

**HMT (INTERNATIONAL) LIMITED**

(A Govt. of India Undertaking)

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

HRM/ADVT/17-18**Date: 05.10.2017****Requires****ACCOUNTS/TECHNICAL PROFESSIONALS / NON-TECHNICAL PERSONNEL**

HMT (International) Limited, a Miniratna Company, a wholly owned subsidiary of HMT Limited, Government of India, is a leading Trading Organization engaged in export & import and project implementation, offers challenging career opportunity to dynamic professionals on permanent basis, as detailed below:

1. Post Details:

Position	Pay Scale (2007)	Post Qualification Experience	Upper age limit (as on 30.09.2017)	Qualification	No. of posts
1) Assistant General Manager - Accounts (PS – VI)	Rs. 29,100 – 54,500	12-15years	45years	CA with B.Com Graduate	1
2) Deputy Manager - Technical Advisor (PS – IV)	Rs. 20,600 – 46,500	6 years	32 years	Full time Engineering Degree in Mechanical/Electric al & Electronics preferably with MBA	1
3) Deputy Engineer (PS - III)	Rs.16,400 – 40,500	2 Years	28 years	Full time Engineering Degree in Mechanical/Electric al & Electronics/Electro nics & Communication preferably with MBA	5
4) Marketing / Purchase / Commercial Assistant (WG –II) (Channel – VII)	Rs. 8,330 – 22,000	2 years	28 years	B.Com / BBA / BBM Graduates from recognized universities	2

1. JOB DESCRIPTION:

a) Post: Assistant General Manager - Accounts

- Discharge various functions in Finance / Accounts department.
- Attend Tribunals / Hearings, Liaisoning with Statutory Authorities etc.
- Handling the cases and various matters related to Income Tax, GST etc.
- Preparation of various financial statements.
- Finalization of Accounts.
- Filing of returns with statutory authorities.
- Coordinating the inter department activities.
- Coordination with other subsidiaries of the Company and with the Top Management in accounting activities.
- Dependable, reliable and having ability to maintain confidentiality.

b) Post: Deputy Manager - Technical Advisor

- In-charge of Office Management functions of the Office of Managing Director.
- Co-ordination and providing information & support for implementing the strategic decisions of the top management.
- Having ability to deal with many tasks / people and projects with deadlines.
- Technical scrutiny of proposals / documents pertaining to projects / products department in the various technical aspects.
- Dependable, reliable and having ability to maintain confidentiality.
- Proficiency in MS Office, computer knowledge. Project Management software skills desirable

The selected candidate should be able to assist MDI of the Company in respect of various technical matters like planning, organizing, coordinating the implementation and monitoring of the strategic decisions and also scrutiny of the technical and commercial proposals, correspondence related to MDI office. Proficient / excellent command over computer knowledge in MS office is essential.

c) Post : Deputy Engineer

- Plan, finalize technical specifications, attachments, accessories, tools and spares for various workshop machines and equipment.
- Knowledge of Machine Tools and Associate Engineering Products.
- Plan Shop / Lab layouts.
- Sourcing of suppliers.
- Ability to understand the specification requirement and select suitable machines, submit suitable offer.
- Tendering activities as per purchase manual / Vigilance guidelines of the CVC/ Company.
- Co-ordinate for dispatch of supplies including inspection, export worthy packing, shipment.

Good communication and negotiation skills essential for the above post for interacting with the suppliers and international customers for marketing of products and secure order.

d) Post: Marketing / Purchase / Commercial Assistant

- To work in Marketing / Purchase / Commercial & Shipping areas.
- Knowledge of shipping documentation.
- Co-ordination with the various shipping agents.
- Assist in Tendering and purchase activities.

Good communication skills to interact with suppliers / foreign customers / shipping agents. Good command over computer knowledge in MS office is essential.

2. REMUNERATION - HMT (International) Limited

In addition to the Basic Pay & DA, the compensation package includes Company Accommodation / HRA, Canteen subsidy, Washing Allowance, PF, Gratuity, Medical facility, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., as per Company Rules. In case Company quarter is allotted, no HRA is payable.

