

HMT MACHINE TOOLS LIMITED

(A Wholly owned Subsidiary of HMT Limited)

59, HMT BHAVAN, BELLARY ROAD, BANGALORE 560 032. INDIA

Phone: (080) 2333 0333, Fax :+91-80- 2333 7800

e-mail:gmm@hmtmachinetools.com, www.hmtmachinetools.com



**Hiring the services of engineers on call basis
for servicing, erection & commissioning of HMT machines**

Contents

1. INTRODUCTION	3
2. INVITATION FOR EXPRESSION OF INTEREST	4
3. SCOPE OF WORK	4
4. TERMS AND CONDITIONS	5
5. REGISTRATION FORM	6

INTRODUCTION

HMT-MTL is a multi-technology engineering company incorporated in 1953 and built on a strong foundation of technical knowhow acquired from world leaders in machine tools, such as Oerlikon, Manurhin, Gildemeister, Liebherr, Rino Berardi, Fritz Werner, Olivetti, Pegard etc. The company has 6 manufacturing units employing around 3700 personnel located in Bangalore (Karnataka), Pinjore (Haryana), Kalamassery (Kerala), Hyderabad (Andhra Pradesh) and Ajmer (Rajasthan) and 15 marketing offices spread all over India. Each manufacturing unit is specialised in a particular family of machines having manufacturing facilities like CAD, Advanced machines, Precision measuring & inspection equipments, Fabrication shop to build huge structures with stress relieving, Heat treatment, Material testing laboratory, Calibration of measuring & testing equipments, Skilled assembly work force and established assembly practices.

HMT-MTL's broad range of machine tools covers from simple lathes to multi-station transfer lines and from stand-alone CNC machines to flexible manufacturing systems, leading to factory automation to meet the application needs of every engineering industry. Pioneering the concept of CNC technology in India, HMT-MTL has the distinction of being the very first company to successfully manufacture its own CNC systems, in association with Siemens of Germany.

HMT Machine Tools a Public Sector Undertaking in India, pioneer in the manufacture of machine tools has supported the strategic development and growth of the automotive, the capital goods and as well as strategic sectors such as defence, railways, aerospace, etc. Mainly HMT-MTL's production has gone into key strategic sectors viz., Defence, Space & Aerospace, Nuclear Power, Railways and other Government organisations.

To date, over 1,00,000 machine tools manufactured / supplied by HMT-MTL on par with international standards in quality and performance are in use all over India and abroad. The company also manufactures **Metal Forming Presses and Press Brakes, Die-Casting & Plastic Injection Moulding machines, Printing Machines** and a host of other engineering goods. The details of the company and the location of its manufacturing units and marketing offices is available on the company's website www.hmtmachinetools.com

INVITATION FOR REGISTERING AS SERVICE ENGINEERS

HMT MTL customers are spread all over India. Presently, the company is providing after-sales-services to all its customers through company service engineers stationed in 15 marketing offices. In view of high population of its machines and to provide timely after-sales-services to all its customers without any delay in attending to service calls of its customers, company is planning to outsource this activity.

Hence, the company is looking to hire the services of external engineers with minimum qualification of ITI / Diploma with a minimum of 3 years experience in servicing, erection & commissioning of machine tools in relevant areas such as Centre Lathes, Radial Drilling machines, Grinding machines, Milling machines, Turning Centres, Machining Centres, Die-Casting machines, Printing machines etc. Preference will be given to the persons retired from the services of HMT having experience in the areas of assembly, servicing etc. Other persons having experience in servicing of machine tools including HMT machines can also register their names by sending their resume in detail highlighting experiences and nature of their experience and activities.

The applications from experienced service engineers are being sought by the company who are interested to serve the company as service engineers on call basis. Service engineers who are interested in providing the services to the company are advised to study the document carefully before sending their resume for registering their names. Submission of resume shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

Registering their names with the company does not guarantee work on fulltime basis. The services of the engineer will be called for as and when the need arises. The service engineer will have to enter into a contract with the company once his resume is accepted. A formal letter of approval will be sent to the engineer upon which he is expected to sign the contract as per format provided at that time. The company has the sole right to reject the application without citing any reason. The company can at anytime stop utilising the services of the registered engineers without citing any reason.

This document is not transferable.

SCOPE OF WORK

The work involves servicing of HMT machines such as Centre Lathes, Radial Drilling machines, Grinding machines, Milling machines, Turning Centres, Machining Centres, Die-Casting machines, printing machines etc. at customer's site.

TERMS & CONDITIONS

1. The selection of service engineers will be area wise and they will be reporting to the servicing chief of concerned HMTMTL regional / zonal office for all activities pertaining to the servicing work.
2. The selected engineers have to attend to the service calls based on the information provided by concerned servicing chief of HMT to whom they have reported and at no point of time they can act on their own.
3. The work will be allotted to the engineers based on their area of experience in their respective fields.
4. At times, the service engineer will be required to attend to service calls received from outstation customers. However, the regional chief or the servicing chief at the concerned marketing office of HMT will be the final authority to decide on allotting of work to service engineers depending on their requirements.
5. The service engineer should maintain a log of all the jobs attended by him which should be duly certified by concerned zonal / regional chiefs and should be produced as and when called for.
6. The service engineer has to submit service call report assignment wise and submit the same to the concerned servicing chief.
7. The service engineer can recommend spares manufactured and supplied by HMT only and not otherwise.
8. The service engineers will not be allowed to collect payments from the customers unless / otherwise he is instructed to do so by concerned authority in writing.
9. The service engineer will be under contractual obligation with the company and are not supposed to share any details like drawings, technical materials etc to our competitors or any other person and should work as a HMT authorised service engineer.
10. The service charges will be paid after deducting incidental charges such as onsite visit charges, assessment / estimation charges, administrative overheads etc subject to a minimum of 60% of the rates as approved by the management.

11. For attending outstation calls if any, to & fro travel expenses by train in second class sleeper / Non AC chair car train or bus at actual on production of receipts will be paid alongwith the service charges as per rates approved by the management.
12. **Payment terms**: 100 % payment will be released at actual on production of relevant documents which should be duly certified by concerned zonal / regional servicing chief alongwith service call report, letter of completion from customer, billing details etc subject to deductions such as TDS / Service tax etc, as applicable.
13. The service engineer shall handover all the technical documents, toolings and other materials given to him by the company during the contract period to the authorised company personnel at the time of termination of the contract.
14. Clearance from the concerned servicing chief / regional chief of HMT to be obtained at the time of termination of contract.
15. Service engineer shall strictly adhere to the time schedule for attending the service calls.
16. Service engineer shall give an undertaking stating that they shall not contact the customers of HMT in their private capacity. If found their contract will be liable for immediate termination.

To,

Dt: _____

**General Marketing Manager,
HMT Machine Tools Ltd,
HMT BHAVAN,
59, Bellary Road,
BANGALORE - 560032**

Dear Sir,

I hereby wish to submit the registration form for hiring my services towards servicing, erection & commissioning of HMT machines.

REGISTRATION FORM

1.	Name	
2.	Residential Address	
3.	Contact Details Mobile: Landline: e-mail address	
4.	Age & Date of Birth	
5.	Educational Qualification	
6.	Details of Experience in HMT	
7.	PAN / Service Tax Regn No. if any	
8.	Briefly describe your area of expertise:	

Yours faithfully,

Signature