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

Ref: MTL/HRM/R.28(advt.)/2020-21 **23.03.2021**

REQUIRES

PROFESSIONALS IN VARIOUS AREAS

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 in addition to CNC Control Systems, Precision Ball Screws and Offset Printing Machines.

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

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

1. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS:

Sl. No.	POSITIONS (GRADE)	NO. OF POSTS
1.1	Asst. General Manager (PS VI/ Manager (PS V) - FINANCE	1
1.2	Deputy Engineer (PS III) – CORPORATE PLANNING	1
	TOTAL POSTS	2

1.1 POST	**Assistant General Manager/Manager (FINANCE)**
No. of Post	1 (One)
Upper age limit (as on **01.03.2021**)	44 years/40 years
Qualification	CA /CMA/ ICWA
Post Qualification Experience	1. Should have minimum 15 years/13 years of relevant experience of which 5 years of experience should be at Middle Management level preferably in Engineering/ Manufacturing industry. 2. Preferably should have wide knowledge of Administration and Accounts. 3. Should be conversant in technical & commercial aspects. 4. Experience in Financial Management, 5. Experience in Finalization of Accounts/Audit/Taxation/ Fund Management/Costing & Budgeting/working capital management, etc
Job Description	1. Overall in charge of Accounts & Finance of the Unit. 2. Preparation & Review of MIS, financial statements and regulatory reports with respect to the Unit. Finalization of Accounts, P&L statements and Balance Sheets. 3. Working capital monitoring and optimization. 4. Preparation of budget and business plan. 5. Cash Flow Management - Forecasting cash flow positions, related borrowing needs, and available funds for manufacturing Operations and other expenses. Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements. 6. Liaisoning with various Government Authorities & Auditors.
Grade/Scale Pay* (1997 Pay Scale - Under revision)	PS VI–(14500-350-18700) (approx. CTC Rs.11.03 Lac p.a.)/ PS V–(13000-350-18250) (approx. CTC Rs.9.93 Lac p.a.)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. –(Ajmer)

1.2 POST	**Dy. Engineer (Corporate Planning)**
No. of Post	1 (One)
Upper age limit (as on **01.03.2021**)	30 years
Qualification	Graduate in Mechanical/Electrical/Electrical & Electronics Engineering from a recognized institution/University. Candidates should have minimum 70% marks (aggregate marks of all semesters), relaxed to 60% (aggregate marks of all semesters) for SC/ST candidates. Additional qualification in MBA/PGDBM (Marketing) will be preferred.
Post Qualification Experience	1. Minimum 2 years of experience in corporate planning/ Business planning department of a Manufacturing Industry. 2. Candidate having relevant work experience with knowledge of preparation of Detailed Project Reports (DPR), proposal like Annual Operation Plan (AOP). 3. Candidates should be well versed with Engineering Analysis, Management Information Systems, etc., 4. Preferably should have good knowledge of Machine Tool Industry and manufacturing and their end users. 5. Should be conversant in technical and commercial aspects. 6. Teaching experience and Apprenticeship will not be considered.
Job Description	Responsible for Corporate Planning activities like, - Compilation of information of unit's Management Information System (MIS) - Methodical review with Units on receipt of MIS. - Preparation of Annual Operation Plan (AoP) of the company. - Preparation of draft for Memorandum of Understanding (MoU) between Subsidiary with holding company and Subsidiary with units. - Arranging for performance Review Meeting(s) in intervals (quarterly/half yearly/annually) between Unit Chiefs and Subsidiary Chief. - Arranging for the Management Review Meetings(s) and recording the minutes and maintenance of the same.

	- To conduct/exploring for new technology in the market/ products and to formulating of the strategies into tactical plans or operational plans. - Co-ordinating for implementation of tactical plans in the units and rigorous review for the same with units and to prepare report of same. - Project Evaluation & qualitative analysis. - Project and Product management in co ordination with the unit teams. - To conduct regular SWOT analysis of the units and to prepare report on monthly basis.
Grade/Scale Pay* (1997 Pay Scale - Under revision)	PS III–(8600-250-14600) (approx. CTC Rs.06.70 Lac p.a)
Place of Posting	HMT Machine Tools Directorate (Bangalore)

The present pay scale is under revision

2. 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.

3. ADDITIONAL INCREMENTS:

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

4. 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. Management reserves the right to relax age and experience as also to consider related qualification & experience in case of deserving/exceptional candidates.

3. The Management reserves the right to select the candidate for any other grade/post apart from notified grade/post based on performance in the interview.

4. The Management reserves the right to recommend/select the candidate for any Subsidiary Companies/Units of HMT Limited.

5. Selection will be made strictly on the basis of merit, past service record & performance in the interview.

6. The Management reserves the right to set an upper level and lower level of cut off marks obtained by the candidate in their academic qualification for short-listing the candidates.

7. 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.

8. 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.

9. 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.

10. The interviews will be conducted 2 rounds in case of interview through Video conference, in case of personal interview it will only one round.

11. The shortlisted candidates may be called for interview for lower grade based on experience, Qualification and eligibility criteria irrespective of the post applied. However, suitability for the post will be based on the performance in the interview.

5. 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.

6. 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.

7. 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, 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. Candidates who have already applied for the above post(s) against our earlier advt. OR have applied for any equivalent posts in HMT Ltd. or any of its subsidiaries during the last one year from the date of this recruitment notification need not apply and their application will be summarily rejected.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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 video conference, the original documents to be displayed to the concerned one day before the interview date and the same to be colour scanned and mailed). **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**

10. Only short listed eligible candidates will be called for interview. The outstation candidates if called for personal interview will be paid to and fro train fare by 2tier AC/AC chair car (for candidate applying for post in grade PS VI & above) and 3tier AC/AC chair car (for candidate applying for post in PS V & below) by shortest route OR actual whichever is lower on production of proof of journey.

11. 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.

12. The Company will not be responsible for any damage/injury/loss to the individual, if any, sustained during the entire selection process and journey.

13. 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.

14. No correspondence regarding the rejection of application in case of ineligibility will be entertained.

15. Management will not be responsible for delayed receipt/non-receipt of applications.

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 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.
18. 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.
19. The Company also reserves the right to cancel/curtail/enlarge the recruitment process and/or the selection process there under without any further notice and without assigning any reasons.
20. 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.
21. Court of jurisdiction for any dispute for this notification will be at Bangalore.

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 15.04.2021**

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.

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 (only regarding the notification) feel free to get in touch with us on 080-23547985.

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