



HMT Machine Tools Ltd
(A Govt. of India Undertaking)
HMT Bhavan, No. 59, Bellary Road, Bangalore – 560 032

Ref: MTL/HRM/R.25(advt.)/2019-20

Date: 28.02.2020

REQUIRES

ENGINEERING PROFESSIONALS

HMT Machine Tools Limited, a wholly owned subsidiary of HMT Limited, a Govt. of India PSU, is a leading Machine Tools Manufacturer, having Manufacturing Units and Marketing Divisions spread all over India. The company manufactures various types of Metal Cutting and Metal Forming Machine Tools, Precision Ball Screws and Offset Printing Machines.

The Company is planning to multiply its business turnover by venturing into various new business opportunities through joining hands with established organizations in the field of Aerospace, Defense, Nuclear, Power, Transportation, etc.

The Company offers challenging career opportunities, growth and is looking for qualified and experienced Engineering professionals on permanent basis, as detailed below. Interested and eligible candidates can apply for the following vacancies in the enclosed application format.

POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS:

Sl.No.	Position (Grade)	No. of Posts
1	Deputy Engineer (PS III) - Sales & Servicing	5
2	Deputy Engineer (PS III) – Production/Engineering	15
	TOTAL	20

1. POST	Dy. Engineer (Sales & Servicing)
No. of Post	5 (Five)
Upper age limit (as on 01.02.2020)	30 years
Qualification	Graduate in Mechanical/Electrical/Electrical & Electronics Engineering from a recognized institution/University. Candidates should have minimum 60% marks (aggregate marks of all semesters), relaxed to 50% (aggregate marks of all semesters) for SC/ST candidates. Additional qualification in MBA/PGDBM(Marketing) will be preferred
Post Qualification Experience	<ol style="list-style-type: none"> 1. Experience in Marketing, Engineering/Manufacturing and Maintenance of Machine Tool industry (minimum 2 years of experience) 2. Preferably should have good knowledge of Machine Tool Industry and manufacturing and their end users. 3. Should be conversant in technical and commercial aspects. 4. <u>Candidate having relevant work experience in Machine Tools only need to apply.</u> 5. <u>Candidates having experience with HMT Machine Tools Ltd. will be given preference.</u> 6. <u>Teaching experience</u> will not be considered.
Job Description	<ol style="list-style-type: none"> 1. Will be responsible for achieving sales target 2. Will be responsible for erection, commissioning and servicing of machine tools. 3. Will be responsible for the customer life cycle management for the region 4. To be the regional market expert and primary representative of the region for the Company to drive regional goals 5. Responsible for Market Planning, Development, Research & Forecasting, etc. 6. Responsible for maintaining customer relations and sales promotion
Grade / Scale of Pay*	PS III – Rs. 8600-250-14600 (1997 Pay Scale) (approx. CTC Rs. 6.61 lakhs p.a.)
Place of Posting	Regional Offices of HMT Machine Tools Marketing Division. (Delhi, Kolkata, Mumbai, Chennai), Marketing Division (Bangalore)

2. POST	Dy. Engineer (Production / Engineering)
No. of Post	15 (Fifteen)
	Mechanical : 10 Posts, Electrical / Electronics : 5 Posts
Upper age limit (as on 01.02.2020)	30 years
Qualification	Graduate in Mechanical/Electrical/Electrical & Electronics Engineering from a recognized institution/University. Candidates should have minimum 60% marks (aggregate marks of all semesters), relaxed to 50% (aggregate marks of all semesters) for SC/ST candidates. Additional qualification in M.Tech / M.E / MBA in relevant subject will be preferred
Post Qualification Experience	<ol style="list-style-type: none"> 1. Experience in Engineering/Production and Maintenance in Machine Tool Industry only (minimum 2 years of experience) 2. <u>Candidate having relevant work experience in Machine Tools only need to apply.</u> 3. <u>Candidates having experience with HMT Machine Tools Ltd. will be given preference.</u> 4. <u>Teaching experience</u> will not be considered.
Job Description	<ol style="list-style-type: none"> 1. Will be responsible for day-to-day production, maintenance and Engineering activities. 2. Will be responsible for supervising at the shop-floor. 3. Will be coordinating between Engineering, Designs & Materials department for work completion. 4. Improves manufacturing and production efficiency by analyzing and planning work flow. 5. Overall supervision of all technical facilities, operation and maintenance.
Grade / Scale of Pay*	PS III – Rs. 8600-250-14600 (1997 Pay Scale) (approx. CTC Rs. 6.61 lakhs p.a.)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)

(*) The present pay scale is under revision

1. REMUNERATION:

In addition to the Basic Pay, the compensation package includes Dearness Allowance (DA) as applicable from time to time, Company Accommodation / HRA, CCA, Canteen subsidy, Washing Allowance, Provident Fund, Gratuity, Medical facility, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., as per the Company Rules. HRA & CCA is variable depending upon the place of posting. In case Company quarters are availed, no HRA is Payable.

