



HMT MACHINE TOOLS LTD

(HMT Colony P O, Kalamassery, Ernakulum, Kerala - 683503)

Ref : MTK/HRM/ Engagement

Date:20.07.2018

Sub: Requirement of Junior Associate on contract basis

Applications are invited from the ex-employees who have superannuated/retired from the services of HMT Limited & its Subsidiary Companies/Units for the post of Junior Associate, in the grade equivalent to WS at HMT Machine Tools Ltd, Kalamassery, on contract basis.

The post details are specified below:

POST	JUNIOR ASSOCIATE
No. of Post	1 (ONE)
Duration	1 Year
Equivalent Grade	WS - I
Qualification	B.Com
Job requirement	<ul style="list-style-type: none">• Handling Bill/Payment system of a manufacturing unit• Well versed in statutory payment and filing system• Willingness to perform other responsibilities assigned from time to time
Experience	<ul style="list-style-type: none">• Experience in handling Bill/Payment system of a manufacturing unit• Experience in handling statutory compliance and payments• Should be well conversant with the use of computer
Consolidated remuneration (per month)	Rs. 12,500/-

GENERAL CONDITIONS:

1. Candidates who retired in the grade WS and fulfill the criteria of qualification and experience in line need only apply.
2. The contract engagement will be temporary in nature. The contract will be initially for a period of one year from the date of engagement strictly as per the terms of contract and the same can be extended or terminated based on the requirement of the Company/performance of the individual.
3. The contractual engagement will be for a specific period. The Associates / Consultants so engaged will neither have any right nor lien on the job held by him / her and shall not claim regular employment.
4. The Associates / Consultants so engaged shall not construe it as a permanent employment and shall not be entitled to regular employment.
5. The engagement as Associates / Consultants shall not be considered as a case of re-employment and shall not be counted as in the service for the purpose of pension or any other retirement benefits.
6. The engagement will be subject to deposit of a sum equivalent to remuneration of one month as Security Deposit which is refundable on closure of contract.
7. During the period of engagement, the Associates / Consultants should not take up any assignment / jobs outside the Organisation.
8. The Associates / Consultants so engaged will be required to make his / her services be available on Holidays / weekends as and when called upon to do so in exigencies for which no additional remuneration be paid.
9. The candidate should be less than 61 years of age with minimum 12 months of consulting period as on the date of the application. The contract period will not be extended beyond 62 years of age.
10. The Associates / Consultants will be paid a consolidated remuneration as specified above. Applicable statutory deductions, if any, will be deducted at source.
11. Selection will be made strictly on the basis of merit, past service record, aptitude and performance in the interview.
12. The engagement will be subject to submission of medical fitness certificate certifying that the candidate is medically fit for the job which is to be assigned to him / her.
13. Satisfying all the above conditions, preference will be given to SC/ST/OBC/PWD/Minority candidates as per the Presidential Directives.

14. 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.
15. The candidates shall have to appear for interview at their own cost. No TA/DA will be paid for attending the interview.
16. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
17. Management will not be responsible for delayed receipt/non-receipt of applications.
18. The decision of Management regarding selection will be final.
19. The legal jurisdiction will be Ernakulam in case of any dispute.
20. Applications should be made only in the prescribed application format given below. If required a separate sheet may be attached. Completed application forms along with copies of relevant documents should be submitted in person / by post / speed post to the Deputy General Manager, HMT Machine Tools Ltd, Kalamassery. HMT Colony. P.O, Pin-683503 **on or before July 30, 2018**. Applications received thereafter will not be entertained.

**Sd/
Manager - HR**