



HMT Machine Tools Ltd

(A Govt. of India Undertaking)

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

Ref : MTL/HRM/R.21/2018-19

Date: 31.10.2018

Requires

PROFESSIONALS IN MARKETING, FINANCE & HUMAN RESOURCE

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 has prepared its vision 2020 document and is planning to multiply its business turnover by venturing into various new business opportunities through joining hands with established organizations in the field of Aerospace, Defence, Nuclear, Power, Transportation, etc.

The Company offers challenging career opportunities and is looking for qualified and experienced professionals for various positions as detailed below:

1. POST DETAILS:

A. POST	General Manager (Marketing) / Joint General Manager (Marketing)
No. of Post	1 (One)
Upper age limit (as on 31.10. 2018)	50 years for General Manager (Marketing) 45 years for Joint General Manager (Marketing)
Qualification	Graduate in Mechanical/ Electrical / Electronics Engineering from a recognized institution / University. Additional qualification in MBA / PGDBM (Marketing) will be preferred
Post Qualification Experience	1. Should have minimum 22/19 years experience of which 10 years of experience should be at Senior / Middle Management level in Marketing Industrial products / Machine Tools. 2. Should have wide knowledge of Machine Tools manufacturers and their end users. 3. Should be conversant in technical and commercial aspects.

Job Description	<ol style="list-style-type: none"> 1. Will be overall in-charge of marketing activities across the country & abroad. 2. Responsible in achieving Sales & Servicing targets 3. Responsible for Financial Planning & Control. 4. Responsible for Market Planning, Development, Research, Forecasting, etc. 5. Responsible to meet the statutory requirements. 6. Responsible for maintaining Customer relations & sales promotion. 7. Responsible for effective Manpower Planning.
Grade / Scale of Pay	PS IX – Rs. 20500-500-26500 (1997 Pay Scale), PS VIII – Rs. 18500-450-23900 (1997 Pay Scale) (under revision)
Place of Posting	Bangalore

B. POST	Regional Manager (Marketing) / Unit Sales Chiefs
No. of Post	9 (Nine)
Upper age limit (as on 31.10.2018)	45 years for Joint General Manager (Marketing/ Sales) 40 years for Deputy General Manager (Marketing / Sales)
Qualification	Graduate in Mechanical/ Electrical / Electronics Engineering from a recognized institution / University. Additional qualification in MBA / PGDBM (Marketing) will be preferred
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 19 to 15 years experience of which 10 to 8 years of experience should be at Middle Management level in Marketing Industrial products / Machine Tools. 2. Preferably should have wide knowledge of Machine Tools manufacturers and their end users. 3. Should be conversant in technical and commercial aspects.
Job Description	<ol style="list-style-type: none"> 1. Will be in-charge of marketing and sales activities of the Region 2. Responsible in achieving regional Sales & Servicing targets

	<ol style="list-style-type: none"> 3. Will be responsible for the customer life cycle management for the region. 4. To be the regional market expert and primary representative of the region for the Company to drive regional goals 5. Responsible for Market Planning, Development, Research, Forecasting, etc. 6. Responsible for maintaining Customer relations & sales promotion. 7. Responsible for effective Manpower Planning.
Grade / Scale of Pay	PS VIII – Rs. 18500-450-23900 (1997 Pay Scale) PS VII – Rs. 16000-400-20800 (1997 Pay Scale) (under revision)
Place of Posting	Regional Offices of HMT Machine Tools Marketing Division. (Delhi, Kolkata, Mumbai, Chennai) and Manufacturing Units of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)

C. POST	Manager (Sales & Servicing) / Dy. Manager (Sales & Servicing)
No. of Post	14 (Fourteen)
Upper age limit (as on 31.10.2018)	34 years for Manager (Sales & Servicing) 30 years for Dy. Manager (Sales & Servicing)
Qualification	Graduate in Mechanical/ Electrical/ Electronics Engineering from a recognized institution / University. Additional qualification in MBA / PGDBM (Marketing) will be preferred
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 8 / 6 years experience in Marketing Industrial products / Machine Tools. 2. Preferably should have wide knowledge of Machine Tools manufacturers and their end users. 3. Should be conversant in technical and commercial aspects.
Job Description	<ol style="list-style-type: none"> 1. Responsible in achieving regional Sales & Servicing targets 2. Will be responsible for the customer life cycle management for the region. 3. To be the regional market expert and primary representative of the region for the Company to drive regional goals

