



HMT MACHINE TOOLS LIMITED
(A Government of India Undertaking)
Bangalore Complex
Jalahalli, Bangalore-560 013.

Ref : MBX/Contract Engg./2019-20

Date : 17.03.2020

Sub : Requirement of Executive Associate 'B' 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 Executive Associate 'B' in the grade equivalent to Officer (PS-III) at HMT Machine Tools Limited, Bangalore Complex, Jalahalli, Bangalore - 560013 on contract basis.

The post details are specified below:

POST	EXECUTIVE ASSOCIATE 'B'
No. of Post	One
Duration	One Year
Equivalent Grade	PS III (Officer)
Qualification	B.Com
Job requirement	Having experience in the field of purchase functions like converting engineering requirement, material purchase requests, tendering, hoisting tenders in websites, preparations of comparative statement, proposals, release of purchase orders, follow up with suppliers for procuring materials and knowledge regarding stores functions like receipt/issue of materials to user sections.
Experience	Should have minimum of 25 years experience in the above area.
Consolidated remuneration (Per Month)	Rs.23,500/-

General Conditions

1. Candidates who retired in the grade PS-III and fulfill the criteria of qualification and experience are only eligible to 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 base on the requirement of the Company/Performance of the individual.

3. The contractual engagement will be for a specific period. The Executive Associate 'B' so engaged will neither have any right nor lien on the job held by him/her and shall not claim regular employment.
4. The Executive Associate 'B' so engaged shall not construe it as a permanent employment and shall not be entitled to any preferential treatment equivalent to the permanent employees or entitled to regular employment.
5. The engagement as Executive Associate 'B' 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 termination of contract.
7. During the period of engagement, the Executive Associate 'B' should not take up any assignment/jobs outside the Organisation.
8. The Executive Associate 'B' 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 Executive Associate 'B' 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 Bangalore 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 Asst. General Manager (HR), HMT Machine Tools Limited, Bangalore Complex, Jalahalli, Bangalore-560013 on or before 31st March 2020. Applications received thereafter will not be entertained.

for HMT Machine Tools Ltd.,



(Hariprasad K)

Asst. General Manager(HR)



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APPLICATION FOR THE POST OF :										Advt. Ref.No. Et Date:										
1	Name Mr. / Ms.																			
2	S/o, D/o, W/o																			
3	Address for communication (With PIN Code)																			
	Telephone Nos. with STD code				Office					Res.										
	Mobile																			
	E-mail Ids																			
4	Date of Birth								Age (as on date of application)				Y		Y		M		M	
	D	D	M	M	Y	Y	Y	Y												
5	Caste/Category						(Tick appropriate column)													
	SC	ST	OBC	GEN	PH	MINORITY														
6	Qualification (Copies of all Marks Cards Et Degree Certificates to be enclosed)																			
	Exam passed		Year of Passing		Full/ part time	Course duration		University / Institution				% of		Specialization						
7	Experience in HMT Et its Subsidiary/units :																			
	HMT MTL /Units		Designation (Specify grade)		Nature of duties				Period (Commencing from latest / present)						Pay Et Pay scale					
									From		To		Duration							
									M	Y	M	Y	Y	M						
Certified that the information furnished above are true.																				
Place :																				
Date :																				
(Signature)																				