

HMT MACHINE TOOLS LIMITED
HMT Colony P O., Kalamassery, Ernakulam 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.

HMT Machine Tools Limited, Kalamassery, a Subsidiary of HMT Limited is a pioneer in manufacturing of Heavy, Medium and Light Duty CNC & conventional Turning machines and Printing Machineries, invites application from qualified persons for various posts for HMT Machine Tools Limited, Kalamassery Division, on fixed tenure contract basis.. The detail of policy, procedure, terms & conditions, qualification and category are as in Annexure-I :

Sl No	Categories	Period of Contract
1	Technically qualified NAC/ITI holders & Non Graduates with Vocational Training (Junior Associate)	Two Years
2	Non Technical Graduates (Junior Associate)	Two Years
3	Diploma in Engineering without Apprentice Training (Senior associate-A)	Two Years
4	Diploma in Engineering with Apprentice Training (Senior associate-B)	Two Years
5	Graduate with Professional Qualification: (Executive-HR / Finance / Legal)	Three Years
6	Engineering Graduates without Apprentice Training (Executive-Technical-A)	Two Years
7	Engineering Graduates with Apprentice Training (Executive-Technical-B)	Two Years
8	Post Graduation in Engineering (Senior Executive-Technical)	Three Years

// DETAILED WEB ADVERTISEMENT//

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**POLICY, PROCEDURE, TERMS & CONDITIONS FOR
 ENGAGING PERSONNEL ON CONTRACT BASIS**

1. OBJECTIVE:

The following procedure is formulated to engage persons on contract to tied over the manpower crises and to fill the skill-gaps existing in key areas on need based on a short term basis.

2. TYPE AND CADRE OF CONTRACT ENGAGEMENT:

Contractual engagement shall be made only against the approved posts.

3. APPOINTING / SANCTIONING AUTHORITY:

Unit Chief will be the Appointing Authority and Managing Director-Machine Tools will be the Sanctioning Authority.

4. CATEGORIES FOR CONTRACTUAL ENGAGEMENT OF MANPOWER

The period of contract and the compensation to be paid will depend on the nature of work and the time frame required for completing the same. Following are the categories:

4.1. Technically qualified – NAC/ITI holders & Non Graduate with Vocational Training (Junior-Associate)

The duration of the contract will be for 2 years. Incase if they are working on machine /assembly, they will have to produce a minimum of 5 standard hours per day.

4.2. Non Technical Graduates (Junior Associate)

Graduates with B.Com, BCA, BBM, B.A. & Bsc, qualifications having working knowledge of MS Office, Accounting Software viz, tally, etc.the duration of the contact will be for 2 years.

4.3. Diploma in Engineering with Apprentice Training (Senior associate-B)

Diploma holders who have under gone apprentice training in HMT or any other reputed organization are eligible. The duration of the contract will be for 2 years. In case of they are working on machines / Assembly, they will have to produce a minimum of 5 standard hours per day.

4.4. Diploma in Engineering without Apprentice Training (Senior associate-A)

Fresh Diploma holders are eligible under this scheme. The duration of the contact will be for 2 years. In case if they are working on machines/assembly, they will have to produce a minimum of 5 standard hours per day.

4.5. Engineering Graduates with Apprentice Training (Executive-Technical-B)

Engineering Graduates who have under gone apprentice training in HMT or any other reputed organization are eligible. The duration of the contract will be for 2 years.

4.6. Engineering Graduates without Apprentice Training (Executive-Technical-A)

Fresh Engineering Graduates are eligible under this scheme. The duration of the contract will be for 2 years.

4.7. Graduate with Professional Qualification: (Executive-HR / Finance / Legal)

Non Technical Graduates having Professional Qualification viz., MCA, M Com, MBA in HR/Finance / Marketing, MSW, PG Diploma in Personal Management, LLB qualification and also candidate who have registered for ICWA or CA course or who have passed ICWA or CA Inter can be considered for engaging on contract basis for a period of 3 years.

4.8. Post Graduation in Engineering (Senior Executive-Technical)

Post Graduation in Engineering viz., M Tech are eligible under this scheme. The duration of the contract will be for 3 years.

5. CONSOLIDATED REMUNERATION:

The category wise remuneration during the period of contractual engagement is as here under.

Sl No	Categories	Period of Contract	Consolidated remuneration per month**		
			1 st Year	2 nd Year	3 rd Year
1	Technically qualified NAC/ITI holders & Non Graduates with Vocational Training (Junior Associate)	Two Years	Rs.5,600/-	Rs.6,000/-	NA
2	Non Technical Graduates (Junior Associate)	Two Years	Rs.6,500/-	Rs.7,500/-	NA
3	Diploma in Engineering without Apprentice Training (Senior associate-A)	Two Years	Rs.8,000/-	Rs.9,000/-	NA
4	Diploma in Engineering with Apprentice Training (Senior associate-B)	Two Years	Rs.9,000/-	Rs.10,000/-	NA
5	Graduate with Professional Qualification: (Executive-HR / Finance / Legal)	Three Years	Rs.10,000/-	Rs.11,000/-	Rs.12,000/-
6	Engineering Graduates without Apprentice Training (Executive-Technical-A)	Two Years	Rs.11,000/-	Rs.13,000/-	NA
7	Engineering Graduates with Apprentice Training (Executive-Technical-B)	Two Years	Rs.12,000/-	Rs.14,000/-	NA
8	Post Graduation in Engineering (Senior Executive-Technical)	Three Years	Rs.14,000/-	Rs.16,000/-	Rs.18,000/-

** If the remuneration indicated is less than the amount as per the Minimum Wage Act in such cases payment of Minimum Wage Act will be followed.

