



HMT LIMITED
(A Govt. of India Undertaking)

No.59, Bellary Road, Bangalore – 560 032.

Requires

1. EXECUTIVE DIRECTOR (TRACTORS) – placement at Pinjore, Haryana.
2. EXECUTIVE DIRECTOR (HR)
3. EXECUTIVE DIRECTOR(FINANCE)

ELIGIBILITY CRITERIA

HMT Limited, a major Engineering conglomerate with its Subsidiaries spread across the country manufacturing various Engineering Products offers challenging career opportunity to professionals. The company is looking for qualified and experienced professional in the relevant field for recruitment on permanent/contract basis as detailed hereunder:

1. REMUNERATION:

Pay Scale: Rs.11500-400-13500 (1992 Scale – under revision. Upon revision to 1997 scales, the Pay Scale will be Rs.23750-600-28550)

In addition to the Basic & 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., as per Company Rules.

2. ADDITIONAL INCREMENTS:

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

3. GENERAL CONDITIONS:

1. Only Indian Nationals need apply.
2. Internal candidates may also apply if they fulfill the eligibility criteria.

3. The placement will be permanent or on contract basis depending on the need of the organization as decided by the Selection Committee.
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 interview.
5. A non-refundable account payee DD 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).
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/Minorities etc., are as per Govt. of India Directives.
9. Candidates belonging to SC/ST/OBC/PWD/Ex-Servicemen/Minority 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/Minority 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.
4. 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 to & fro Air fare (Economy class) by the shortest route on production of proof of journey as per rules of the Company.
5. HOW TO APPLY:

[Application in the prescribed format](#) duly filled enclosing therewith the DD and a set of attested photocopies of the relevant certificates in proof of qualification, age, category, experience and affixing passport size photograph at the space provided, should be sent in a sealed cover superscribed "APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR(TRACTORS/HR/FINANCE)" (as the case may be), so as to reach the following address within 15 days from the date of advertisement i.e. on or before 31st July , 2013:

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

ELIGIBILITY CRITERIA:

Sl. No	Post	Qualification	No. of Posts	Experience	Upper Age Limit	Scale of Pay
1	Executive Director (Tractors)	Engineering graduate in any discipline from recognized university with good academic record. MBA qualifications desirable	1	Minimum 15 years experience in Automobile Industry preferably in Tractors and related products with exposure to marketing operations.	Around 50 years	Rs. 11500-400-13500 (1992 pay scales-under revision to 1997 scales of Rs. 23750-600-28550) CTC on revision to 1997 pay scales Rs.1.28 lakhs per month (approx.)
2	Executive Director (HR)	2 Years Full time/3 Years Part-time MBA from recognized Institute with specialization in Personnel/HRM OR 2 Years Full time/3 Years Part-time PG Degree/Diploma in Social Work/PM/IR/HRD OR 2 Years full time PG Degree/Diploma from recognized Institute like XLRI, TISS etc. in PM/IR/HRD with good academic record. Degree in Law is added advantage.	1	Minimum 15 years Corporate Experience of which at least 5 years at senior level in HR Management	Around 50 years	
3	Executive Director (Finance)	CA/ICWA	1	Minimum 15 years Corporate Experience of which at least 5 years at senior level in Finance Management	Around 50 years	

**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 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:															(Signature)						
Date:																					

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.