



HMT LIMITED

(A Govt. of India Undertaking)

Food Processing Machinery Division, H-2, MIDC, Chikalhana, Aurangabad – 431 006.

HMT/FPA-HR/FTA (Advt.1)/2023-24

05.08.2023

REQUIRES

WORKMEN IN VARIOUS AREAS ON FIXED TERM APPOINTMENT BASIS

HMT Limited, a major engineering conglomerate with units spread across the country manufacturing various Engineering products offers challenging career opportunity to dynamic WORKMEN for below requirements purely on Fixed Term Appointment basis (FTA) for its **Food Processing Machinery Division, Aurangabad – 431 006** in order to complete various turnkey projects and assignments. Interested and eligible candidates can apply for the following vacancies.

1. POSITIONS, ELEGIBILITY CRITERIA AND VACANCY DETAILS:

<u>SL. NO.</u>	<u>POSITIONS</u>	<u>NO. OF POSTS</u>
1.1	Operator 'A' – Machine Shop	3
1.2	Operator 'A' – Assembly Shop	2
1.3	Operator 'A' – Press Shop	2
1.4	Operator 'A' – Maintenance	1
1.5	Office Assistant 'A' – Stores	1
1.6	Office Assistant 'A' – Purchase	1
Total		10

Only written test / skill test shall be conducted for the above posts.

JOB DETAILS

SL. NO: 1.1	Operator 'A' – Machine Shop
GRADE	WG III
NO. OF POST	02 Post
UPPER AGE LIMIT	30 years (As on 01.08.2023)
WAGE SCALE	(Rs. 9,140 – 23,150) Approx. CTC Rs.4.47 lakhs p/a
POST QUALIFICATION EXPERIENCE	Minimum 3 years experience in the relevant field.
QUALIFICATION	SSLC + ITI in MACHINIST discipline from recognized institute with good academic record. Candidates should have minimum 60% marks, relaxation of 50% marks for SC / ST candidates.
JOB DESCRIPTION:	<ul style="list-style-type: none">➤ Set up and operate machine tools such as Lathes, Mills, CNC, VMC and Boring.➤ Read and interpret Drawings / Blueprints.➤ Operate measuring tools such as Calipers and Micrometers.➤ Inspect parts for accuracy and quality.➤ Maintain machine tools and equipment.➤ Comply with all safety regulations

SL. NO: 1.1(B)	Operator 'A' – Machine Shop
GRADE	WG III
NO. OF POST	01 Post
UPPER AGE LIMIT	30 years (As on 01.08.2023)
WAGE SCALE	(Rs. 9,140 – 23,150) Approx. CTC Rs.4.47 lakhs p/a
POST QUALIFICATION EXPERIENCE	Minimum 3 years experience in the relevant field.
QUALIFICATION	SSLC + ITI in GRINDER discipline from recognized institute with good academic record. Candidates should have minimum 60% marks, relaxation of 50% marks for SC / ST candidates.

JOB DESCRIPTION:	<ul style="list-style-type: none"> ➤ Set up and operate grinding machine this includes reading drawing / blueprints, tooling instructions, mounting grinding wheels and adjust the machine controls. ➤ Operate measuring tools such as Calipers and Micrometers. ➤ Inspecting work pieces to ensure that they meet specifications. ➤ Making adjustments to the grinding process as needed. ➤ Inspect parts for accuracy and quality. ➤ Maintain machine tools and equipment. ➤ Maintain grinding machine like cleaning, lubricating and minor repairing. ➤ Comply with all safety regulations.
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SL. NO: 1.2	Operator 'A' – Assembly Shop
GRADE	WG III
NO. OF POST	02 Post
UPPER AGE LIMIT	30 years (As on 01.08.2023)
WAGE SCALE	(Rs. 9,140 – 23,150) Approx. CTC Rs.4.47 lakhs p/a
POST QUALIFICATION EXPERIENCE	Minimum 3 years experience in the relevant field.
QUALIFICATION	SSLC + ITI in FITTER discipline from recognized institute with good academic record. Candidates should have minimum 60% marks, relaxation of 50% marks for SC / ST candidates.
JOB DESCRIPTION:	<ul style="list-style-type: none"> ➤ Reading and interpreting technical drawings and specifications. ➤ Selecting and preparing materials and tools. ➤ Assembling components using hand tools, power tools and machinery. ➤ Fitting and adjusting components to ensure that they fit together properly. ➤ Testing and inspecting assembled components to ensure that they meet specifications. ➤ Repairing or modifying components as needed. ➤ Installation, erection and commissioning of machine at customers site. ➤ Attending customer servicing/technical calls across the country as well as abroad. ➤ Keeping records of work performed. ➤ Comply with all safety regulations.

