



HMT LIMITED

(A Govt. of India Undertaking)

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

Requires

Officer / Deputy Manager, CMD's Secretariat (1 post)

HMT Limited, a major engineering conglomerate, manufacturing various Engineering products offers challenging career opportunity to dynamic professionals on permanent basis, as detailed below:

1. Post Details:

Sl. No.	Position	Pay Scale	Expe-rience*	Upper age limit (as on 01.05.2017)	Qualification	No. of post
1	Officer / Deputy Manager, CMD's Secretariat, HMT Limited, Bangalore	Rs.8600-250-14600 (PS III) / Rs.10750-300-16750 (PS - IV)	3 to 6 yrs	28 to 30 Yrs	1) Full time Bachelor Degree with aggregate of at least 70% marks from a recognized University / Institute. 2) Full time MBA degree with aggregate of at least 60% marks from a reputed recognized University / college/Institute. 3) Possess proficiency in all relevant software skills, including Office Automation & Document Management Software. Knowledge of Project Management Software skills desirable.	ONE

*Experience in Listed Companies (medium and large scale industries)/PSUs in Corporate Office is preferred.

The Management has the discretion to relax age and experience in the case of deserving candidates.

2. Job Description:

- In charge of Office Management functions of Chairman & Managing Director Office.
- Assisting in planning, organizing and coordinating the overall activities of CMD's Secretariat.
- Coordinating and providing information & support for implementing the strategic decisions of the top management.
- Implementing administrative, financial & operational procedural statements and guidelines.
- Having ability to deal with many tasks / people and projects with deadlines.
- Planning and organizing top level meetings of the company and its Subsidiaries.

- Dependable, reliable and having ability to maintain confidentiality.

The selected candidate should be able to assist CMD of the Company in respect of various technical matters like planning, organizing, coordinating the implementation and monitoring of the strategic decisions of the top management and also for handling of technical and commercial proposals, correspondences and other related jobs at CMD's Secretariat.

3. REMUNERATION:

In addition to the Basic Pay & DA, the compensation package includes Provident Fund, Company Accommodation/HRA, CCA, Canteen subsidy, Washing Allowance, Gratuity, Medical facility, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., as per Company Rules. (Approximate emoluments as on date in the minimum of the scale comprising of Basic, DA, HRA & CCA in the grade Officer (PS III) is Rs.34416/- , in the grade Deputy Manager (PS IV) is Rs.42,945/- (subject to variable Dearness Allowance). In case Company quarters is availed, no HRA is payable)

4. 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.

5. GENERAL CONDITIONS:

- (a) Only Indian Nationals need apply.
- (b) The placement will be on permanent basis depending on the need of the organization as decided by the Selection Committee.
- (c) Minimum post qualification experience as indicated against the post is essential.
- (d) The minimum qualifications in Graduation indicated shall be FIRST CLASS with at least 70% marks (60% marks in case of SC/ST candidates) from a recognized University. MBA should be from a recognized University/Institution having passed with FIRST CLASS 60% marks (50% marks in case of SC/ST candidates). However, Management reserves the right to set an upper level or lower level of cut off marks for short-listing the candidates.
- (e) 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.

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- (f) A non-refundable account payee Demand Draft for Rs.500/- 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).
- (g) 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.
- (h) 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.
- (i) Experience certificate wherever possible should be attached. A separate sheet detailing nature of duties performed, period and designation should also be attached.
- (j) 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.
- (k) Reservations and Age relaxation for different categories viz., SC / ST / OBC / PWD / Ex-Servicemen / Minority etc., are as per Govt. of India Directives.
- (l) 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.
- (m) Candidates belonging to OBC category are required to produce the latest OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the revised format prescribed by Govt. of India, issued by Competent Authority. This format can be downloaded from HMT Careers website [www: hmtindia.com](http://www:hmtindia.com)
- (n) Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.
- (o) Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection.
- (p) Age (the upper age limit upto a maximum of 5 years) and Experience criteria can be relaxed in deserving cases.

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- (q) Management reserves the right to relax age, qualification and experience as also to consider related qualification & experience in case of deserving/exceptional candidates.
- (r) No correspondence will be entertained with the candidates not selected for interview.
- (s) Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
- (t) Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
- (u) Management also reserves the right to cancel the entire recruitment/selection process at its discretion.
- (v) Management will not be responsible for delayed receipt/non-receipt of applications.
- (w) The decision of Management regarding selection will be final.
- (x) Court of jurisdiction for any dispute will be at Bangalore/or at the place of posting.

