



एचएमटी लिमिटेड

HMT LIMITED

(A Govt. of India Undertaking)

Regd. Office: HMT Bhavan, No.59, Bellary Road, Bengaluru – 560 032.

HMT/CHR/FTA(ADVT.1)/2022-23

Date: 22.11.2022

REQUIRES

PROFESSIONALS ON FIXED TERM APPOINTMENT BASIS

HMT Limited, a major engineering conglomerate with units spread across the country manufacturing various Engineering products looking for qualified and experienced professionals for various requirements purely on Fixed Term Appointment basis (FTA), for immediate absorption in order to complete various assignments. The requirements are purely temporary in nature and offered on fixed tenure basis for a period of Two (2) Years which may be extended for maximum period of two (2) years on yearly basis, subject to satisfactory performance of the individual. The details of requirements are as below:

1. POST DETAILS:

POST 'A'	HINDI OFFICER
Grade	PS III
No. of Post	01 (One)
Upper age limit	30 years (as on 01.11.2022)
Qualification	Two years full-time Post Graduate Degree in Master of Arts (M.A) in Hindi from recognized University/College/Institute with good academic record. Candidates should have minimum 60% (aggregate marks of all semesters / years of Graduation) relaxed to 50% for SC / ST Candidates. Certificate holder of Pragma will be preferred. Proficiency of Computer Skills is essential.
Post Qualification Experience	Should have minimum 02 years of experience in the relevant field.
Job Description	<ul style="list-style-type: none">➤ Implementations of Govt. of India's directives on Official Language.➤ Translations of documents from Hindi to English and vice - versa.➤ Typing of letters in Hindi / English.➤ Compilation of Quarterly / Yearly statutory Official Language returns to Ministries.➤ Coordination for conducting Hindi Training programmes, workshops & Seminars.➤ Coordination for printing of Annual Reports in Hindi.
Grade/Pay Scale (2007 Pay scale)	PS III – (Rs.16400-40500) / (approx. CTC Rs.07.50 Lac p.a.)
Place of Posting	HMT Limited, Corporate Head Office, Bengaluru.

POST 'B'	OFFICER (COMPANY SECRETARY)
Grade	PS III
No. of Post	01 (One)
Upper age limit	30 years (as on 01.11.2022)
Qualification	Graduation with ACS Qualification or Qualified Company Secretary having membership of the Institute of Company Secretaries of India (ICSI) from recognized University/College/Institute with good academic record. Degree in Law (LLB.) is desirable. Proficiency of Computer Skills is essential.
Post Qualification Experience	Should have minimum 02 years of experience in the relevant field.
Job Description	<ul style="list-style-type: none"> ➤ To ensure compliance of the extant provisions of Companies Act and SEBI Regulations/Guidelines, other applicable laws and by-laws of the company, etc. ➤ Preparation of Notices, Agenda and Minutes of Board of Directors/Committee Meetings and General Meetings. ➤ Maintenance of Secretarial Records, Statutory Registers, etc. ➤ E-filing of forms and returns with Registrar of Companies. ➤ To make necessary correspondence with Stock Exchange, Registrar of Companies, Registrar and share transfer agents, SEBI, etc. ➤ To Assist in finalization of Annual Report including co-ordination with Statutory Auditors/Secretarial Auditors, etc. ➤ The candidate must possess adequate domain knowledge and understanding of Corporate laws, Rules, Regulations and Guidelines, Corporate Governance and decision making ability, good interpersonal skills and be a committed team player. ➤ Other duties as specified or assigned from time to time.
Grade/Pay Scale (2007 Pay scale)	PS III – (Rs.16400-40500) / (approx. CTC Rs.07.50 Lac p.a.)
Place of Posting	HMT Limited, Corporate Head Office, Bengaluru.

Note: CTC mentioned is only indicative. Actual remuneration shall depend upon place of posting and other terms & conditions of appointment.

2. RELAXATION & RESERVATIONS:

- a) Age relaxation & Reservations for different categories will be as per Govt. of India Directives.
- b) For Ex-Apprentice trainees Contract employees worked/working in HMT applying for the above posts, the upper age limit would be relaxed to the extent of the period for which the apprentice had undergone the training, in line with Apprentice Act/ and contract employee worked in HMT.

