

HMT MACHINE TOOLS LIMITED
HMT Colony P O., Kalamassery, Ernakulum Dist. 683 503
(A Wholly owned Subsidiary of HMT Limited, A Govt. of India Undertaking)
Regd. Office: HMT Bhawan, No.59, Bellary Road, Bangalore – 560 032.

Number: HMT/MTK/HRM/PA-FIN/2017

August 18, 2017

HMT Machine Tools Limited, a wholly owned subsidiary of HMT Limited and a leading manufacturer of machine tools in India invites qualified personnel for engaging on contract basis for a period of 2 years for its manufacturing unit at Kalamassery as per the details given below.

Name of the Post	Project Associate – Junior Associate (B)
Discipline wise Number of vacancies	Discipline - Finance and Accounts Number of Vacancies - 4
Place of posting	Kalamassery, Ernakulum , Kerala
Duration	Two Years
Qualification	1) Full time Graduate in BCom with a minimum of 60% marks from a recognized university 2) Should have Knowledge in MS Office, Accounting software like Tally or any ERP.
Experience	Candidate should have at least 6 months working experience in any firm under Finance & Accounts Department.
Age	Below 30 years as on 01.08.2017
Remuneration	A consolidated remuneration of Rs.8500/- pm and Rs.9000/- pm during the first and the second year of engagement, respectively. Applicable statutory deductions shall apply.

GENERAL CONDITIONS:

1. Application should be made in the prescribed application format only along with copies of relevant documents. The filled-in applications received without the supporting documents or incomplete applications will be outright rejected.
2. Relaxation for SC/ST/OBC candidates will be as per the government Directives. Candidates belonging to SC/ST/OBC category should submit their valid caste certificate for claiming the relaxation.
3. Relaxation in age may be considered at the sole discretion of the management depending upon the merit and performance during the interview.
4. Selection will be made by a Committee constituted by the Competent Authority.
5. 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.
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 engagement.
7. The company shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey. The candidates shall have to appear for interview at their own cost and no TA/DA will be paid for attending the interview.
8. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
9. Company will not any take responsibility for any delay in receipt or loss in postal transit of any application or any communication like interview call/offer letter etc.
10. The engagement is purely on fixed tenure basis. Contractual engagement of a person shall not be construed to be permanent employment and as such appointees shall not be entitled to any preferential treatment equivalent to a permanent employee or entitled to regular employment in that or any other services in the Company.
11. Those who are selected for contractual engagement shall undergo medical check-up and produce a medical Fitness Certificate issued by a qualified Registered Medical Practitioner before joining the company. Those found medically unfit will not be engaged and the offer letter shall stand withdrawn in such cases.
12. Detailed terms and conditions of engagement shall be indicated in the Offer letter.
13. 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.
14. The legal jurisdiction in case of any dispute will be at the courts of Ernakulum only

How to Apply

Interested candidates are required to send their application in the prescribed format along with required self attested copies of Educational Certificates / Experience Certificate/ Other documents etc, by speed post to below mentioned address so as to reach on or before **September 10, 2017**.

**The Assistant General Manager (HR)
HMT Machine Tools Limited
HMT Colony P O., Kalamassery,
Ernakulum Dist. 683 503 Kerala, India.**

For further clarifications Phone: 91-0484-2540731 (9 Lines) Extn: 4020, 4021, 4024
Email: mtkhr2@hmtmachinetools.com

The date of interview will be intimated to the shortlisted candidates through e-mail only.

Unit HR Chief

Annexure-I

HMT MACHINE TOOLS LIMITED, KALAMASSERY

HMT Colony P O., Kalamassery, Ernakulum Dist. 683 503
 (A Wholly owned Subsidiary of HMT Limited, A Govt. of India Undertaking)
Phone: 91-0484-2540731 (9 Lines) Email: mtkhr1@hmtmachinetools.com
 Website: www.hmtmachinetools.com

Affix Passport
Size
Photograph

Ref: No: HMT/MTK/HRM/Contractual Engagement/2017																	
Application for the Post of:																	
1	NAME (In block letters)																
2	Name of Father.																
3	Gender	M- Male F- Female															
4	Address for communication with PIN code																
4.1	Phone/Mobile No.																
4.2	E Mail ID																
5	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on the final date of application)				Y	Y	M	M
6	Caste/category	SC		ST		OBC		GEN		PH		Minority		Tick whichever is applicable			
7	Educational qualification (Copies of all Mark lists, Certificates etc. to be enclosed)																
SI NO	Examination Passed	Year of passing	Regular / Part-time	% of Marks	University and Institution												
8	Additional Qualification, if any - give details																

9	Experience, if any – give details		
SI No	Name of the Organization	Period of Employment	Duties and Responsibilities

Total Years of Experience -

Ihereby declare that the information furnished above are true to the best of my knowledge and belief. Later, if the information furnished above is found to be false or incorrect, the Management is free to take appropriate actions as per Rules.

Place
Date

Signature