SL. NO: 1.3	Operator 'A' – Press Shop
GRADE	WG III
NO. OF POST	02 Post
UPPER AGE LIMIT	30 years (As on 01.08.2023)
WAGE SCALE	(Rs. 9,140 – 23,150) Approx. CTC Rs.4.47 lakhs p/a
POST QUALIFICATION EXPERIENCE	Minimum 3 years experience in the relevant field.
QUALIFICATION	SSLC + ITI in SHEET METAL / WELDER – (01 post for each) discipline from recognized institute with good academic record. Candidates should have minimum 60% marks, relaxation of 50% marks for SC / ST candidates.
JOB DESCRIPTION:	<ul style="list-style-type: none"> ➤ Reading and interpreting technical drawings and specifications. ➤ Selecting and preparing materials and tools. ➤ Measure and mark dimensions and reference lines on metal sheets. ➤ Drill holes in metal for screws, bolts, and rivets. ➤ Install metal sheets with supportive frameworks. ➤ Cuts, bends, and shapes sheet metal to required dimensions. ➤ Weld small and large components such as copper plumbing, beams, and pipelines. ➤ Assess welded surfaces, structures and components to identify errors. ➤ Weld components in flat, vertical, and overhead positions. ➤ Comply with all safety regulations.

SL. NO: 1.4	Operator 'A' – Maintenance
GRADE	WG III
NO. OF POST	01 Post
UPPER AGE LIMIT	30 years (As on 01.08.2023)
WAGE SCALE	(Rs. 9,140 – 23,150) Approx. CTC Rs.4.47 lakhs p/a
POST QUALIFICATION EXPERIENCE	Minimum 3 years experience in the relevant field.

QUALIFICATION	SSLC + ITI in ELECTRICAL discipline from recognized institute with good academic record. Candidates should have minimum 60% marks, relaxation of 50% marks for SC / ST candidates.
JOB DESCRIPTION:	<ul style="list-style-type: none"> ➤ Installation, maintenance & repairing of electrical system and equipment. ➤ Compliance with Electrical Codes and Safety Standards. ➤ Able to read and interpret electrical blueprints, diagrams, and technical specifications to understand the layout and requirements of electrical systems. ➤ Troubleshooting and Diagnosing Electrical problem in plant / project / customer site ➤ Testing and Inspecting Electrical System. ➤ Following Workplace Safety Practices. ➤ Documentation and reporting like installation plan, maintenance records and inspection reports. ➤ Design, control, and implement electrical systems and products. ➤ Comply with all safety regulations.

