

**HMT (INTERNATIONAL) LIMITED**

(A Govt. of India Undertaking)

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

HRM/ADVT/18-19**Date: 01.10.2018****Requires****FINANCE/HR/ENGINEERING PROFESSIONALS**

HMT (International) Limited, a Mini-Ratna 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:

Post & Grade	Pay Scale (2007)	Post Qualification Experience	Upper age limit(as on 01.11.2018)	Qualification	No. of posts
1) Deputy General Manager(Finance)- (PS - VII) (OR) Assistant General Manager (Finance)- (PS-VI)	Rs. 32,900 – 58,000 / (OR) Rs. 29,100 – 54,500	15 years (OR) 12 years	40 years (OR) 36 years	C.A, B. Com	1
2) Assistant General Manager -HR & Legal (PS – VI) (OR) Manager – HR & Legal (PS V)	Rs. 29,100 – 54,500 (OR) Rs. 24, 900 - 50,500	12 years (OR) 10 years	36 years (OR) 34 years	Graduation with Two year full time Degree / Diploma in HR / HRM. Degree in Law is desirable.	1
3) Assistant General Manager , Projects (PS- VI) (OR) Manager – Projects (PS V)	Rs. 29,100 – 54,500 (OR) Rs. 24, 900 - 50,500	12 years (OR) 10 years	36 years (OR) 34 years	B.E / B.Tech in Mechanical,/ Electrical / Electronics Engg. MBA / PG Degree / Diploma in Project Management are preferable	1
4) Assistant General Manager, Commercial (PS- VI) (OR) Manager – Commercial (PS V)	Rs. 29,100 – 54,500 (OR) Rs. 24, 900 - 50,500	12 years (OR) 10 years	36 years (OR) 34 years	MBA in Marketing / International Business / Logistics, preferable with B.E / B.Tech at Graduation level	1
5) Assistant General Manager, Products (PS-VI) (OR) Manager -Products (PS V)	Rs. 29,100 – 54,500 (OR) Rs. 24, 900 - 50,500	12 years (OR) 10 years	36 years (OR) 34 years	B.E / B.Tech in Mechanical,/ Electrical Engg with MBA Marketing / International Business	1

NOTE: The management reserves the right to select the candidate in any of the grade as mentioned above.

1. JOB DESCRIPTION:

a) Post: Deputy General Manager / Assistant General Manager- Finance

- Overall in charge of Finance functions of the Company.
- Knowledge of costing and budgeting / budget control.
- Working knowledge of Project Accounting.
- Compilation and finalization of annual accounts / statements and audit thereof.
- Attend Tribunals/ Hearings, Liaisoning with Statutory Authorities and banks etc.
- Handling matters related to Income Tax Returns and Appeal, GST etc.
- Returns and various compliances with statutory authorities.
- Coordinating the inter departmental activities.
- Coordination with other subsidiaries of the Company and with the Top Management in accounting activities.

Good financial management capability to take financial decisions, dependable, reliable and having ability to maintain confidentiality, working knowledge in ERP is desirable.

b) Post: Assisting General Manager / Manager - HR & Legal

- Overall in-charge of HR & Legal functions.
- Conversant with HR policies, Social Legislations Including familiarization with RTI Act / matters and its implementation. Grievance handling at Company level & grievances forwarded by appropriate govt.
- Responsible for functions of Employee Life Cycle - recruitment/induction / placement / training & development / promotions/superannuation.
- Exposure to handling legal cases pertaining to service matters and other techno-commercial cases.
- Co-ordination with corporate HR for subsidiary matters and other HR related issues.
- Compliance of statutory & non-statutory requirements of the Subsidiary.
- Looking after the disciplinary matters / domestic or departmental enquiries.

Confident organizer, with excellent communication and analytical skills, quality of confidentiality, ability to manage conflict management at workplace.

c) Post: Assisting General Manager / Manager - Projects

- Knowledge in preparation of Project proposals of machine / equipment specifications and its implementation.
- Experience in preparation of MoUs and Terms of Agreements.
- Fair knowledge of Project Budgeting.
- Hands on experience in preparation of Plant Layout, erection and commissioning of various machines / equipment involved in the project.
- Knowledge in Field Study, preparation of different Detailed Project Reports (DPRs) for project order procurement.
- Well versed with tendering activities / purchase procedures.

