

Ref: MTL/HRM/R.27(advt.)/2020-21

23.03.2021

REQUIRES

PROFESSIONALS IN VARIOUS AREAS
SPECIAL RECRUITMENT DRIVE FOR IN SERVICE/EX-SERVICEMEN
(DEFENCE/INDIAN ORDNANCE FACTORIES)

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 is planning to multiply its business turnover by venturing into various new business opportunities in partnership with established organisations in the field of Aerospace, Defense, Nuclear, Power, Transportation, etc.

The Company offers challenging career opportunities, growth and is looking for qualified and experienced in-service/Ex-Serviceman (defence/Indian ordnance factories) for various positions on permanent basis as detailed below. Interested and eligible candidates can apply for the following vacancies in the enclosed application format.

1. POSITIONS, ELIGIBILITY CRITERIA AND VACANCY DETAILS:

Sl. No.	POSITIONS (GRADE)	No. of Posts
1.1	Joint General Manager (PS VIII) / Deputy General Manager (PS VII) - Production	6
1.2	Joint General Manager (PS VIII) / Deputy General Manager (PS VII) - Engineering	6
1.3	Joint General Manager (PS VIII) / Deputy General Manager (PS VII) - Marketing	5
1.4	Deputy General Manager(PS VII)- Human Resources	1
1.5	Asst. General Manager (PS VI) - Human Resources	3
	TOTAL POSTS	21

1.1 - POST	Joint General Manager (PS VIII) / Deputy General Manager (PS VII) - PRODUCTION
No. of Post	6 (Six)
Upper age limit (as on 01.03.2021)	50 years / 47 Years
Qualification	Engineering graduate in Mechanical, Electrical & Electronics Engineering from a recognized institution/University. Additional qualification of MBA/PGDBM will be preferred.
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 20 years/17 years experience in Defence/Indian Ordnance factories in Officer Grade. 2. Preferably should have wide knowledge of manufacturing. 3. Should be conversant in technical and commercial aspects. 4. Experience in Productivity measurement and Workforce Optimization. 5. Should have experience in overseeing the entire production activities.
Job Description	<ol style="list-style-type: none"> 1. Overall in-charge of Unit Production, managing overall production operations for ensuring timely accomplishment of production targets and cost parameters. 2. Responsible for achieving the set unit Production Targets. 3. Responsible for maintaining harmonious Industrial relations & discipline in the shop floor. 4. Responsible for effective manpower planning in the shop floor. 5. To ensure of health and safety regulations & quality control standards are met. 6. Liaise with different departments and suppliers. 7. Review productivity and work performance at shop floor and ensure timely corrective actions. 8. Responsible for pre-production (planning) stage as well as the production (control and supervision) stage.
Grade/Scale Pay* (1997 Pay Scale- Under revision)	PS VIII –(18500-450-23900) (approx.CTC Rs.13.99 Lac p.a.) /PS VII–(16000-400-20800 (approx. CTC Rs.12.14 Lac p.a.)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)

1.2- POST	Joint General Manager (PS VIII) / Deputy General Manager (PS VII) - Engineering
No. of Post	6 (Six)
Upper age limit (as on 01.03.2021)	50 years / 47 Years
Qualification	Engineering graduate in Mechanical, Electrical & Electronics Engineering from a recognized institution/University. Additional qualification of MBA/PGDBM will be preferred.
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 20 years/17 years experience in Defence/Indian Ordnance factories in Officer Grade. 2. Should have wide knowledge of manufacturing. 3. Should be conversant in technical & commercial aspects. 4. Experience in Productivity measurement and Workforce Optimization. 5. Should have experience in overseeing the entire Engineering activities.
Job Description	<ol style="list-style-type: none"> 1. Complete in-charge & responsible for engineering activities of the unit, like <ul style="list-style-type: none"> - Production planning, scheduling of machinery, Tool Design, Customer component Manufacturing, Scheduling & Ordering, Sub-contracting, Management Information System & IT. 2. Complete in-charge for Methods Planning, Cost Estimation, Time Estimation <ul style="list-style-type: none"> - Flexible in adopting change in methods. - Continuous interaction and review with Production/Manufacturing/Designs/Procurement. - Management Review Meetings and maintenance of records of the same. - Review all customer complaints/customer returns, analyze the problem, develop the corrective action and change the process causing the problem. - Responsible for maintenance of records of corrective actions - Responsible for monitoring continual improvement in all processes and maintenance of records of the same. 3. Complete in-charge & responsible for IT activities like, <ul style="list-style-type: none"> - Responsible for ensuring day to day activities for providing information & Solutions regarding ERP. - Computerization & Integrate all the areas of Unit. - Providing Smooth Information flow. - Maintaining database MIS and timely updating to the directorate.
Grade/Scale Pay* (1997 Pay Scale- Under revision)	PS VIII -(18500-450-23900) (approx. CTC Rs.13.99Lac p.a.) /PS VII-(16000-400-20800 (approx. CTC Rs.12.14 Lac p.a.)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)

