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**Ref: HMT/MTA/Rec.-WG/2021**

**Date: 27.03.2021**

**REQUIRES**

**COMPANY TRAINEES IN VARIOUS AREAS-WORKMEN CATEGORY**

HMT Machine Tools Limited, a wholly owned subsidiary of HMT Limited, a Govt. of India PSU, is a leading Machine Tools Manufacturer, having Manufacturing Units and Marketing Divisions spread all over India. The company manufactures various types of Metal Cutting and Metal Forming Machine Tools, Precision Ball Screws and Offset Printing Machines.

The Company is planning to multiply its business turnover by venturing into various new business opportunities through joining hands with established organizations in the field of Aerospace, Defense, Nuclear, Power, Transportation, etc.

The Company is offering career opportunities, growth and is looking for qualified and machine tool industry experienced personnel for the requirements in various areas in Ajmer unit. Interested and eligible candidates can apply for the following vacancies in the enclosed application format.

**DETAILS OF POSITION**

<b>Position- A</b>	<b>Company Trainee –(NCVT/ITI+NAC) (Multi-skilled/experienced)(Direct/Indirect)</b>
Qualification	NCVT/ ITI+NAC from any recognized institute/board.
Upper Age Limit (As on 01/03/2021)	33 years.
Post Qualification Experience	Candidates should have: 1. Experience in Machine Tools industry only 2. Work experience/undergone training at HMT Machine Tools Ltd. will be given preference. 3. Should be well conversant in Multi Skill Operations/ Trade relevant to Machine Tool Industry.
No. of vacancies	12 Nos in- (Turner, Machinist, Machinist Grinder, Fitter, Electrician, Foundry) <u>Candidates may be considered if found suitable to Marketing Division in servicing also.</u>

Reservation for SC/ST/OBC/PWD/EX-Servicemen/EWS.	As per Govt. of India Directives
Training Period	3 Years
Wage Scale/Stipend (1997 wage scale-under revision)	Stipend of Rs.13,000/-per month for the first year, Rs.13,500/- per month for the second year and Rs.14,000/-per month for the third year during the period of training. On successful completion of the Training Period trainees may be reclassified in <u>Wage Grade II of Channel VI in the Wage Scale of 3830-85-4680-90-7110.</u>

Note: The number of requirements indicated as above is tentative. Actual requirement may, however, vary based on further assessment

### **1. TERMS OF OFFER:-**

- a. The engagement for all the above vacancies will be made initially as Company Trainees with 3 years training. During the training period, the trainees will be entitled for stipend only.
- b. On successful completion of the training, in addition to the Basic Wage & DA the other benefits such as Company Accommodation/ HRA, CCA, Canteen Allowance, Washing Allowance, PF, Gratuity, ESI/Medical Benefit Scheme, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., are admissible as per Company Rules.

### **2. SELECTION PROCESS:-**

- a) Selection will be made strictly on the basis of merit, experience, qualification & performance in the Practical Test/Written Test. The Tests(Total Marks-100) will be conducted in two stages:
  - i. 1<sup>st</sup> stage : " Practical Test" for Skill Testing - 70 Marks
  - ii. 2<sup>nd</sup> stage: " Written Test" for Aptitude & General Knowledge - 30 Marks
- b) The Essential Qualifications indicated shall be from a recognized Institute/Board. The percentage of marks in Technical Qualifications shall be as follows:

Qualification	All Categories	SC/ST
NCVT/ITI+NAC	60%	50%

- c) Mere possession of the qualification will not entitle a candidate to be called for Written Test and Practical Test.
- d) 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 for the candidates to attend the practical test/ written test.
- e) The Management reserves the right to increase/decrease the number of requirements based on the organizational need.
- f) Management reserves the right to relax age and experience as also to consider related qualification & experience in case of deserving/ exceptional candidates.
- g) The Management reserves the right to select the candidate for any other post apart from notified post based on performance in the practical test/written test.
- h) The Management reserves the right to recommend/select the candidate for any Subsidiary Companies/Units of HMT Limited.

### **3. Absorption Procedure:-**

- a) The Performance of the Company Trainee will be assessed periodically (half yearly) by the concerned department head.
- b) Candidates on successful completion of Company trainee period (3 years) will be re-classified only upon clearing written test/practical test.
  - i. Performance assessment marks - 50 Marks
  - ii. Written Test/ Practical Test - 50 Marks
- c) The re-classified candidates will be on permanent basis with six months **PROBATION Period**. The candidates are required to execute **SERVICE BOND** along with the **SURETY** agreeing to serve the Company for the period of **THREE years**, excluding Company trainee period.
- d) The candidates will have only 2 attempts for clearing the written test/practical test for appointment.
- e) The candidature of unsuccessful candidates will be permanently terminated without any communication/notice.

#### 4. **MEDICAL FITNESS:**

Candidates shall be subjected to medical examination by the Company's Medical Officer/Government Doctor prior to their engagement after due selection. Those found medically unfit will not be engaged and the offer letter shall stand withdrawn in such cases.

**Please note:** candidates with colour blindness need not apply, since the job requirements is for the machine tool industry.

#### 5. **APPLICATION / PROCESSING FEES:**

A non-refundable account payee Demand Draft for Rs. 500/- for General, EWS & OBC which includes Rs.250/- as Application Fee and Rs. 250/- as processing fee. Only Rs.250/- will be the processing fee for SC/ST category, drawn in favour of HMT Machine Tools Limited, Ajmer on any Scheduled Bank payable at Ajmer 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.