	<p>4. Responsible for Market Planning, Development, Research, Forecasting, etc.</p> <p>5. Responsible for maintaining Customer relations & sales promotion.</p>
Grade / Scale of Pay	<p>PS V – Rs. 13000-350-18250 (1997 Pay Scale)</p> <p>PS IV – Rs. 10750-300-16750 (1997 Pay Scale) (under revision)</p>
Place of Posting	<p>Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer), Regional office (Marketing) and Zonal office (Marketing)</p>

D. POST	Joint General Manager (Finance) / Deputy General Manager (Finance) / Assistant General Manager (Finance)
No. of Post	6 (Six)
Upper age limit (as on 31.10.2018)	<p>45 years for Joint General Manager (Finance)</p> <p>40 years for Deputy General Manager (Finance)</p> <p>36 years for Assistant General Manager (Finance)</p>
Qualification	<p>CA /CMA/ ICWA or Degree in Commerce with MBA / PGDBM of minimum 02 years duration with specialization in Finance from AICTE / UGC recognized University.</p>
Post Qualification Experience	<p>1. Should have minimum 19/15/13 years experience of which 5 years of experience should be at Middle Management level preferably in Engineering /Manufacturing industry.</p> <p>2. Experience in Finalization of Accounts / Audit / Taxation / Fund Management / Costing & Budgeting /working capital management, etc</p>
Job Description	<p>1. Overall in charge of Account & Finance.</p> <p>2. Preparation & Review of MIS, financial statements and regulatory reports with respect to the Unit. Finalization of Accounts, P&L statements and Balance Sheets</p> <p>3. Working capital monitoring and optimization.</p> <p>4. Preparation of budget and business plan</p> <p>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</p>

	6. Liaisoning with various Government Authorities & Auditors 7. Legal and statutory compliances
Grade / Scale of Pay	PS VIII – Rs. 18500-450-23900 (1997 Pay Scale) PS VII – Rs. 16000-400-20800 (1997 Pay Scale) PS VI – Rs. 14500-350-18700 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer) and Marketing office, Bangalore

E. POST	Manager (Finance) / Dy. Manager (Finance)
No. of Post	7 (Seven)
Upper age limit (as on 31.10.2018)	34 years for Manager (Finance) 30 years for Dy. Manager (Finance)
Qualification	CA /CMA/ ICWA or Degree in Commerce with MBA / PGDBM of minimum 02 years duration with specialization in Finance from AICTE / UGC recognized University.
Post Qualification Experience	1. Should have minimum 10 to 6 years experience preferably in Engineering /Manufacturing industry. 2. Experience in Finalization of Accounts / Audit / Taxation / Fund Management / Costing & Budgeting /working capital management, etc
Job Description	1. Managing accounting operations 2. Preparing financial statements like budget and financial forecasts balance sheet, profit/loss statement etc. Develop periodic reports for management. 3. Manage legal & statutory compliances, Provident fund, GST and ESI compliance 4. Working capital monitoring and optimization. 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 of Pay	PS V – Rs. 13000-350-18250 (1997 Pay Scale) PS IV – Rs. 10750-300-16750 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer) and Marketing office, Bangalore

F. POST	Deputy General Manager (HR) / Assistant General Manager (HR)
No. of Post	6 (Six)
Upper age limit (as on 31.10 2018)	40 years for Deputy General Manager (HR) 36 years for Assistant General Manager (HR)
Qualification	MBA / PGDBM of minimum 2 years duration with specialization in Human Resources/ Personnel Management / Industrial Relations / Labour Welfare / Labour Management / Labour Administration / Labour Studies from AICTE / UGC recognized University. Degree in Law will be desirable
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 15 to 13 years experience of which 5 years of experience should be at Middle Management level preferably in Engineering /Manufacturing industry. 2. Experience in all the facets of Human Resource Management, Industrial Relation and legal matters.
Job Description	<ol style="list-style-type: none"> 1. Planning and Budgeting including contract workforce management. 2. Managing Unit HR Operations and functions 3. Employees' welfare management 4. Maintaining a congenial IR climate in the Unit. 5. Responsible for statutory and applicable labour law compliances. Liaisoning with various Statutory and Government authorities. 6. Organizational Development - Identifying low performers improve efficiency by counseling on a regular basis, take measures to reduce absenteeism for improved productivity. 7. Improve training and development related processes, identification of training needs, design, delivery and evaluation of development programs. 8. Will be responsible for revenue generation through Training Center. 9. Will be responsible for Skill Development initiatives under PMKVY and other such Government initiatives for the Unit. 10. Will be handling all legal matters pertaining to the Unit with frequent status update to the Management on the same.