3. TENURE OF ENGAGEMENT:

The selected candidates will be engaged for a **fixed tenure of two (2) years** from the date of engagement. The tenure will come to an end automatically on completion of the specified period from the date of joining or on completion of the assignments, whichever is earlier without any further notice. The requirements are purely temporary in nature and may be extended for maximum period of two (2) years on yearly basis subject to satisfactory performance of the individual.

However, the employment can be terminated, at any time during the period of tenure engaged, by giving three months' notice by either party or payment of three month's salary in lieu of the Notice period. FTA will not confer any right on the Personnel to claim the status of a regular employment in the Company.

4. REMUNERATION:

- a) The candidate engaged on FTA would be placed at minimum of the pay-scale of the grade in which he/she is appointed.
- b) Candidates will be eligible for DA, HRA, PF and such other statutory benefits availed by regular employees as applicable for the grade, for the fixed period of service.
- c) An annual increment (3% of Basic Pay) as per the scale during the tenure shall be admissible on the Basic Pay, subject to satisfactory performance.
- d) Candidates will be eligible for monthly incentive and annual incentive, for the fixed period of service.
- e) Candidates will be eligible for Group Insurance, for the fixed period of service.

5. OTHER BENEFITS

- a) The personnel recruited under FTA will be entitled for 10 days of casual leave per calendar year, which will be calculated on pro-rata basis for every calendar month of service and 2.5 days of earned leave with pay. There will be no provision for encashment of earned leave at the end of the year, as well as at the time of separation after the tenure of his/her service.
- b) An amount limited to one month's basic as per scale of pay will be admissible per annum to meet the medical expenses (both in-patient and out-patient). The amount will be equally divided by 12 and paid on monthly basis along with the salary. Candidates will not be entitled for any other medical benefits in any of the HMT hospitals/Dispensaries or elsewhere, as applicable for the permanent non ESI members.
- c) Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.

The tenure based personnel will not be entitled for any allowance or benefits other than those indicated as above in remuneration/Pay scale.

6. SURETY

An amount @ 5% will be deducted at source from the monthly emoluments towards surety amount which on completion of Contract tenure will be refunded to the candidate without any interest. In case the Candidate(s) leaves the Company or his Fixed Tenure Appointment is terminated before completion of contract tenure, the said surety amount will not be refunded to the candidate(s).

7. MEDICAL EXAMINATION

Candidates provisionally selected will have to undergo a Pre-Employment Medical Examination at HMT Hospital at the place of posting before joining HMT Limited, to ascertain Medical Fitness. Applicants should meet all the Medical Standards as prescribed by the Company (Concerned authority in respect of PwD candidates). No relaxation in Health Standards will be allowed. Appointment of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the Medical Standards of the Company. (Candidates applying for technical positions with colour blindness will not be considered, hence need not apply).

8. APPLICATION & PROCESSING FEE

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 Ltd.**, Bengaluru by any Scheduled Bank payable at Bengaluru, is to be enclosed along with the prescribed application. No other mode of payment is acceptable. 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 to be paid by Persons with Disability (PwD). Application without proper Demand Draft (except PwD) will be summarily rejected. Candidates are advised to write their name and address on reverse side of the Demand Draft.

9. GENERAL CONDITIONS:

1. The above requirements are purely temporary in nature and offered on fixed tenure basis for a period of Two (2) Years which may be extended for maximum period two (2) years on yearly basis subject to satisfactory performance of the individual. This post is not against any permanent vacancy. This placement will not entitle the candidate for any regular/permanent employment in HMT Ltd. in future.
2. The listed requirement/no. of vacancies are indicative and subject to change as per the requirement of the Organization and can be increased/decreased.
3. Only Indian Nationals need apply.
4. Ex-Servicemen shall be given preference for the posts mentioned above.
5. 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, no TA shall be payable.
6. Mere conformity to the job requirements/ qualification will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason, raise the Standard of Specifications to restrict the number of candidates to be called for interview.
7. The suitability for the posts, shortlisted candidate applied for, will be made through Personal Interview/Video Conference (VC). Selection will be made strictly on the basis of merit, experience & performance in the interview.