SL. NO: 1.5	Office Assistant 'A' – Stores
GRADE	WG III
NO. OF POST	01 Post
UPPER AGE LIMIT	30 years (As on 01.08.2023)
WAGE SCALE	(Rs. 9,140 – 23,150) Approx. CTC Rs.4.47 lakhs p/a
POST QUALIFICATION EXPERIENCE	Minimum 3 years experience in the relevant field.
QUALIFICATION	Bachelor's degree in any discipline from recognized institute/university with good academic record. Candidates should have minimum 60% marks, relaxation of 50% marks for SC / ST candidates.
JOB DESCRIPTION:	<ul style="list-style-type: none"> ➤ Inventory Management: This includes receiving, inspecting, and recording incoming goods, as well as organizing and storing them appropriately. It also involves conducting regular stock checks and maintaining accurate inventory records. ➤ To ensure the sufficient stock level to meet end user demands. ➤ Storage and organization: This includes categorizing products, labelling shelves or bins, and arranging items in logical accessible manner to maintain a well-structured store and also responsible for cleaning storage area. ➤ To maintain detailed records of inventory transactions, including receipts, issuances and return.

	<ul style="list-style-type: none"> ➤ To prepare various MIS reports. ➤ Coordination with others department such as Purchase, Production and Marketing to ensure smooth operations. ➤ Comply with all safety regulations.
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SL. NO: 1.6	Office Assistant 'A' – Purchase
GRADE	WG III
NO. OF POST	01 Post
UPPER AGE LIMIT	30 years (As on 01.08.2023)
WAGE SCALE	(Rs. 9,140 – 23,150) Approx. CTC Rs.4.47 lakhs p/a
POST QUALIFICATION EXPERIENCE	Minimum 3 years experience in the relevant field.
QUALIFICATION	Bachelor's degree in any discipline from recognized institute/university with good academic record. Candidates should have minimum 60% marks, relaxation of 50% marks for SC / ST candidates.
JOB DESCRIPTION:	<ul style="list-style-type: none"> ➤ To assist the procurement team in all stages of the procurement process. ➤ To establish and maintain relationships with suppliers, negotiate terms for smooth function. ➤ To create, review and process purchase order accurately and in a timely manner, ensuring adherence to company policies and procedures. ➤ To Monitor inventory levels, track deliveries and co-ordinate with suppliers to ensure timely and accurate receipt of goods. ➤ To assist in negotiating favorable pricing and contractual terms with suppliers, aiming to achieve cost savings and favorable terms for the organization. ➤ To Maintain accurate and up-to-date records of purchase orders, invoice, contracts, and other relevant documents. ➤ To identify potential suppliers, evaluate product options, and stay update on market trends and pricing. ➤ To analyze procurement data, such as supplier performance, purchasing trends and cost comparisons. ➤ Communication & coordination with suppliers, transporter and other departments of HMTL. ➤ To ensure compliance of purchase policy of organization. ➤ To purchase maximum Goods/Service/Contract form Gem portal. ➤ To prepare various MIS reports.

Note: CTC mentioned above is only indicative. Actual remuneration shall depend upon place of posting and other terms and conditions of appointment.

2. TENURE OF ENGAGEMENT:

The selected candidates will be engaged for a **Fixed Tenure of Two (2) Years** from the date of engagement. The tenure will come to an end automatically on completion of the specified period from the date of joining or on completion of the assignments, whichever is earlier without any further notice. The requirements are purely temporary in nature and may be extended for maximum period of two (2) years on yearly basis subject to satisfactory performance of the individual.

However, the employment can be terminated at any time during the period of tenure engaged, by giving three months notice by either party or payment of three month's salary in lieu of the notice period. FTA will not confer any right on the personnel to claim the status of a regular employment in the Company.

3. REMUNERATION:

- a) The candidate engaged on FTA would be placed at minimum of the pay scale of the grade in which he / she is appointed.
- b) Candidates will be eligible for DA, HRA, PF and such other statutory benefits availed by regular employees as applicable for the grade for the fixed period of service.
- c) An annual increment (3 % of Basic Pay) as per the scale during the tenure shall be admissible on the Basic Pay, subject to satisfactory performance.
- d) Candidate will be eligible for monthly incentive and annual incentive for the fixed period of service.
- e) Candidates will be eligible for group insurance for the fixed period of service.

