

VACANCY CIRCULAR

| | | |
|-----------------------------|----------|------------------------------|
| NAME OF THE CPSE | : | HMT LIMITED |
| NAME OF THE POST | : | Director (Finance) |
| DATE OF VACANCY | : | 01.06.2019 |
| SCHEDULE OF THE CPSE | : | “A” |
| SCALE OF THE POST | : | Rs.75000-100000 (IDA) |

1. COMPANY PROFILE

HMT Limited was incorporated as Hindustan Machine Tools Limited in 1953, primarily with the object of undertaking manufacture of Machine Tools. HMT later diversified into manufacture of a wide range of products like Watches, Tractors, Bearings, Dairy Machinery, Printing Machinery, etc. In the year 2000, HMT restructured its business activities into different Subsidiary Companies under the ambit of a Holding Company. Currently, HMT Machine Tools Limited and HMT (International) Limited are the only two operative subsidiaries of the Company. The Company is a Listed Schedule “A” CPSE under the administrative jurisdiction of Ministry of Heavy Industries (earlier known as Department of Heavy Industry, Ministry of Heavy Industries and Public Enterprises).

Its Registered and Corporate office is at Bengaluru, Karnataka.

The Company employed 80 regular employees (Executives-37 & Non-executives-43) as on 31.03.2021

The authorized and paid up capital of the Company is Rs. 2100 Crores and Rs. 392.46 Crores respectively as on 31.03.2021.

The shareholding of the Government of India in the Company is 78.62%.

2. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Finance) is a member on the Board of Directors of HMT Limited and reports to the Chairman and Managing Director. He is overall in-charge of the Finance and Accounts of the Company and its Subsidiaries and is responsible

for evolving and formulating policies related to finance and accounts as well as, implementation thereof.

3. STATUS OF THE POST

3.1 The post of Director (Finance), HMT Ltd. is to be filled up on deputation basis in exemption of the rule of immediate absorption for Central Govt. employees including Defence Personnels. However, selected candidate from CPSE/SPSE/Private Sector will be absorbed in Company's services.

3.2 The Age of superannuation will be 60 years.

3.3 Duration of Appointment: The appointment/deputation shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

4. ELIGIBILITY CRITERIA FOR THE CANDIDATES

4.1 EMPLOYEMENT STATUS

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings:-

4.1.1 Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

4.1.2 Central Government including the Armed Forces of the Union and All India Services;

4.1.3 State Public Sector Enterprise (SPSE) where the annual turnover is *Rs 750 crore or more.

4.1.4 Private Sector in company where the annual turnover is *Rs 750 crore or more.

(The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)*

4.1.5 Preference would be given to candidates from listed companies.

4.2 QUALIFICATION:

(i) The applicant should be Chartered Accountant or Cost Accountant or a full time MBA/PGDM course with specialization in Finance with good academic record from a recognized University/Institution.

(ii) Officers of Organized Group 'A' Accounts Service [i.e. Indian Audit and Accounts Service, Indian Defence Accounts Service, Indian Railway Accounts Service, Indian Civil Accounts Service, Indian P&T Accounts & Finance Service

and Indian Cost Accounts Service] working in the appropriate level are exempted from these education qualifications.

(iii) Further, applicants from the Central Govt /Armed Forces of the Union/All India Service, will also be exempted from the education qualification as per (i) above provided the applicants have 'the relevant experience' as mentioned in **Para 4.3 (iii)** below.

In respect of applicants from Organized Group 'A' Accounts Service /Central Government /Armed Forces of the Union /All India Services, Chartered Accounts/Cost Accountant/MBA/PGDM will be a desirable education qualification.

4.3 EXPERIENCE:

- (i) The applicant should have at least five years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management /Corporate Accounts in an organization of repute.
- (ii) Applicants from Organize Group 'A' Accounts Service should have at least five years cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management /Corporate Accounts.
- (iii) 'The relevant experience 'in respect of applicants from Central Government /Armed Forces of the Union/All India Services would include at least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate financial Management/Corporate Accounts.

4.4 PAY SCALE / RANK / LEVEL:

4.4.1 Applications from CPSEs should be working in the following or a higher pay scale.

Eligible scale of pay-

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20500-26500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01.01.2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised post 01.01.1996
- (vii) Rs. 37400-67000 + GP 10000 (CDA) post 01.01.2006
- (viii) Rs. 144200-218200 (Level 14) CDA post 01.01.2016

4.4.2 The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

4.4.3 (i) Applicants from Central Govt./All India Services should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay on the date of application.

(ii) Applicants from the Armed forces of the Union should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force on the date of application.