1.3 - POST	Joint General Manager (PS VIII) / Deputy General Manager (PS VII) - Marketing
No. of Post	5 (Five) (1- Marketing Chief, 4 – Regional chiefs)
Upper age limit (as on 01.03.2021)	50 years / 47 Years
Qualification	Engineering graduate in Mechanical, Electrical & Electronics Engineering from a recognized institution/University. Additional qualification of MBA/PGDBM will be preferred.
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 20 years/17 years experience in Defence/Indian Ordnance factories in officer grade. 2. Preferably should have wide knowledge of manufacturing and marketing. 3. Should be conversant in technical and commercial aspects. 4. Experience in Productivity measurement and Workforce Optimization. 5. Should have experience in overseeing the entire Marketing activities.
Job Description	<ol style="list-style-type: none"> 1. Will be overall in-charge of marketing and sales activities across the country & abroad. 2. Will be in-charge of sales and servicing activities in the Marketing Division. 3. Responsible for business financial planning & control. 4. Responsible for Market Planning, Market Research & Development, Forecasting, Market Scanning, etc. 5. Responsible for monthly/annual sales database & MIS 6. Responsible to meet the statutory requirements. 7. Responsible for maintaining Customer relations & sales promotion. 8. Responsible for effective Manpower Planning. 9. Establishing and maintain long term healthy relationships with customers. Interaction with customer on requirement basis. 10. Adhering to dispatch schedule in co-ordination with customers, internal departments and concerned Regional Marketing Chiefs. 11. Meeting sales/service requirements of customers by effective utilization of available resources. 12. Contributing to new business opportunities for the Unit like product development, turnkey projects. 13. Will be responsible for the customer life cycle management for the region/zone.

	14. Conducting seminars on product development & awareness/workshops for customers and sales team/webinars.
Grade/Scale Pay* (1997 Pay Scale- Under revision)	PS VIII –(18500-450-23900) (approx. CTC Rs.13.99Lac p.a.) /PS VII–(16000-400-20800 (approx. CTC Rs.12.14 Lac p.a.)
Place of Posting	Marketing Division of HMT Machine Tools Ltd. (Bangalore, New Delhi, Mumbai, Kolkata and Chennai)

1.4 POST	Deputy General Manager (Human Resources)
No. of Post	1 (One)
Upper age limit (as on 01.03.2021)	47 years
Qualification	Full time 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. Additional degree in Law will be an added advantage
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 17 years of experience in Defence/ Indian Ordnance factories in officer grade. 2. Preferably should have wide knowledge of Administration and welfare activities. 3. Should be conversant in technical and commercial aspects. 4. Experience in Human Resource Management, Industrial Relation, Labour Laws and legal matters.
Job Description	<ol style="list-style-type: none"> 1. Responsible as Subsidiary HR. 2. Manpower planning & organising methodically in consultation with Unit (s) 3. Recruitment of all levels of employees through centralized recruitment system. 4. Timely Guidance/directions to Unit(s) for all HR related activities. 5. Conducting training programs in accordance with Govt. Norms. 6. Planning and Budgeting including contract work force management. 7. Employees' welfare management. 8. Maintaining a congenial IR climate with the Unit. 9. Responsible for statutory and applicable labour law compliances. Liaisoning with various Statutory and Government authorities.

