



HMT Machine Tools Ltd
(Praga Division)
C.I.E, Gandhi Nagar, Balanagar,
Hyderabad – 500 037.

Ref: MTL/HRM/IR/Notification/2020-21

Date : 12.03.2021

NOTICE

Internal Recruitment of Personnel

Applications are invited from the permanent and eligible employees of the Company for the following posts in different areas at HMT Machine Tools Limited (Praga Division), C.I.E, Gandhi Nagar, Balanagar, Hyderabad – 500 037.

Area: (Non-Technical Area)	
Post / Grade / No. of Post	Jr. Officer /PS-II/ 4 (Four)
Qualification	Graduate or equivalent degree from Recognised Institutions, Special Graduates in relevant fields like Commerce / Personnel Management & Industrial Relations / HRM or Other relevant Professional qualification.
Job Profile & Experience	HRM Dept : 02 Post
	Monthly HRIS preparation & Other reports. Processing of Promotions & Increments etc HR Management & Administration Personal Files Management Contract Labour management Separation documentations & coordination
	F&A Dept : 02 Post
	Preparation of Payroll, Statutory Remittances MIS, Cash Flow and Other Reports Verification of Vouchers, Accounts receivables & Payables Monthly cost analysis & Inventory Calculations E-Filing of GST, TDS/TCS, Pension, ESIC etc Bank & Ledger Reconciliations

1. ELIGIBILITY

- a. Employee(s) in WG VI grade in Channel VI, who have total experience of 22 years, as on 31.12.2020 and have put in minimum of 3 years experience in that grade OR employee(s) who are in WG VI grade in Channel VI and has completed 6 years service in the grade.

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- b. Employee(s) in WG VI grade in Channel VII, who have total experience of 20 years, as on 31.12.2020 and has put in minimum of 3 years experience in that grade OR employee(s) who are in WG VI grade in Channel VII and has completed 4 years service in the grade.
 - c. Employee(s) in WG VI grade in Channel VIII, who have total experience of 13 years, as on 31.12.2020 and has put in minimum of 3 years experience in that grade OR employee(s) who are in WG VI grade in Channel VIII and has completed 4 years service in the grade.
 - d. In addition to the above, employee(s) confirmed in their present grade and left with minimum two years of service shall only apply.
 - e. There should not be any pending disciplinary action/currency of punishment under the Standing Orders against the employee(s) as on the date of this notification.
2. The following particulars may be clearly furnished in the application:
 - a. Educational Qualification
 - b. Date of Birth
 - c. Present Designation & Grade
 - d. Present Pay & Scale
 - e. Date of last Increment /Date of last Promotion
 - f. Full details of nature of work done in HMT from date of joining
 - g. Whether belongs to SC/ST/OBC
 - h. Any other relevant information
 3. Selection will be made basis written test (indirect area)/trade test (direct area) and an interview. The minimum qualifying marks is 60% each for test and interview for general categories and 50% for SC/ ST.
 4. Selection will be strictly on the basis of vacancy, merit, past service record, attendance and performance in the test /interview.
 5. The selected candidate(s) will be on probation for a period of one year which may be extended upto a maximum of another one year, if considered necessary. Pay will be fixed as per the Company's Rules.
 6. During the period of probation, if the performance is found unsatisfactory, he/she will be reverted to original post & grade in parent Unit and in case, if vacancies do not exist in parent department, alternate post in the same grade but may or may not be in the same discipline will be offered. The process of deciding probation period satisfactory or not will be same as in case of first appointment and confirmation on promotion.

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7. Preference will be given to SC/ST/OBC candidates satisfying all the above conditions.
8. Selected candidate(s) on Internal Recruitment will not be eligible to apply for Internal Recruitment again till they complete 2 years in the new post.
9. The selected employee(s), if belonging to other Unit, will be eligible for transfer benefits as per the Transfer Policy & Rules of the Company, and will be considered as transfer in Company's interests.
10. The experience of the candidate(s) may be relaxed at the discretion of the Selection Committee, if candidate(s) are otherwise found suitable.
11. Relaxation of prescribed qualification standards will not be allowed in any case.
12. Management reserves the right to cancel this notification at its discretion without assigning any reasons whatsoever.
13. The number of vacancies indicated is provisional.

Prescribed application forms can be obtained from the HRM Department. Completed application forms should be forwarded through proper channel to The Manager (HR), HMT Machine Tools Limited (Praga Division), C.I.E, Gandhi Nagar, Balanagar, Hyderabad – 500 037 on or before 31.03.2021

Applications received after the said date will not be considered.

SD/-
(V.K.Krishna Kumar)
Manager-HR

All Notice boards
All Heads of Departments

Cc: GTM, PTH – For kind information

HRM Chiefs, Other MTL Units - Thru: Unit Chief – for circulation in respective
Units

Cc: DGM (CP&HR)