4.4.4 Applicants from State Public Sector Enterprises/Private Sector should be working at Board level position or at least a post of the level immediately below the Board.

4.5 AGE LIMIT: The applicant should be below 57 years as on the last date of submission of application form as mentioned in the Vacancy Circular/ advertisement.

5. SUBMISSION OF APPLICATION

5.1.1 The eligible candidates may apply for appointment to the post of Director (Finance), HMT Ltd. on deputation basis, in the prescribed format through proper channel as follows:

- (a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;
- (b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
- (c) Below Board level in CPSE: through the concerned CPSE;
- (d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
- (e) Below Board level in SPSE: through the concerned SPSE.
- (f) Private Sector: directly to the DHI.

5.1.2 The application, complete in all respect, should be forwarded by the applicant's cadre controlling authority to **Shri Kanhiya Lal, Under Secretary, Ministry of Heavy Industries, Room No. 379, Udyog Bhawan, New Delhi** along with the following documents:

- i) Bio-data of the candidate in the prescribed proforma (as per Annexure I)
- ii) Photocopy of up-to-date CR dossiers of the officer for the last five years, duly attested/authenticated.
- iii) Cadre Clearance, if applicable

- iv) Vigilance clearance / integrity certificate , and
- v) Statement giving details of major or minor penalties, if any imposed on the officer in the last ten years.

5.2 Applicants from Private Sector must submit the following documents along with the Bio-data in the prescribed proforma:

- (i) Annual Reports of the Company for the last 3 years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose);
- (ii) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose);
- (iii) Evidence of working at Board level for at least one year;
- (iv) Self-attested copies of documents in support of age and qualifications;
- (v) The relevant Job profile handled in the past with details.

6. PROFORMA FOR APPLICATION

The Application format for Bio-data to be submitted by the candidate is enclosed at **Annexure I**.

7. LAST DATE OF SUBMISSION OF APPLICATION

The last date of submission of application is **17th January,2022 upto 05.00 PM**.

8. UNDERTAKING BY THE APPLICANT

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

8.1. For candidates from Central Government/Armed Forces of the Union/ All India Services

(a) The appointment is on deputation basis.

(b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

8.2. For candidates from CPSE

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

8.3. For candidates from SPSE/ Private Sector

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

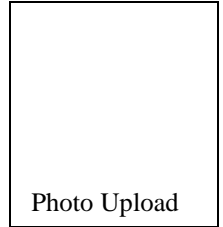
8.4. In the above cases, no request for relaxation or otherwise would be entertained.

ANNEXURE-I

**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/PRIVATE SECTOR
(Through Proper Channel, except candidates from the Private Sector)**

Please refer to the Job Description for the post and the Guidelines for processing cases of Board level appointments in Central Public Sector Enterprises at PESB website (www.pesb.gov.in)

1. Name of the post applied for _____
2. (a) Applicant's Name (as per official records Mr./Mrs./Ms.) _____
- (b) Designation of the Applicant (in full) _____
- (c) Name of the company _____
- (d) Category as per Employment Status Officer of a CPSE/Central Government./Armed
(Please tick as applicable) Forces of the Union/All India Services/SPSE/Private
- (e) Office Address: _____
- (f) Address for communication _____
3. Telephone No: Office _____ Residence _____ Mobile No. _____
- E-Mail id _____
4. Date of Birth (DD/MM/YY) _____ Age as on date of vacancy (Years/Months/Days) _____



5(i) Educational/Professional Qualifications:

| Sl. No. | Qualification* | Name of Institution | Period of Study | | Tick the relevant | | | Tick the relevant | | | Self Declaration Whether meets the eligibility qualification requirement | | | | | |
|---------|----------------|---------------------|-----------------|----|-------------------|---------|-----------------|-------------------|---------|-------------|---|-----------|-------|--|--|--|
| | | | From | To | Part ti | Full ti | Corres-pondence | Degree | Diploma | Certificate | Mandatory | Desirable | Other | | | |
| 1 | 2 | 3 | 4 | | 5 | | | | 6 | | | | 7 | | | |
| | | | | | | | | | | | | | | | | |

* Should be exactly as per Degree/ Certificate issued by the university.

(ii) Positions held during the last ten years, from the date of uploading the vacancy circular on the PESB website.

| Sl. No. | Complete Designation & Place of posting * | Name of the Organization | Pay scale** | Period | | Reporting to __ Designation* | Self Declaration Whether meets the mandatory experience requirement | | If yes, nature of duties in support of the declaration |
|---------|---|--------------------------|-------------|--------|----|------------------------------|--|----|--|
| | | | | From | To | | Yes | No | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | |
| | | | | | | | | | |

* Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE/employer.