4. SURETY:

An amount @ 5% will be deducted at source from the monthly emoluments towards surety amount which on completion of Contract tenure will be refunded to the candidate without any interest. In case the Candidate(s) leaves the Company or his Fixed Tenure Appointment is terminated before completion of contract tenure, the said surety amount will not be refunded to the candidate(s).

5. SELECTION PROCESS:

- a) Selection will be made strictly on the basis of total marks obtained in the written test / skill test.
- b) The Written Test / Skill Test will be of 100 marks consisting of questions on General Awareness, English & Reasoning and on the concerned Trade / Work area.
- c) The management reserves the right to raise / lower the minimum eligibility standards / criteria by taking into account the qualification and relevant experience while short-listing the candidates.
- d) Management reserves the right to relax age and experience as also to consider related qualification & experience in case of deserving / exceptional candidates.
- e) The management reserves the right to select the candidate for any other grade/post apart from notified grade/post based on merit in the written test / skill test.
- f) The management reserves the right to recommend / select the candidate for any Subsidiary Companies / Units of HMT Limited.

- g) The Management reserves the right to set an upper level and lower level of cut off marks obtained by the candidate in their academic qualification for short-listing the candidates.
- h) The Candidates from other PSUs under IDA pattern in the immediate lower grade or same grade are eligible to apply subject to fulfilling the eligibility criteria.
- i) Management reserves the right to reject the application without assigning any reason, to increase/decrease the number of posts depending on the requirement, raise the Standard of Specifications to restrict the number of candidates to be called for written test / skill test.
- j) Eligible candidates short-listed based on the initial screening will be called for written test / skill test as the case may be. Instructions regarding written test / skill test will be intimated to the short-listed candidates individually through **e-mail only**.

6. MEDICAL FITNESS:

Candidates provisionally selected will have to undergo a Pre-Employment Medical Examination by Company's medical officer at the place of posting or any government hospital nearest of present address before joining HMT Limited, to ascertain Medical Fitness. Applicants should meet all the Medical Standards as prescribed by the Company (Concerned authority in respect of PwD candidates). No relaxation in Health Standards will be allowed. Appointment of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the Medical Standards of the Company. (Candidates applying for technical positions with colour blindness will not be considered, hence, need not apply).

7. APPLICATION & PROCESSING FEES:

A non-refundable account payee **Demand Draft for Rs.500/- for General, EWS & OBC** (which includes Rs.350/- as applicable Fee and Rs.150/- as Processing fee) **and processing fee Rs.150/- (for SC / ST category)** drawn in favour of **HMT Limited** on any Scheduled Bank payable at Aurangabad is to be enclosed along with the prescribed application. No other mode of payment is acceptable. Candidates are advised to write their name and address on reverse side of Demand Draft. **No fee is to be paid by Persons with Disability (PWD)**. Application without proper Demand Draft (except PWD) will be summarily rejected.

8. RESERVATIONS & RELAXATIONS:

- a) Candidates belonging to SC/ST/OBC/PWD/Minority/Ex-Servicemen/ EWS category should enclose copy of the certificate issued by the Competent Authority to that effect.
- b) Reservations and Age relaxation for different categories viz., SC / ST / OBC / PWD / Ex-Servicemen / Minority / EWS etc., are as per Govt. of India Directives.
- c) Candidates belonging to OBC category are required to produce the recently obtained **OBC Certificate** and self-undertaking for OBC (Non-creamy layer) status (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India, issued by Competent Authority (**format available in Careers section of our website www.hmtindia.com**).
- d) Candidates applying under EWS category are required to produce 'Income and Asset of the Family Certificate' in the prescribed format (format available in Careers section of our website www.hmtindia.com).
- e) Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