Person with good negotiation skills and having experience in liaising with Government Officials are preferable. Ability to understand and co-ordinate activities with strategic thinking & planning. Knowledge of MIS activities and working experience in factory environment is desirable and also should be well-versed with MS office.

d) Post: Assisting General Manager / Manager - Commercial

- In-charge of complete commercial activities of the company.
- Having knowledge of and be responsible for the activities associated with pre & post shipping documentation / procedures and follow-up for shipping activity.
- Experience in Sales-Execution activities and knowledge on work related to Quality Assurance / Inspection / Vendor development / Vendor assessment.
- Contributing financial aspect for preparation of offer submission, cost estimation.
- Practical knowledge in complying with Purchase procedures / CVC Manuals, Tender procedures, e- tendering and co-ordination thereof.
- Knowledge of EXIM policy.
- Hands on experience to handle administration activities.

Having worked in factory environment is preferable. Good planner and strong client liaison skills. Good communication skills to interact with suppliers / foreign customers / shipping agents. Good command over computer knowledge in MS office is essential. Ability to maintain domain knowledge for smooth co-ordination with other departments.

e) Post: Assisting General Manager / Manager - Products

- In – charge of Product department.
- Responsible for marketing of Machine tools and associate products and equipments in overseas market.

- Knowledge of International Marketing / dynamics of International Business.
- Experience in preparation of proposal for marketing of products, offer submission and its pricing methods.
- Practical knowledge of Erection and Commissioning activities.
- Enquiry generation and its complete follow up till conversion to order procurement.

Having worked in factory environment with Machine Tools exposure is preferable. Energetic and convincing ability is must to generate business. Excellent communication & negotiation skills to interact with suppliers / foreign customers. Good command over computer knowledge in MS office is essential. Ability to co-ordinate the inter-departmental activities and also with top management.

2. REMUNERATION

In addition to the Basic Pay & Variable 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.

GENERAL CONDITIONS

Selection Process:

- The suitability for the posts of short-listed candidates applied against the above posts will be made through Personal Interview.
- In the event of short-listing candidates, the management reserves rights to raise / lower the minimum eligibility standards / criteria by taking into account the qualification and / or relevant experience for the candidate to attend the personal interview.
- Management reserves the right to relax age, qualification and experience as also to consider related qualification & experience in case of deserving / exceptional candidates.
- The management reserves the right to select the candidate for the lower grade based on performance in the personal interview.
- The minimum marks in qualification / s 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

Medical Fitness:

- The final placement of the candidate is subject to their medical fitness as per Company's standard and other joining formalities.
- The selected candidate requires to be medically fit as per medical policy of the Company.

Placement:

- Appointment of selected candidates is subject to verification of Caste, Character and Antecedents, as the case may be, from the concerned authorities as per the rules of the Company.
- The placement is on permanent basis depending on the need of the organization as decided by the Selection Committee/ Management.

Reservation & Relaxation:

- Reservation / relaxations for SC/ST/ OBC (non-creamy layer)/ PWD candidates are as per Government guidelines.
- The reserved category candidates are required to submit requisite certificates in the prescribed format of Govt. of India, issued by the Competent Authority, along with their application.
- 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.

Instructions to the Candidates:

1. Only Indian Nationals need apply.
2. **Internal candidates are not eligible to apply.**
3. 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.
4. Management reserves the right to cancel the entire recruitment / selection process at its discretion. **Management also reserves the right to absorb the selected candidates as per requirement of the Company, at the sole discretion of Management.**
No correspondence will be entertained with the candidates not selected / not short-listed for interview.
5. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.

6. Management reserves the right to call or not to call any/all of the candidates for Interview who have responded against this advertisement.
7. Management will not be responsible for delayed receipt/non-receipt of applications.
8. The outstation candidates called for interview for the said post will be paid the eligible train fare to & fro 2 Tier AC by the shortest route on production of proof of journey.
9. **Intimation / correspondence regarding interview etc., will be sent only through e-mail.**
10. The decision of Management regarding selection will be final.
11. Court of jurisdiction for any dispute will be at Bangalore.

How to Apply:

- A non-refundable account payee Demand Draft for **Rs. 750/-** 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).
- 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.
- **Experience certificate must be attached. A separate sheet detailing nature of duties performed along with, period and designation should also be attached.**
- 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**

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, caste certificate 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 **25th October 2018** through courier / speed post:

The Joint General Manager (HR)

HMT (International) Limited,

HMT Bhavan, 5th Floor

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	S T	OB C	GE N	PH	(Tick appropriate column)							
6	Qualification (Copies of all Marks Cards & Degree Certificates to be enclosed)													
	Exam passed	Yr of passing	Full/part time	Cours e dura- tion	University / Institution				% of marks	Speciali- sation				
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		Durati- on						
				M	Y	M	Y		Y					M
Certified that the information furnished above are true.														
Place : Date : (Signature)														

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.