	<p>10. Improve training and development related processes, identification of training needs, design, delivery and evaluation of development programs to the corporate cadre executives.</p> <p>11. Methodical review with units in all legal matters pertaining to the Unit with frequent status update to the Management on the same.</p>
Grade/Scale Pay* (1997 Pay Scale - Under revision)	PS VII-(16000-400-20800) (approx. CTC Rs.12.14 Lac p.a.)
Place of Posting	HMT Machine Tools Ltd Directorate, Bengaluru.

1.5 POST	Asst. General Manager (Human Resources)
No. of Posts	3 (Three)
Upper age limit (as on 01.03.2021)	44 years
Qualification	<p>Full time 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.</p> <p>Additional degree in Law will be an added advantage.</p>
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 14 years of experience in Defence/ Indian Ordnance factories in officer grade. 2. Preferably should have wide knowledge of Administration and welfare activities. 3. Should be conversant in technical & commercial aspects. 4. Experience in Human Resource Management, Industrial Relation, Labour Laws and legal matters.
Job Description	<ol style="list-style-type: none"> 1. Managing complete Unit HR Operations and functions. 2. Manpower planning & organising methodically. 3. Timely Guidance/directions to all the department heads for all HR related activities in the unit. 4. Organizational Development - Identifying low performer and to ensure him/her to improve efficiency by counseling on a regular basis; take measures to reduce absenteeism for improved productivity. 5. Planning and Budgeting including contract work force management. 6. Employees' welfare management. 7. Maintaining a congenial IR climate with the Unit.

	<p>8. Complete responsible for training centre.</p> <p>9. Conducting training programs in accordance with Govt. Norms. Will be responsible for revenue generation through Training Center</p> <p>10. Improve training and development related processes, identification of training needs, design, delivery and evaluation of development programs.</p> <p>11. Will be responsible for Skill Development initiatives under PMKVY and other such Government initiatives for the Unit. Timely submission of the reports related to training to Govt. bodies/the directorate.</p> <p>12. Responsible for statutory and applicable labour law compliances. Liaisoning with various Statutory and Government authorities.</p> <p>13. Will be handling all legal matters pertaining to the Unit with frequent status update to the Management on the same.</p>
Grade/Scale Pay* (1997 Pay Scale - Under revision)	PS VI-(14500-350-18700 (approx. CTC Rs.11.03 Lac p.a.)
Place of Posting	Manufacturing Units of HMT Machine Tools Ltd. (Bangalore, Kalamassery & Hyderabad)

****The present pay scale is under revision***

2. REMUNERATION:

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

3. ADDITIONAL INCREMENTS:

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

4. SELECTION PROCESS:

1. The Management reserves the right to raise/lower the minimum eligibility standards/criteria by taking into account the qualification and relevant experience while short-listing for the candidates to attend the interview.
2. Management reserves the right to relax age and experience as also to consider related qualification & experience in case of deserving/exceptional candidates.
3. The Management reserves the right to select candidate for any other grade/post apart from notified grade/post based on performance in the interview.

4. The Management reserves the right to recommend/select the candidate for any Subsidiary Companies/Units of HMT Limited.
5. Selection will be made strictly on the basis of merit, past service record & performance in the interview.
6. The Management reserves the right to set an upper level and lower level of cut off marks obtained by the candidate in their academic qualification for short-listing the candidates.
7. 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.
8. The Candidates from other PSUs under IDA pattern of pay scales in the immediate lower or same grade are eligible to apply subject to fulfilling the eligibility criteria.
9. 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 through e-mail and Speed Post.
10. The interviews will be conducted 2 rounds in case of interview through Video conference, in case of personal interview it will only one round.
11. The shortlisted candidates may be called for interview for lower grade based on experience, Qualification and eligibility criteria irrespective of the post applied. However, suitability for the post will be based on the performance in the interview.

5. MEDICAL FITNESS:

Candidates shall be subjected to medical examination by the Company's Medical Officer/Recognized hospital by the company prior to their appointment after due selection. Those found medically unfit will not be appointed and the offer letter shall stand withdrawn in such cases.