9. **GENERAL CONDITIONS:**

- i) Only Indian Nationals need apply.
- ii) Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
- iii) All the qualification should be full time regular course/s from recognized Institutions / Universities & Minimum post qualification experience as indicated against the post is essential.
- iv) Wherever CGPA / GPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a supporting document to this effect from University / Institute which shall be required at the time of document verification / joining.
- v) The above requirements are purely temporary in nature and offered on **Fixed Tenure Basis** for a period of Two (2) years which may be extended for maximum period of two (2) years on yearly basis subject to satisfactory performance of the individual. This post is not against any permanent vacancy. This placement will not entitle the candidate for any regular / permanent employment in HMT Limited in future.
- vi) Management reserves the right to relax experience, qualification and age as also to consider related qualification & experience in case of deserving / exceptional candidates.
- vii) 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.
- viii) 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.
- ix) Applicants serving in Government Departments / Public Sector Enterprises / Semi-Govt. Organizations should apply through proper channel or produce **No Objection Certificate** at the time of written test, failing which they will not be permitted to appear for the written test.
- x) Only candidates selected after written test / skill test will be called for documents verification. The selected candidate has to produce the original documents/certificates/testimonials in proof of Age (Only SSLC/SSC/ 10th Standard Board Certificate will be admitted as proof of age), qualification, experience, caste/category as mentioned/enclosed in the application shall be produced at the time of document verification. **If any information provided by the candidate is found to be false or not found to be in conformity with the eligibility criteria or failure to produce the original testimonials/certificates as mentioned in the application at the time of document verification, then the candidature shall be liable to for rejections.**
- xi) Appointment of selected candidates is subject to verification of Caste and Character and Antecedents & past employment, as the case may be, from the concerned authorities as per rules of the Company.
- xii) The selected candidates will be liable to serve in any Unit / Office of the Company and in any part of India or abroad at the discretion of the Company.

- xiii) Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- xiv) The Company shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey.
- xv) 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 the order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case to case basis.
- xvi) Number of vacancies notified may increase / decrease at the discretion of the Company & the decision of Management regarding selection will be final.
- xvii) The Company also reserves the right to cancel / restrict / curtail / enlarge the recruitment process and/ or the selection process there under without any further notice and without assigning any reasons. Corrigendum / Extension etc., if any, shall be published in our website www.hmtindia.com.
- xviii) The Management reserves the right to cancel subject notification part or the entire recruitment / selection process at its discretion. Management also reserves the right to absorb the selected candidates based on experience & qualification as per requirement of the Company, at its sole discretion. No correspondence will be entertained from the candidates who have not been short listed for the document verification.
- xix) Mere conformity to the job requirements / qualification will not entitle a candidate to be called for written test / skill test or document verification. Management reserves the right to reject the application without assigning any reason, raise the standard of specifications to restrict the number of candidates to be called for written test / skill test or document verification.
- xx) Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due Selection. Those found medically unfit will not be engaged and the offer letter shall stand withdrawn in such cases.
- xxi) Management will not be responsible for delayed receipt/non-receipt of applications.
- xxii) The decision of Management regarding selection will be final.
- xxiii) Court of jurisdiction for any dispute will be at Aurangabad, Maharashtra.

10. HOW TO APPLY:

- a) Application in the prescribed format duly filled enclosing therewith the Demand Draft and a 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 written test) 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 **on or before 20.08.2023.**

The Deputy Manager (HR)
HMT Limited
Food Processing Machinery Division,
H-2, MIDC, Chikalthana,
AURANGABAD – 431 006.
Mail : hr.fpa@hmtlimited.com

- b) Candidates applying for more than one post shall submit separate application forms clearly indicating the post applied for along with separate Demand Drafts.
- c) Application has to be sent through Ordinary post / Speed Post / Registered Post / Courier only. Application received through other modes viz., Fax / E-mail / By hand will not be accepted and summarily rejected.
- d) Candidates advised to have a valid e-mail ID which has to be mandatorily mentioned in the application form, so that intimation / communication regarding the written test / skill test can be sent. Candidates are advised to retain this e-mail ID and keep it active for at least one year as any important intimation to the candidates shall be provided by HMT Limited, through e-mail. It is also requested to check e-mails regularly for any communication from HMT Limited in this regard. Company will not be responsible for bounce / mail delivery failure.
- e) Candidates who applied once cannot alter their application under any circumstances. Request for change of mailing address, category, discipline as declared in the application will not be entertained.