6. TERMS AND CONDITIONS

- 6.1. Applications should be made in the prescribed application format only along with copies of relevant documents.
- 6.2. 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.
- 6.3. Selection will be made by a Committee constituted by the Competent Authority.
- 6.4. Documents in support of qualification and relevant experience shall be submitted along with the Resume at the time of interview. In the case of non-submission of documents along with the Resume, it will be rejected at any stage during the process of engagement
- 6.5. Candidates submitting incomplete application or testimonials will not be allowed to appear for interview.
- 6.6. The minimum age should be 18 years for ITI, 19 years for Diploma, 22 years for Graduates and maximum age should not be more than 30 years on the date of application. However relaxation will be given for SC/ST/OBC candidates as per the Government Rules and Presidential directives on Reservation.
- 6.7. The Insurance for accident or any other causality within the factory premises will be covered by contract employee.
- 6.8. They will be entitled to 7 (Seven) days Casual leave and 7(Seven) days Sick leave on pro rata basis per year. If the leave exceeds the above, consolidated payment will be made on pro rata rate of attendance.
- 6.9. They will be issued a certificate on successful completion of their assignment.
- 6.10. In case the nature of work of contract employee requires him/her to travel within the place of duty or travel out of station for official purpose, then he/she will be entitled for TA/DA as given below:
 - 6.10.1. They will be entitled to travel by train 2nd Class Sleeper/Chair Car and by road in Super Deluxe Buses.
 - 6.10.2. They are required to travel by Local Train wherever available or by auto-rickshaw for their local conveyance as per clause 3.1 of Office Order No. 009/08 dated 4th September 2008 for TA/DA Rules.
 - 6.10.3. The Lumpsum Daily Allowance for ITI/Diploma/Graduate holders will be as applicable for regular employees in the Grade of WG II/IIIA (Persons engaged under categories Sl. No. 4.1 to 4.4) and for all others it will be as applicable for regular employees in Grades of PS I & II as per Office Order No. 010/13 dated 26.08.2013.
- 6.11. Contractual engagement of a person shall not be construed to be permanent employment and 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 service in HMT Machine Tools Limited, Kalamassery in future.

- 6.12. Compliance of all the relevant and applicable statutory enactment such as the payment of Minimum Wage Act, ESI, EPF Act, etc shall be ensured by the concerned disbursing officer while making payment of monthly remuneration.
- 6.13. 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 stands withdrawn in such cases.
- 6.14. The candidate who has successfully completed a minimum of 2 years of contract period will be given preference at the time of recruitment.
- 6.15. The Unit Chief will ensure that all the personnel hired on contract strictly follow all safety precautions and make proper use of safety equipment as required in the area of work allotted to them during their tenure of contract with the company.
- 6.16. HRM Department will process the contract engagement by following the prescribed procedures available in the company.

7. SELECTION:

- 7.1. Candidates appearing for interview shall bring all the relevant certificates, testimonials as prescribed for the post with originals and one set of Photostat copies of verified certificates and testimonials.
- 7.2. Interviews shall be held by the Selection Committee of the Company constituted by the Competent Authority.
- 7.3. After the approval by the Competent Authority for engagement of candidate/s, an offer of contractual engagement will be issued.
- 7.4. The candidate shall have to indicate his acceptance of the offer within one week from the receipt of offer, if not, the next candidate in order of merit will be given the offer of engagement on similar lines. The Competent Authority may grant such extension of time depending upon the exigencies.
- 7.5. The candidates shall have to appear for interview at their own cost. No TA/DA will be paid for attending the interview.

8. INTERPRETATION:

The interpretation of the Policy, Procedure and Rules shall vest with the Personnel Department of Machine Tool Directorate.

9. SAVINGS:

The Management reserves all the right to alter, modify, delete or add any clause(s) as per the need of the Organization without notice including during contract period.

10. TERMINATION OF CONTRACT:

Any of the following will attract the termination of contract labourers hired under this scheme:

- 10.1. Irregular attendance, absence from work for a period of 7 days continuously without permission/intimation.
- 10.2. Breach of clauses under appointment order.
- 10.3. Non-Satisfactory performance.

11. HOW TO APPLY:

Application in the prescribed format duly filled enclosing therewith the 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 superscribed "APPLICATION FOR THE POST OF: ", so as to reach the following address within 15 days from the date of advertisement in dailies

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

For further clarifications
Phone: 91-0484-2540731 (9 Lines)
Email: mtkhr1@hmtmachinetools.com

Affix Passport Size
Photograph

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Website: www.hmtmachinetools.com

Ref: No:HMT/MTK/HRM/Contractual Engagement/2014

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 and etc to be enclosed)																													
	Examination Passed	Year of passing	Regular/ Part-time	Agrgt % Marks	University and Institution																									
8	Additional Qualification if any, give details																													
<p>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.</p>																														
Place																														
Date															Signature															