#### 6. **RESERVATIONS & RELAXATIONS:**

1. Reservations and Age relaxation for different categories viz., SC/ST/OBC/PWD/Ex- Servicemen/Minority/EWS etc., are as per Govt. of India Directives.
2. 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 (**format available in Careers section of our** website [www.hmtindia.com](http://www.hmtindia.com)).
3. 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](http://www.hmtindia.com)).
4. 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 website [www.hmtindia.com](http://www.hmtindia.com)).
5. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.

## **7. GENERAL CONDITIONS:**

1. Only Indian Nationals need apply. Preference will be given to candidates having HMT experience.
2. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
3. Candidates fulfilling the above said criteria of qualification, experience only need apply.
4. Wherever CGPA/OGPA 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 attach supporting document to this effect from University/Institute.
5. 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 appointment.
6. Any canvassing by or on behalf of the candidates or by bringing political or other outside influence with regard to selection/engagement shall be a disqualification.
7. Applicants serving in Govt. 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 written test.
8. Only candidates selected after written test will be called for document verification. The selected candidates has to produce the original documents/certificates/testimonials in proof of Age (Only SSLC/SSC/10<sup>th</sup> Standard Board Certificate will be admitted as proof of age), qualification, experience, caste/category as mentioned/enclosed in the application 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 eligibility criteria at the time of document verification, then the candidature shall be liable for rejection.
9. The outstation candidates called for documents verification will be paid To and Fro SLEEPER CLASS train fare by the shortest route or actual whichever is lower on production of proof of journey. **No TA or DA will be paid for appearing in the written test/Practical test.**
10. The Company will not be responsible for any damage/injury/loss to the individual, if any, sustained during the entire selection process and journey.
11. No correspondence regarding the rejection of application in case of ineligibility will be entertained.

12. 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 Company, at its sole discretion. No correspondence will be entertained from the candidates who have not been short listed for the written test.
13. Management will not be responsible for delayed receipt/non-receipt of applications.
14. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
15. 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.
16. Engagement 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.
17. The selected candidates should be prepared to serve in any Unit of the Company anywhere in India and Abroad, in any of the Subsidiary Companies or any assisted Units of the Company if posted, as per the requirement of the Management.
18. The list of selected candidates is valid upto one year only after the date of written test/Practical test. The appointment/offer letter for placement of candidates will be issued as and when vacancy arises.
19. Number of vacancies notified may increase/decrease at the discretion of Company & decision of Management regarding selection will be final.
20. The Company also reserves the right to cancel/curtail/enlarge the recruitment process and/ or the selection process there under without any further notice and without assigning any reasons.
21. Candidates on successful completion of Company trainee period, will be re-classified only upon clearing written test/practical test.
22. Court of jurisdiction for any dispute will be at Ajmer only.

## 8. **HOW TO APPLY:**

Application in the prescribed format as enclosed, 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 interview) and affixing passport size photograph at the space provided, should be sent in a sealed cover superscribed "**APPLICATION FOR THE POST OF Company Trainee (NCVT/ITI+NAC- for .....post)** so as to reach the following address **on or before 20-04-2021,** to below mentioned address.

**Deputy General Manager (HR)  
HMT Machine Tools Limited  
Beawar Road, Ajmer-305 003**

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.

For any further clarifications on this notification please feel free to get in touch with us on Phone:01452684300



**STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION  
FORMAT**

Sl. No.	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Proof of Date of Birth (only SSLC/SSC/10 <sup>th</sup> 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.	Income and Asset Certificate in the format as applicable for EWS category.			
7.	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".			
8.	Qualification Certificates (as applicable):			
8.1	SSLC/SSC/10 <sup>th</sup> Standard Board Marks Card.			
8.2	ITI Marks Card (Year-wise)			
8.3	ITI Certificate			
8.4	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
8.5	Inter/Diploma Certificate.			
8.6	Degree Marks Card (Semester-wise/Year-wise).			
8.7	Degree Certificate.			
8.8	Other Qualifications, if any (Pl. specify).			
9.	Experience Certificate(s).			
10.	Demand Draft for the prescribed amount.			

**Note:**

The self attested copies of the documents/certificates (Sl.No.1 to 9) 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 document verification

**hmt**  
**HMT MACHINE TOOLS LIMITED**  
**Beawar Road, Ajmer-305 003**

Affix Passport  
size photo

**(Please fill boxes in BLOCK LETTERS ONLY)**

<b>APPLICATION FOR THE POST OF :</b>						<b>Advt. Ref. No. &amp; Date:</b>				
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									
3.3	E-mail Ids									
	1									
	2									
4	Date of Birth (as per Matric./ SSLC/SSC certificate)		DD	M M	YY	Age (as on date of application)		YY	MM	
5	Caste/Category		SC	ST	OBC	GEN	PH	MINORITY	EWS	(Tick appropriate column)
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	Speciali- sation			
6.1										
6.2										
6.3										
6.4										
6.5										
6.6										

7	Post-qualification Experience: (self attested Xerox copies of experience certificates are to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organisa- tion name, Address & e-mail	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											
<b>TOTAL P.Q. EXPERIENCE</b>											
8	<b>Any two references with contact details (other than relatives)</b>										
	Name& designation		Address			Phone No./Mobile No.			Email ids		
8.1											
8.2											
9	Demand Draft details		Date& DD No			Amount. (Rs.)			Bank Details		
<b>Original testimonials in respect of Sl. No. 4,5,6 &amp; 7 must be produced at the time of interview</b>											
<b>Certified that the information furnished above are true to the best of my knowledge information &amp; 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.</b>											
<b>Place :</b>											
<b>Date :</b>											
<b>(Signature of the Applicant)</b>											