2. ADDITIONAL INCREMENTS:

Additional increments in the grade could be considered by the Selection Committee in deserving cases, for candidates with additional qualification/experience.

3. SELECTION PROCESS:

1. The Management reserves the right 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.
2. The Management reserves the right to increase/decrease the number of requirements based on the organizational need.
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 post apart from notified 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, experience, past service record & performance in the interview.
7. The Management reserves the right to set cut off marks obtained by the candidate in their academic qualification for short-listing the candidates.
8. 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 interview.
9. The Candidates from other PSUs under IDA pattern of pay scales in the immediate lower or same grade are eligible to apply subject to fulfilling the eligibility criteria.
10. 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 through e-mail and Speed Post.

4. MEDICAL FITNESS:

Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection. Those found medically unfit will not be appointed and the offer letter shall stand withdrawn in such cases.

5. APPLICATION / PROCESSING FEES:

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 Limited, on any Scheduled Bank payable at Bengaluru 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 Demand Draft. **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 is to be paid by Persons with Disability (PWD).** Application without proper Demand Draft (except PWD) will be summarily rejected.

6. RESERVATIONS & RELAXATIONS:

1. Reservations and Age relaxation for different categories viz., SC / ST / OBC / PWD / Ex-Servicemen / Minority / EWS etc., are as per Govt. of India Directives.
2. Candidates belonging to SC/ST/OBC/PWD/Minority/Ex-Servicemen/ EWS category should enclose copy of the certificate issued by the Competent Authority to that effect.
3. 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, issued by Competent Authority **(format available in Careers section of our website www.hmtindia.com).**
4. 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).**
5. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

8. FOR INTERNAL CANDIDATES:

Those who fulfill the following are also eligible to apply:

1. Candidates fulfilling the above said criteria of qualification, experience, and who are in similar grade & immediate lower grade only need apply. Also, Candidates in immediate lower grade should have worked for number of years equivalent to the Qualifying period under normal category of the promotion policy of the Company in their present grade in order to become eligible to apply for the next higher grade post.

2. Relaxation in age upto 3 years in each category will be provided for deserving candidates.
3. Selection will be made strictly on the basis of merit, experience, past service record, attendance & performance in the interview.

9. GENERAL CONDITIONS:

1. Only Indian Nationals need apply.
2. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
3. **Candidates fulfilling the above said criteria of qualification, experience only need apply.**
4. 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. Please also attach a supporting document to this effect from University / Institute.
5. 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 appointment.
6. Any canvassing by or on behalf of the candidates or by bringing political or other outside influence with regard to selection/appointment shall be a disqualification.
7. Applicants serving in Government Departments/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 and no TA shall be payable.
8. 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.**
9. Only short listed eligible candidates will be called for interview. The outstation candidates called for interview will be paid to and fro train fare by 3tier AC / AC chair car by the shortest route OR actuals whichever is lower on production of proof of journey.
10. Appointment of selected candidates is subject to verification of Caste and Character and Antecedents & past employment, as the case may be, from the concerned authorities as per rules of the Company.

- 11.The Company will not be responsible for any damage/injury/loss to the individual, if any, sustained during the entire selection process and journey.
- 12.The Management reserves the right to cancel subject notification part or the entire recruitment / selection process at its discretion. Management also reserves the right to absorb the selected candidates 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 been short listed for the interview.
13. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- 14.Management will not be responsible for delayed receipt/non-receipt of applications.
- 15.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 the order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case to case basis.
- 16.The list of short listed candidates is valid upto 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.
- 17.Number of vacancies notified may increase/decrease at the discretion of the Company & the decision of Management regarding selection will be final.
- 18.The Company also reserves the right to cancel/curtail/enlarge the recruitment process and/ or the selection process thereunder without any further notice and without assigning any reasons.
- 19.The placement will be on permanent basis with one year **PROBATION Period**. The candidates are required to execute **SERVICE BOND** along with the **SURETY** agreeing to serve the Company for the period of **THREE years**, including probationary period.
- 20.Court of jurisdiction for any dispute arising out of this requirement, till the time of posting will be at Bengaluru only.