6. APPLICATION / PROCESSING FEES:

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 Machine Tools Limited, on any Scheduled Bank payable at Bengaluru 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 Demand Draft. 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 is to be paid by Persons with Disability (PWD). Application without proper Demand Draft (except PWD) will be summarily rejected.

7. RESERVATIONS & RELAXATIONS:

1. Reservations and Age relaxation for different categories viz., SC/ST/OBC/PWD/Ex-Servicemen/Minority/EWS etc., are as per Govt. of India Directives.
2. Candidates belonging to SC/ST/OBC/PWD/Minority/Ex-Servicemen/EWS category should enclose copy of the certificate issued by the Competent Authority to that effect.
3. 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, issued by Competent Authority **(format available in Careers section of our website www.hmtindia.com).**
4. 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).**
5. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

8. GENERAL CONDITIONS:

1. Only Indian Nationals need apply.
2. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
3. Candidates fulfilling the above said criteria of qualification, experience only need apply.
4. Candidates who have already applied for the above post(s) against our earlier advt. OR have applied for any equivalent posts in HMT Ltd. or its subsidiaries during the last one year from the date of this recruitment notification need not apply and their application will be summarily rejected.
5. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also attach a supporting document to this effect from University/Institute.
6. 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 appointment.
7. Any canvassing by or on behalf of the candidates or by bringing political or other outside influence with regard to selection/appointment shall be a disqualification.
8. Applicants in-service 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 interview.
9. Only short listed eligible candidates will be called for interview. The outstation candidates called for personal interview will be paid to and from train fare by 2tier AC/AC chair car (for candidate applying for post in grade PS VI & above) by the shortest route OR actual whichever is lower on production of proof of journey.

10. 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 video conference, the original documents to be displayed to the concerned one day before the interview date and the same to be color scanned and mailed). **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.**
11. Appointment of selected candidates is subject to verification of Caste and Character and Antecedents & past employment, as the case may be, from the concerned authorities as per rules of the Company.
12. The Company will not be responsible for any damage/injury/loss to the individual, if any, sustained during the entire selection process and journey.
13. The Management reserves the right to cancel 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 been short listed for the interview.
14. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
15. Management will not be responsible for delayed receipt/non-receipt of applications.
16. 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 the order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case to case basis.
17. The list of short listed candidates is valid upto 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.
18. Number of vacancies notified may increase/decrease at the discretion of the Company & the decision of Management regarding selection will be final.
19. The Company also reserves the right to cancel/curtail/enlarge the recruitment process and/or the selection process there under without any further notice and without assigning any reasons.
20. The placement will be on permanent basis with one year **PROBATION Period**. The candidates are required to execute **SERVICE BOND** along with the **SURETY** agreeing to serve the Company for the period of **THREE years**, including probationary period.
21. Court of jurisdiction for any dispute for this notification will be at Bengaluru.

10. 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 15.04.2021**

The Deputy General Manager (CP&HR)

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

Candidates applying for more than one post shall submit separate application for each post clearly indicating the post applied for along with separate Demand Drafts for each post.

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.

Candidates are advised to have a valid e-mail ID which has to be mandatorily mentioned in the application form. 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 Machine Tools Ltd. through e-mail. They are further requested to check their e-mails regularly for any communication from HMT Machine Tools Ltd. in this regard.

For any further clarifications (only regarding the notification) feel free to get in touch with us on 080-23547985

**Sd/-
Dy. General Manager(CP&HR)**

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

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

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)										
	Organisation name, e-mail & Address	Designation	Nature of duties	Period (commencing from latest / present)						*Company's Turnover	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											

*Candidates belonging to defence sector/IOFS need not furnish turnover of the company

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	Date & DD No	Amount. (Rs.)	Bank Details(Name & Issuing Branch)

Original testimonials in respect of Sl. No. 4, 5, 6 & 7 must be produced at the time of interview.

Certified that the information furnished above are true to the best of my knowledge information & belief. If at any 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.

Place :

Date :

(Signature of the Applicant)