall be submitted.
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/ 10<sup>th</sup> 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 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 or 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 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 SENIOR ADVISER (CORPORATE SERVICES)" so as to reach the following address on or before **10.10.2024**.

**The General Manager (O&M) &  
In charge-Corporate 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.

Sd/-  
General Manager(O&M)  
I/c Corporate HR



**APPLICATION FORMAT**  
**FOR THE POST OF SENIOR ADVISER**

- 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:

Affix Passport  
size photo

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 the 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)