10. HOW TO APPLY:

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 superscribed **“APPLICATION FOR THE POST OF**” so as to reach the following address **on or before 20.03.2020**

The Deputy General Manager (CP & HR)
HMT Machine Tools Limited,
HMT Bhavan, No.59, Bellary Road,
BANGALORE - 560 032

Candidates applying for more than one post shall submit separate application for each post clearly indicating the post applied for along with separate Demand Drafts for each post.

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.

In addition to the above, candidates are also required to send their details in an excel sheet ONLY in the following format to recruitment@hmtmachinetools.com. The subject of the e-mail should be - 'Application for the post of _____' on or before 23.03.2020

Name	DoB	Age as on 01.02.2020	Category	Qualification	Marks obtained	WORK EXPERIENCE				E-mail	Mobile No.
						Name Of the Organisation	From	To	Total Experience		

Candidates are advised to have a valid e-mail ID which has to be mandatorily mentioned in the application form. 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. They are further requested to check their e-mails regularly for any communication from HMT Machine Tools Ltd., in this regard.

For any further clarifications please free to get in touch with us on 080-23547985

**Sd/-
Dy. General Manager (CP & HR)**

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
	Proof of Date of Birth (only SSLC/SSC/10th Standard Board Marks Card will be admitted as proof of age).			
	Proof of Caste - SC/ST in the prescribed format.			
	Latest OBC Certificate (Non-creamy layer) in the format as applicable for appointment to posts under Govt. of India to be produced.			
	Minority declaration Certificate.			
	Ex-Servicemen Certificate.			
	Income and Asset Certificate in the format as applicable for EWSs Category			
	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”.			
	Qualification Certificates:			
	SSLC/SSC/10th Standard Board Marks Card.			
	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
	Inter/Diploma Certificate.			
	Degree Marks Card (Semester-wise/Year-wise).			
	Degree Certificate.			
	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
	PG Degree/Diploma Certificate.			
	Other Qualifications, if any (Pl. specify).			
	Post-qualification Experience Certificate(s).			
	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.

**HMT MACHINE TOOLS LIMITED**Registered Office: HMT Bhavan,
59, Bellary Road, Bangalore – 560 032Affix Passport
size photo**(Please fill boxes in BLOCK LETTERS ONLY)**

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)									
3.1	Telephone Nos. (with STD code)		Office			Residence.				
3.2	Mobile									
3.3	E-mail Ids 1									
	2									
4	Date of Birth (as per Matric./ SSLC/SSC certificate)		DD	M M		YY		Age (as on date of application)	YY	MM
5	Caste/Category		SC	ST	OBC	GEN	PH	MINORITY	EWS	(Tick appropriate column)
6	Qualification (self attested Xerox copies of all marks cards & degree certificates are to be enclosed)									
	Exam passed	Yr of passing	Full/ part time	Course Duration	University/ Institution	Aggt. % Marks	Specialisation			
6.1										
6.2										
6.3										
6.4										
6.5										
6.6										

7	Post-qualification Experience: (self attested Xerox copies of experience certificates are to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organisa- tion name, Address & e-mail	Desig- nation	Nature of duties	Period (commencing from latest / present)						Company's Turnover	Basic Pay & pay Scale
				From		To		Duration			
MM	YY	MM	YY	YY	MM						
7.1											
7.2											
7.3											
7.4											
7.5											
7.6											
TOTAL P.Q. EXPERIENCE											
8	Any two references with contact details (other than relatives)										
	Name & designation		Address			Phone No./Mobile No.			Email ids		
8.1											
8.2											
9	Details of relatives working in HMT Ltd. or its Subsidiary Cos.										
10	Demand Draft details		Date & DD No			Amount. (Rs.)			Bank Details		
Original testimonials in respect of Sl. No. 4,5,6 & 7 must be produced at the time of interview											
<p>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.</p> <p>Place :</p> <p>Date :</p> <p style="text-align: right;">(Signature of the Applicant)</p>											