

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/10th 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.	Income and Asset Certificate in the format as applicable for EWS 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	PG Degree/Dip. Marks Card (Semester-wise/Year-wise).			
8.7	PG Degree/Diploma Certificate.			
8.8	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.



HMT MACHINE TOOLS LIMITED

Registered Office: HMT Bhavan,
59, Bellary Road, Bangalore – 560 032

Affix 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 No.								
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	Year of passing	Full time/ part time	Course Duration	University/ Institution	Aggt.% Marks	Speciali- sation		
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)										
	Organisation name, e-mail & Address	Designation	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	Demand Draft details		Date & DD No			Amount. (Rs.)			Bank Details(Name & Issuing Branch)		
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 any later date, the information furnished above is 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)							