8. Management reserves the right to relax experience, qualification and age as also to consider related qualification & experience in case of deserving/exceptional candidates.
9. Appointment of selected candidates is subject to verification of Character & Antecedents and Caste, as the case may be, from the concerned authorities as per the rules of the Company.
10. Candidates belonging to SC/ST/OBC (non-creamy layer)/PWD/Ex-Servicemen/Minority/EWS category should enclose a copy of the certificate issued by the Competent Authority to that effect. Category should be carefully filled-up in the application format as this will not be allowed to be changed at a later date.
11. 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 and issued by the Competent Authority (format available in Careers section of our website www.hmtindia.com). OBC candidates who do not belong to Non-Creamy Layer should submit their application under General category only.
12. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.
13. 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).
14. 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 in case for attending personal interview.**
15. Only shortlisted eligible candidates will be called for interview. The outstation candidates if called for personal interview will be paid To and Fro II class train fare (by the shortest route on production of proof of journey).
16. Incomplete application(s) not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
17. 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 engagement.
18. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/engagement shall be a disqualification.
19. The company shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire selection process and journey.
20. 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 order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case to case basis.

21. The selected candidate will be liable to serve in any Unit/Office of the Company and in any part of India or Abroad at the discretion of the Company.
22. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
23. Management will not be responsible for delayed receipt/non-receipt of applications.
24. The Management reserves the right to cancel / suspend subject notification part or the entire recruitment/selection process at its discretion, without assigning any reasons. The Management also reserves the right to alter, modify this advertisement in full or a part thereof without assigning any reason. Corrigendum/Extension etc., if any, shall be published in our websites www.hmtindia.com
25. 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 short listed for interview or not selected for the post. The decision of the Management will be final and no appeal will be entertained on what so ever matter.
26. 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 engaged and the offer letter shall stand withdrawn in such cases.
27. Intimation/correspondence regarding interview etc., will be sent through e-mail only.
28. The decision of Management regarding selection will be final.
29. Court of jurisdiction for any dispute will be at Bengaluru, Karnataka.

10. HOW TO APPLY:

- a) 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 super scribed “**APPLICATION FOR THE POST OF**” so as to reach the following address **on or before 15.12.2022.**

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

- b) 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.
- c) Candidates are advised to have a valid e-mail ID which has to be mandatorily mentioned in the application form, so that intimation/communication regarding the Interview can be sent. 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 Ltd, through e-mail and also requested to check e-mails regularly for any communication from HMT Ltd. in this regard. Company will not be responsible for bounce/mail delivery failure.
- d) Candidate who applied once cannot alter their application under any circumstances. Request for change of mailing address, category, discipline as declared in the application will not be entertained.

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

SN.	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Proof of Date of Birth (only SSLC/SSC/10 th 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/10 th 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 should bring one set of photocopies of all marks cards along with original for verification at the time of interview.

Affix Passport
size photo



HMT LIMITED

**Regd. Off: HMT Bhavan, # 59, Bellary Road,
BENGALURU - 560 032.**

APPLICATION FOR FIXED TERM APPOINTMENT (FTA) BASIS

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 Id		1							
			2							
4	Date of Birth (as per Matric / SSLC/ SSC certificate)		DD	MM	YY	Age (as on date of application)		YY	MM	
5	Caste/Category (Tick appropriate column)		SC	ST	OBC	GEN	PWD	MINORITY	EWS	ESM
6	Qualification (self attested Xerox copies of all marks cards & degree certificates are to be enclosed)									
	Exam passed	Yr of passing	Full/ part time	Course Duration	University/ Institution	Aggt. % Marks	Specialisation			
6.1										
6.2										
6.3										
6.4										
6.5										
6.6										

7	Post-qualification Experience: (self attested Photocopies of experience certificates to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organisa- tion & Address & email-id	Desig- nation	Nature of duties	Period (commencing from latest / present)						Company s	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	DD No & Date		Amount. (Rs.)			Bank Details				
Original testimonials in respect of Sl. No. 4,5,6 & 7 must be produced at the time of interview											
<p>Certified that the information furnished above is true to the best of my knowledge information & belief. If, at a 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.</p> <p>Place: Date:</p> <p style="text-align: right;">(Signature of the Applicant)</p>											