6. SELECTION PROCEDURE:

Eligible candidates short-listed based on the initial screening will be called for interview. Intimation regarding interview will be sent to the short-listed candidates through email. The outstation candidates called for interview will be paid the eligible train fare to & fro 3 Tier AC/AC chair car by the shortest route OR actuals whichever is lower, on production of proof of journey subject to point 5 (h) as referred above.

7. HOW TO APPLY:

Application in the prescribed format (indicated the following pages) 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 Officer/ Deputy Manager, CMD's Secretariat" so as to reach the following address on or before 10.06.2017

The Joint General Manager (HR)
HMT Limited,
HMT Bhavan,
No.59, Bellary Road,
BANGALORE - 560 032.

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STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Proof of Date of Birth (only SSLC/SSC/10 th Standard Board Marks Card will be admitted as proof of age).			
2.	Proof of Caste - SC/ST in the prescribed format.			
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.	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".			
7.	Qualification Certificates:			
7.1	SSLC/SSC/10 th Standard Board Marks Card.			
7.2	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
7.3	Inter/Diploma Certificate.			
7.4	Degree Marks Card (Semester-wise/Year-wise).			
7.5	Degree Certificate.			
7.6	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
7.7	PG Degree/Diploma Certificate.			
7.8	Other Qualifications, if any (Pl. specify).			
8.	Post-qualification Experience Certificate(s).			
9.	Demand Draft for the prescribed amount.			

Note: The self attested copies of the documents/certificates (Sl.No.1 to 8) should be enclosed to this format in the same order.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that.....son / daughter of
.....of village.....District / Division
.....in theState

belongs to the community which is recognised as a Backward Class under ----

- * (i) Government of India, Ministry of Welfare Resolution No. 12011 / 68 / 93-BCC(C) dated the 10th September, 1993 published in the Gazette of India Extraordinary Part I, Section I No. 186, dated 13th September 1993 and
- * (ii) Government of India, Ministry of Welfare Resolution No.12011/9/94-BCC dated 19th October, 1994 published in the Gazette of India, Extraordinary of Part I, Section I No.163 dated 20th October 1994.
- * (iii) Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC dated 24th May 1995 published in Gazette of India Extraordinary Part I, Section I No.88 dated 25th May 1995.
- * (iv) Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC dated 6th December 1996 published in Gazette of India Extraordinary Part I, Section I No.210 dated the 11th December 1996.

Shri / Ms. and or his / her family ordinarily reside(s) in the
..... District / Division of the
State. This is also to certify that he / she does not belong to the persons / sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M.No.36012/22/93-Estt.(SCT) dated 08/09/1993.

District Magistrate
Dy.Commissioner

Dated.....

Seal

** strike out whichever is not applicable*

NB (a) The term `ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below:---

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector / I class Stipendary Magistrate / Sub – Divisional Magistrate/ Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of I Class Stipendary Magistrate).
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar; and
4. Sub – Divisional Officer of the area where the candidate and / or his family normally resides.

Self Undertaking

I, _____ son/ daughter of Shri _____ resident of village/ town/ city _____, district _____, State _____, hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 8.9.1993. It is also declared that I do not belong to persons/ sections (Creamy Layer) mentioned in column 3 of the schedule to the above referred Office Memorandum dated 8.9.1993.

Date:

Signature



HMT LIMITED

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 Pin code)													
3.1	Telephone Nos. (with STD Code)	Office					Residence							
3.2	Mobile													
3.3	Email IDs	1												
		2												
4	Date Of Birth (as per Matriculation / SSLC / SSC certiicate)	D	D	M	M	Y	Y	Y	Y	AGE (as on date of the application)	Y	Y	M	M
5	Caste/Category:	SC	ST	XSM	OBC	GEN	PWD	MINORITY	(Tick appropriate column)					
6	Educational Qualification (Self attested xerox copies of all Marks cards & Degree Certificates are to be enclosed)													
	Examination Passed	Year of Passing	Full/Part time	Course duration	University / Institution	Agrgt. % Marks	Specialisation							
6.1														
6.2														
6.3														
6.4														
6.5														
6.6														
6.7														
6.8														

contd.....2

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)												
7	Organisation & Address	Designation	Nature of Duties	Period (Commencing from latest / present)						Turn over of the Company (Rs.Crores)	Basic Pay & Pay scale	
				From		To		Duration				
				MM	YY	MM	YY	YY	MM			
I												
II												
III												
IV												
V												
VI												
VII												
VIII												
IX												
X												
XI												
XII												
			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		No.	Amount (Rs.)			Bank				
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:											(Signature)	
Date:												