



HMT MACHINE TOOLS LIMITED

(A Wholly owned Subsidiary of HMT Limited)

(A Govt. of India Undertaking)

Regd. Office: HMT Bhawan, No.59, Bellary Road, Bangalore – 560 032.

Requires

COMPANY SECRETARY & FINANCE PROFESSIONALS

HMT Machine Tools Limited, a wholly owned Subsidiary of HMT Limited, a Govt. of India PSU, is a leading Machine Tool Manufacturing Industry, having Manufacturing Units and Marketing Divisions spread all over India. The Company manufactures various types of Metal Cutting and Metal Forming Machine Tools in addition to CNC Control Systems, Precision Ball Screws and Offset Printing Machines. The Company offers challenging career opportunities in the area of Company Secretary and Finance in its Manufacturing Units at Bangalore (Karnataka), Pinjore (Haryana), Kalmassery (Kerala), Hyderabad (A.P.), Ajmer (Rajasthan) & Marketing Offices located all over India. The company is looking for qualified and experienced professionals in the relevant fields for recruitment on permanent basis as detailed hereunder:

1. Post Details:

Position	Pay Scale (1992 scale) (Likely to be revised)	CTC at min. of scale (Rs.in lakhs P.A)	Experience	Age (as on 01.04.2013)	Qualification	No. of post
Company Secretary	Rs.5400-225-6300-250-9050	3.79	6 years	34 Yrs.	Graduate with ACS. Degree in law is an added advantage	1
	Rs.6500-250-7500-275-9425	4.52	8 years	36 Yrs.		
	Rs.7000-275-8100-300-9600	4.62	10 years	38 Yrs.		
	Rs.8250-300-10050	4.94	12 years	40 Yrs.		

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Finance Professionals	Rs.4800-200-5800-225-8275	3.39	4 years	32 Yrs.	CA/ICWA	4
	Rs.5400-225-6300-250-9050	3.79	6 years	34 Yrs.		
	Rs.6500-250-7500-275-9425	4.52	8 years	36 Yrs.		
	Rs.7000-275-8100-300-9600	4.62	10 years	38 Yrs.		
	Rs.8250-300-10050	4.94	12 years	40 Yrs.		

2. REMUNERATION:

In addition to the Basic Pay & DA, the compensation package includes Company Accommodation / HRA, CCA, Interim Relief, Canteen Allowance, Washing Allowance, PF, Gratuity, Medical, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., are admissible as per Company Rules.

3. ADDITIONAL INCREMENTS:

In deserving cases up to a maximum of 5 additional increments in the grade could be considered by the Selection Committee for candidates with additional qualification/experience.

4. GENERAL CONDITIONS:

1. Only Indian Nationals need apply.
2. The placement will be permanent basis depending on the need of the organization as decided by the Selection Committee.
3. The minimum qualifications indicated shall be pass from a recognized University/Institute.
4. Mere conformity to the job requirements will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason, to increase/decrease the number of posts depending on the requirement, raise the Standard of Specifications to restrict the number of candidates to be called for written test or interview.
5. A non-refundable account payee Demand Draft for Rs.200/- drawn in favour of HMT Limited, on any Scheduled Bank payable at Bangalore is to be enclosed along with the prescribed application. No other mode of payment is acceptable. Candidates are advised to write their name and address on reverse side of DD. No fee is to be paid by SC/ST and Persons with Disability (PWD).

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6. Applicants serving in Govt./Public Sector Enterprises/Semi-Govt. Organizations 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.
7. 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.
8. Reservations and Age relaxation for different categories viz., SC/ST/OBC/ PWD/Ex-Servicemen/Minority etc., are as per Govt. of India Directives.
9. Candidates belonging to SC/ST/OBC/PWD/Minority/Ex-Servicemen category should enclose copy of the certificate issued by the Competent Authority to that effect.
10. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India, issued by Competent Authority.
11. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.
12. Candidates will be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection.
13. Age and Experience criteria can be relaxed in deserving cases.
14. No correspondence will be entertained with the candidates not selected for interview.
15. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
16. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
17. Management will not be responsible for delayed receipt/non-receipt of applications.
18. The decision of Management regarding selection will be final.
19. Court of jurisdiction for any dispute will be at Bangalore/or at the place of posting.

5. SELECTION PROCEDURE:

Eligible candidates short-listed based on the initial screening will be called for interview. Instructions regarding interview will be intimated to the short-listed candidates individually. The candidates called for interview will be paid the eligible train fare by the shortest route on production of proof of journey as per rules of the Company.

6. HOW TO APPLY:

Application in the prescribed format (click here to download) duly filled enclosing therewith the Demand Draft and a set of attested photocopies of the relevant certificates in proof of qualification, age, category, experience etc., and affixing passport size photograph at the space provided should be sent in sealed cover superscribed "**APPLICATION FOR THE POST OF "....."**" as the case may be, so as to reach the following address **within 15 days i.e., on or before 25.03.2013 from the date of advertisement:**

The General Manager (HR & AM)
HMT Limited,
HMT Bhavan,
No.59, Bellary Road,
BANGALORE – 560 032.

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

SN.	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Demand Draft for the prescribed amount.			
2.	Proof of Date of Birth (SSLC/Matriculation Marks Card).			
3.1	Proof of Caste - SC/ST in the prescribed format.			
3.2	Latest OBC Certificate (Non-creamy layer) in the format as applicable for appointment to posts under Govt. of India to be produced.			
3.3	Ex-Servicemen Certificate.			
3.4	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".			
4.	Qualification Certificates:			
4.1	SSLC/Matriculation Marks Card.			
4.2	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
4.3	Inter/Diploma Certificate.			
4.4	Degree Marks Card (Semester-wise/Year-wise).			
4.5	Degree Certificate.			
4.6	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
4.7	PG Degree/Diploma Certificate.			
4.8	Other Qualifications, if any (Pl. specify).			
5.	Post-qualification Experience Certificate(s).			

Note: The attested copies of the documents/certificates (Sl.No.2 to 5) should be enclosed to this format in the same order.



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Registered Office: HMT Bhavan,
#59, Bellary Road, Bangalore-560 032.
(Please fill boxes in BLOCK LETTERS only)

Affix Passport Size
Photograph

APPLICATION FOR THE POST OF :

1	Name Mr. / Ms.																	
2	S/o, D/o, W/o																	
3	Address for Communication (with PinCode)																	
3.1		Telephone Nos. (STD Code & Phone No)	Office								Residence							
3.2		Mobile																
3.3		Email Ids	1															
		2																
4	Date Of Birth	D	D	M	M	Y	Y	Y	Y	AGE (as on the date of application)				Y	Y	M	M	
5	Caste/Category:	SC	ST	OBC	GEN	PH	MINORITY	(Tick appropriate column)										
6	Educational Qualification (Copies of all Marks Cards & Degree Certificates to be enclosed)																	
6.1	Examination Passed	Year of Passing	Full/Part time	Course duration	University / Institution				Agrgt. % Marks	Specialisation								
7	Post-qualification Experience: (Details of nature of duties may please be given as Annexure)																	
7.1	Organisation & Address	Designation	Nature of Duties	Period (Commencing from latest/present)						Pay & Pay Scale								
				From		To		Duration										
				MM	YY	MM	YY	YY	MM									
8	Demand draft details	Date	Amount				Bank											

Certified that the Information furnished above are true to the best of my knowledge, information and 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)