Grade / Scale of Pay	PS VII – Rs. 16000-400-20800 (1997 Pay Scale) PS VI – Rs. 14500-350-18700 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)

2. REMUNERATION:

In addition to the Basic Pay, the compensation package includes Dearness Allowance (DA) as applicable, 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 quarter is availed, no HRA is Payable.

3. ADDITIONAL INCREMENTS:

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

4. GENERAL CONDITIONS:

A. FOR EXTERNAL CANDIDATES

1. Only Indian Nationals need apply.
2. Candidates fulfilling the above said criteria of qualification, experience only need apply.
3. The minimum qualifications indicated shall be 60% pass from any 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
4. Selection will be made strictly on the basis of merit, past service record & performance in the interview.
5. The Suitability for the posts of shortlisted candidate applied against the above posts will be made through Personal interview
6. The Candidates from other PSUs of IDA pattern in the immediate lower grade or same grade are eligible to apply subject to the above criteria.
7. 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.
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 Caste, Character and Antecedents, as the case may be, from the concerned authorities as per the rules of the Company.
10. Reservations and Age relaxation for different categories, viz., SC/ST/OBC/PWD/Ex-Servicemen etc., are as per Govt of India Directives.
11. Candidates belonging to SC/ST/OBC/PWD/Ex-Servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect.
12. 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 the Competent Authority.
13. Candidates belonging to PWD/Ex-Servicemen are required to furnish self attested copies of certificates in support of their claim.
14. A non-refundable account payee Demand Draft for **Rs. 750/-** drawn in favour of **“HMT Machine Tools 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 candidates and Persons with Disability (PWD).
15. 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.
16. 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.**
17. Only short listed eligible candidates will be called for interview. The outstation candidates called for interview will be paid to and fro train fare by 2 Tier AC by the shortest route or actuals whichever is less on production of proof of journey subject to clause no. 16 referred above.
18. 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.

19. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained. 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.
20. 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.
21. 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.
22. The company shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey.
23. 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.
24. The Placement will be on permanent basis depending on the need of the organization as decided by the Selection Committee with one year of PROBATION period. The candidates are required to execute SERVICE BOND along with SURETY agreeing to serve the company for the period of three years on successful completion of PROBATION period
25. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
26. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
27. Management will not be responsible for delayed receipt/non-receipt of applications.
28. The list of short listed candidates is valid for 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.
29. The decision of Management regarding selection will be final.
30. Management reserves the right to cancel the 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 selected / not short listed for interview
- 31. Intimation / correspondence regarding interview etc., will be sent only through e-mail.**
32. Court of jurisdiction for any dispute will be at Bangalore

B. 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 the promotion policy of the Company in their present grade in order to become eligible to apply for the next higher grade post.
2. For the post of General Manager (Marketing), candidates who have worked in 2 different Units and 2 different areas only need apply.
3. Relaxation in age upto 2 years in each category will be provided for deserving candidates.
4. Selection will be made strictly on the basis of merit, past service record, attendance & performance in the interview.

5. 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.

6. 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 super scribed **“APPLICATION FOR THE POST OF _____”** so as to reach the following address **on or before 26.11.2018 by 5.30 PM.**

The Deputy General Manager (CP & HR)

HMT Machine Tools Limited,
HMT Bhavan,
No.59, Bellary Road,
BANGALORE - 560 032

7	Post-qualification Experience: (self attested Xerox copies of experience certificates are to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organization & Address	Designation	Nature of duties	Period (commencing from latest / present)						Company's Turnover (Rs. Crores)	Basic Pay & pay Scale
				From		To		Duration			
				MM	YY	MM	YY	MM	YY		
7.1											
7.2											
7.3											
7.4											
7.5											
7.6											
			Total Post Qualification 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	Details of relatives working in HMT Ltd. or its Subsidiary Cos.										
10	Demand Draft details		No.	Date		Amount. (Rs.)			Bank Name :		
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 are true to the best of my knowledge information & 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.</p>											
Place :											
Date :											
(Signature of the Candidate)											

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

Sl. No.	Documents	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.	Proof of Caste – SC/ST in the prescribed format			
4.	Latest OBC Certificate (Non creamy layer) in the format as applicable for appointment to posts under Govt. of India to be produced			
5.	Ex-Servicemen Certificate			
6.	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”			
Qualification Certificates:				
1.	Degree Certificate			
2.	PG Degree / Diploma Certificate			
3.	Other Qualifications / Certificates if any (Pl. specify)			
4.	Post-Qualification Experience Certificate (s)			
5.	Latest salary certificate issued by your employer			

Note : 1) Candidates to bring one set of photo copies of all marks cards along with original for verification at the time of interview.

2) The self attested copies of the documents / certificates should be enclosed to this format in the same order.