** Private Sector-CTC/remuneration/emoluments drawn.

NB : The positions should be indicated in order of the most recent assignments.

Note: II. Please attach a write-up, Part A : Achievements during the career so far and Part B : Vision for the post applied for , not exceeding 2000 characters each, in support of your candidature, for reference at the time of interview. The Full form of abbreviations used must be given in the prescribed limit of characters

6. (a) Do you hold lien in any organisation other than where currently working?

| | |
|-----|----|
| Yes | No |
|-----|----|

If yes:

- i. Name of the organisation in which the lien is held :
- ii. Date from which the lien is held :

(b) Are you on deputation?

| | |
|-----|----|
| Yes | No |
|-----|----|

If yes :

- i. Name of parent organisation :
- ii. Date from which on deputation :

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof

- i) Civil / Criminal
- ii) Departmental Inquiry

| | |
|-----|----|
| Yes | No |
|-----|----|

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof.

- i) Civil / Criminal
- ii) Departmental Inquiry

| | |
|-----|----|
| Yes | No |
|-----|----|

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the **Company in which currently working** for 3 financial years preceding the calendar year in which the post has been advertised(e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

| Company in which candidate is serving | Year | Annual Turnover of the Company (in Rupees) |
|---------------------------------------|------|--|
| | | |

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) _____

(b) CIN(Corporate Identity Number) _____

(ii) I certify that I am

(a) Working at Board level position

| | |
|-----|----|
| Yes | No |
|-----|----|

If yes: Please provide your DIN (Director Identification Number) _____

(a) Holding a post at the level immediately below the Board.

| | |
|-----|----|
| Yes | No |
|-----|----|

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

PRIVATE SECTOR

8. Year wise Audited Annual Turnover (ATO) of the **Company in which currently working** for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in calendar year 2017).

| Company in which candidate is currently serving | Year | Annual Turnover of the Company (in Rupees Crores)* |
|---|------|--|
| | | |

* If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the PESB website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) _____

(b) CIN (Corporate Identity Number) _____

(ii) I certify that I am

(b) Working at Board level

| | |
|-----|----|
| Yes | No |
|-----|----|

 position

If yes: Please provide your _____ DIN (Director Identification Number) _____

(c) Holding a post at the level immediately below the Board.

| | |
|-----|----|
| Yes | No |
|-----|----|

(iii) Whether the Company in which I am working is listed on the stock exchange.

Stock Exchange _____

Proof of listing may be accessed over _____ (please provide URL)

| | |
|-----|----|
| Yes | No |
|-----|----|

(iv) Self certified copies for proof of age and educational qualifications (enclosed)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

I.....Son/Daughter of.....hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)

For candidates from Central Government/Armed Forces of the Union/

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

For candidates from All India Services/ Central Service and CSS Officers

The appointment is on deputation basis. I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

For candidates from CPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name and Signature of the applicant)

Date:

For candidates from SPSE/ Private Sector

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the
Competent Authority
with Telephone No. & e-mail address

Write-Up:

A: Achievements during the carrer so far (2000 characters):

B: Vision for the post applied for (2000 characters):

TERMS & CONDITIONS FOR APPOINTMENT

1. The Age of superannuation will be 60 years. The initial appointment/deputation period shall be for a period of 5 years, or till the date of superannuation, whichever is earlier. The headquarters of the Company is at Bengaluru however selected candidate is liable to serve in any part of the Country at the discretion of the Company.

2. Central Govt. employees, including the Defence Personnel

2.1 Central Govt. employee, including the Defence Personnel, shall remain on deputation in the company and terms and conditions of deputation shall be governed by DoPTs guidelines / OMs, as amended from time to time.

2.2 Deputationist shall be reverted back to his/her parent Department/Organization with three months prior notice, in case, the performance during the period of deputation is not found satisfactory.

3. Candidate other than Central Govt. employees

3.1 Selected candidate other than Central Govt. employee/Defence Personnel, will be absorbed in Company's services. However the services of the selected candidate may be terminated even during the period of appointment by either side on 3 month's notice or on payment of three months' salary in lieu thereof by following due procedure.

3.2 Selected candidate shall be on probation for a period of one year and confirmation shall be governed as per DPE/DoPT guidelines on the subject matter.

3.3 The Service Conditions viz. TA (joining time), medical facilities, leave rules, children education allowance, residential facility, conveyance etc. shall be governed by the rule of Company (HMT). However, selected candidate from CPSE/SPSE, shall be given pay protection (Basic + DA) and Special Pay may also be considered, which will not count for any purpose such as PF, Gratuity, Leave Encashment, Annual Increment etc.