



HMT MACHINE TOOLS LIMITED, PINJORE

ENGAGEMENT OF EXECUTIVE LEGAL ON CONTRACTUAL BASIS

HMT Machine Tools Limited, Pinjore, a Govt. of India PSU & A LEADING MACHINE Tools Manufacturing Industry, requires ONE **Executive Legal** on contractual basis for a period of one year as per following details:

S. No.	Post	Qualification	No. of Vacancy	Consolidated Remuneration per month (Rs.)	Age (as on 1.9.2017)
1	Executive Legal	Professional degree in Law (3 years course after graduation or 5 years integrated course after 10+2)	One	18000/-	30 Years.
	Roles/ Responsibility & Experience	<p>The candidate should have exposure to deal/take up the cases/matters pertaining to Commercial, Finance, Service matters including disciplinary action and other related matters etc. with different authorities, parties and honourable Courts.</p> <p>The candidate shall be required to handle legal functions such as drafting of legal documents, advising on legal matters and coordination with advocates on legal issues, attending hearings etc.</p> <p>The candidate should be well versed with Labour Laws and Corporate Laws, including arbitration procedures.</p> <p>Preference will be given to the candidate having practical post qualification experience of minimum 01 year in handling legal matters in Govt./Solicitor's firm/Advocate's firm/Private organization.</p> <p>The candidate should be eligible for enrolment as an advocate to undertake practice in Courts in India.</p> <p>The candidate must have working knowledge of Computer.</p>			

TERMS & CONDITIONS

1. The position is purely on contract basis and shall be initially for a period of one year as per Co's policy.
2. Candidates presently employed in Central/State Government, autonomous bodies, PSUs should apply through 'Proper Channel' or submit 'No Objection Certificate' at the time of interview, from their employer.
3. Relaxation for SC/ST/OBC candidates will be as per Government Directives.

..2..

4. 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.
5. The Company shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey.
6. The engagement is purely on fixed tenure basis. Contractual engagement of a person shall not be construed to be permanent employment and such appointee shall not be entitled to any preferential treatment equivalent to a permanent employee or entitled to regular employment in that or any other service in the Company.
7. The candidate who is selected for contractual engagement shall undergo medical check-up and produce a Medical Fitness Certificate issued by a qualified Registered Medical Practitioner before joining the Company. The selected candidate found medically unfit will not be engaged and the offer letter stands withdrawn in such case.
8. The selected candidate should agree to take insurance cover for minimum of Rs. 50,000/- or more for any eventualities like accident and any other casualties during the tenure of contract.
9. The candidates shall have to appear for interview at their own cost and no TA/DA will be paid for attending the interview.
10. Furnishing of wrong/false information will be a disqualification and HMT Machine Tools Limited will not be responsible for any consequence of furnishing of such wrong/false information. Candidature is liable to be rejected at any stage during the recruitment process or after recruitment or joining if any information provided by the candidate is found to be false or candidate does not fulfill the eligibility criteria mentioned in the advertisement.
11. The candidates may apply in confidence giving complete particulars in the prescribed format alongwith one passport size photograph pasted and self attested copies of all the degrees and certificates, by post/courier to Dy. General Manager (HRM), HMT Machine Tools Limited, Pinjore – 134101, Distt. Panchkula (Haryana) so as to reach on or before 20.10.2017. Candidates are required to appear for Documents verification on 30.10.2017 from 10 AM on the above address and interview from 2 PM onwards in GM (MTP) Office.
12. In respect of PWD candidates, the minimum degree of disability should be 40% or above and they should have to submit latest disability certificate, issued by the Medical Board/ Competent authority.
13. Contract employee will be entitled to 7 days casual leave and 7 days sick leave on pro rata basis per year. If the leave exceeds the above consolidated payment will be made on pro rata rate of attendance.
14. The competent Authority reserves the right to change the number of vacancy, withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reasons or giving notice etc.

..3..

Interested candidates are required to send their filled in application in the prescribed format along with required self attested copies of documents / testimonials etc, by post/courier to Dy. General Manager (HRM), HMT Machine Tools Limited, Pinjore – 134101, Distt. Panchkula (Haryana) so as to reach on or before 20.10.2017. Candidates are required to appear for Documents verification on 30.10.2017 from 10 AM on the above address and interview from 2 PM onwards in GM (MTP) Office.

Application with incomplete information and/or not accompanied with attested copies of all certificates/mark sheets/testimonials regarding age, qualifications and caste are liable to be rejected and no correspondence in this regard will be entertained.