3. GENERAL CONDITIONS:

1. Only Indian Nationals need apply.
2. Management reserves the right to relax age, qualification and experience as also to consider related qualification & experience in case of deserving / exceptional candidates.
3. Internal candidates are not eligible to apply.
4. The placement will be on permanent basis depending on the need of the organization as decided by the Selection Committee/ Management.
5. The minimum qualification / s indicated shall be 60% and above from a recognized University/Institute. However, Management reserves the right to set an upper level and lower level of cut off marks for short-listing the candidates.
6. Mere conformity to the job requirements will not entitle a candidate to be called for Interview/ Written Test. 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.
7. Management reserves the right to cancel the entire recruitment / selection process at its discretion. The validity of selection of candidates will be for one year from the date of announcement of selection. **Management also reserves the right to absorb the selected candidates as per requirement of the Company, at the sole discretion of Management.**
8. A non-refundable account payee Demand Draft for **Rs.500/-** drawn in favour of HMT (International) Limited, on any Scheduled Bank payable at Bangalore is to be enclosed along with the prescribed application. No other mode of payment of application fee is acceptable. Candidates are advised to write their name and name of the post on reverse side of DD. No fee is to be paid by SC/ST and Persons with Disability (PWD).
9. 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.
10. **Experience certificate where ever possible should be attached. A separate sheet detailing nature of duties performed, period and designation should also be attached.**
11. 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.**

12. 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.
13. Reservations and Age relaxation for different categories viz., SC/ST/OBC/ PWD/Ex-Servicemen/Minority etc., are as per Govt. of India Directives.
14. Candidates belonging to SC/ST/OBC/PWD/Minority/Ex-Servicemen category should enclose self attested copy of the certificate issued by the Competent Authority to that effect.
15. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) in the format prescribed by Govt. of India, issued by Competent Authority.
16. Candidates belonging to PWD/Ex-Servicemen are required to furnish self-attested copies of certificates in support of their claim.
17. Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection.
18. No correspondence will be entertained with the candidates not selected / not short-listed for interview.
19. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
20. Management reserves the right to call or not to call any/all of the candidates for Interview / Written Test who have responded against this advertisement.
21. Management will not be responsible for delayed receipt/non-receipt of applications.
22. **Intimation regarding interview etc., will be sent only through e-mail.**
23. The decision of Management regarding selection will be final.
24. Court of jurisdiction for any dispute will be at Bangalore.

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 outstation candidates called for interview for the post at Sl.No.1, 2 & 3. will be paid the eligible train fare to & fro 3 Tier AC & For the post at Sl. No.4 will be eligible for Sleeper class fare by the shortest route on production of proof of journey subject to point No.7 as referred above).

5. HOW TO APPLY:

Application in the prescribed format duly filled-in enclosing the Demand Draft and a set of self attested photocopies of the relevant certificates in proof of qualification, age, category, experience etc., and affixing latest 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 **30th October 2017** through courier / speed post:

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



HMT (International) Limited
HMT Bhavan
59, Bellary Road, Bangalore - 560032
(Please use BLOCK LETTERS ONLY)

Affix Latest
Passport size
photo

APPLICATION FOR THE POST OF :														
1	Name Mr. / Ms													
2	S/o, D/o, W/o													
3	Address for communication (With PIN Code)													
	Telephone Nos. with STD code	Office					Res.							
	Mobile													
	E-mail ids 1 2													
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on date of application)	Y	Y	M	M
5	Caste/Category	SC	ST	OBC	GEN	PH	(Tick appropriate column)							
6	Qualification (Copies of all Marks Cards & Degree Certificates to be enclosed)													
	Exam passed	Yr of passing	Full/part time	Course duration	University / Institution				% of marks	Specialisation				
7	Post-qualification Experience : (For details of nature of duties, attach separate sheet along with resume)													
	Organization & Address	Designation	Nature of duties	Period (Commencing from latest / present)						Pay & Pay scale				
				From		To		Duration						
				M	Y	M	Y	Y	M					
Certified that the information furnished above are true.														
Place : Date : <div style="text-align: right;">(Signature)</div>														

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Demand Draft for the prescribed amount.			
2.	Proof of Date of Birth (<i>only SSLC/SSC/10th Standard Board Marks Card</i> will be admitted as proof of age).			
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	Minority declaration Certificate.			
3.4	Ex-Servicemen Certificate.			
3.5	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/SSC/10 th Standard Board 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 self attested copies of the documents/certificates (Sl.No.2 to 5) should be enclosed to this format in the same order.