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

SN.	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Proof of Date of Birth (only SSLC/SSC/10 th Standard Board Marks Card will be admitted as proof of age).			
2.	Proof of Caste - SC/ST in the prescribed format.			
3.	Latest OBC Certificate (Non-creamy layer) in the format as applicable for appointment to posts under Govt. of India to be produced.			
4.	Minority declaration Certificate.			
5.	Ex-Servicemen Certificate.			
6.	PWD certificate issued by the Competent Authority (Govt. Hospital or Medical Board attached to Special Employment Exchange for the handicap) as per the "Persons with Disabilities [Equal opportunities, protection of right and full participation] Act, 1995".			
7.	Qualification Certificates:			
7.1	SSLC/SSC/10 th Standard Board Marks Card.			
7.2	ITI Marks Card (Semester-wise/Year-wise).			
7.3	ITI Certificate.			
7.4	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
7.5	Inter/Diploma Certificate.			
7.6	Degree Marks Card (Semester-wise/Year-wise).			
7.7	Degree Certificate.			
7.8	Other Qualifications, if any (Pl. specify).			
8.	Post-qualification Experience Certificate(s).			
9.	Demand Draft for the prescribed amount.			

Note:

The self attested copies of the documents/certificates (Sl.No.1 to 8) should be enclosed to this format in the same order.

Candidate to bring one set of photo copies of all marks cards along with original for verification at the time of written test.



HMT LIMITED

**Food Processing Machinery Division, H-2, MIDC,
Chikalthana, Aurangabad -431006 (MS)**

Affix
Passport
size photo

APPLICATION FOR FIXED TERM APPOINTMENT (FTA) BASIS

APPLICATION FOR THE POST OF:				Advt. Ref. No. & Date:					
1	Name Mr./ Ms								
2	S/o, D/o, W/o								
3	Address for communication (With PIN Code)								
3.1	Telephone Nos. (with STD code)	Office			Residence.				
3.2	Mobile No								
3.3	E-mail Id 1								
	2								
4	Date of Birth (as per Matric / SSLC/ SSC certificate)	DD	MM	YY	Age (as on date of application)		YY	MM	
5	Caste/Category (Tick appropriate column)	SC	ST	OBC	GEN	PWD	MINORITY	EWS	ESM
6	Qualification (self attested Xerox copies of all marks cards & degree certificates are to be enclosed)								
	Exam passed	Yr of passing	Full/ part time	Course Duration	University/ Institution	Aggt. % Marks	Specialisation		
6.1									
6.2									
6.3									
6.4									
6.5									
6.6									

Post-qualification Experience: (self attested Photocopies of experience certificates to be enclosed). For experience details, separate sheet may be attached as Annexure)											
7	Organisa- tion & Address &email-id	Desig- - nation	Nature of duties	Period (commencing from latest / present)						Company's Turnover	Basic Pay & pay Scale
				From		To		Duration			
				MM	YY	MM	YY	YY	MM		
7.1											
7.2											
7.3											
7.4											
7.5											
7.6											
TOTAL P.Q. EXPERIENCE											
8	Any two references with contact details (other than relatives)										
	Name & Designation	Address			Phone No./Mobile No.			Email ids			
8.1											
8.2											
9	Demand Draft details	DD No & Date			Amount. (Rs.)			Bank Details			
Original testimonials in respect of Sl. No. 4,5,6 & 7 must be produced at the time of interview											
<p>Certified that the information furnished above is true to the best of my knowledge information & belief. If, at a later date, the information furnished above is found to be false or inaccurate, the Management is free to take appropriate action as per the extant rules.</p> <p>Place: Date:</p> <p style="text-align: right;">(Signature of the Applicant)</p>											