



GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD

Advertisement for the post of Assistant Manager (Limestone Project)

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement of **Assistant Manager (Limestone Project)** for Gujarat Mineral Development Corporation Limited on full time contractual basis as per details given below:

1	Name of Post and Number of vacancies	Assistant Manager (Limestone Project) 03 Nos.
2	Period of Contract	The contract initially would be for a period of three years and may be further extended for another period of two years subject to functional requirements, appraisal of the performance and medical fitness of the individual.
3	Job assigned/ Job Profile	Assistant Manager (Limestone Project) will report to Head-Limestone Project Site . The job includes but not limited to the following: <ul style="list-style-type: none"> ▪ Planning and managing various resources as per the requirement. ▪ Cross functional coordination. ▪ Legal compliance related to DGMS/ IBM/ State Mines Department/ Forest/ State Pollution Control Board. ▪ Monitor all statutory framework and compliance. Develop, initiate and maintain framework for the general operation and compliance management. ▪ Monitor the compliance of approved mining plan/scheme. ▪ Respond to violations of rules, regulations, policies and procedures by evaluating to ensure that compliance Issues/concerns are appropriately resolved. ▪ Identify potential areas of compliance vulnerability and risk; develop and implement corrective action plans for resolution of problematic issues and provide general guidance on how to avoid or deal with similar situations in the future. ▪ Limestone quality management using geological inputs. ▪ Monitoring, analysis and deviation of production, development and efficiency against budget. ▪ Ensure safe operation of mining and allied activities.
4	Job Location	Lakhpat-Punrajpur/ Panandhro Extension/ Bharkandam Project Site at Western Kutch (Gujarat)
5	Eligibility Criteria and Experience	<ul style="list-style-type: none"> ▪ He/ She should possess Degree in Mining Engineering with Second Class Mine Manager's Certificate of Competency under the Metalliferous Mines Regulations, 1961. ▪ More than 5 to 8 years of experience in highly mechanized opencast limestone mines attached with mega size integrated Cement Plant. He should also have exposure of green field cement project as well as brown field expansion project of mega cement plants either in India or Abroad. ▪ Well conversant with the surface miner mining operations and



		<p>application of latest HEMMs in the highly mechanized opencast mines.</p> <ul style="list-style-type: none"> Well conversant with the quality control of limestone mines w.r.t integrated cement plant including raw mix design. Sound knowledge of day-to-day costing, MIS and mine working as per Approved Mining Plan. Should possess good knowledge of annual budgeting, regular costing, daily MIS and day to day operational control of mega size limestone mines. He should be a good team member and able to drive the team down below to achieve the various targets set for the project. He should be able to coordinate with various external and internal stakeholders, consultants/agencies and the departments in order to facilitate day to day smooth operation of the mines. Operate the respective mines area w.r.t all the provisions of Mines Act-1952, Mines Rules-1955 and MMR-1961. Should also possess working knowledge of mine planning, EIA/EMP and all other relevant statutory laws related to highly mechanized opencast limestone mining.
6	Remuneration	The monthly consolidated remuneration will be based on the previous/current remuneration. (Negotiable)
7	Allowance	Shall not be entitled to any allowance except transportation facility.
8	Travelling Allowance	The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC Ltd.
9	Terms of Contract	<p>The engagement will be strictly contractual and will not confer any right for regular appointment in the organization including any allowance except transport facility and travelling allowance.</p> <p>The contract can be terminated by either side at any time by giving three months prior notice. The GMDC Ltd. can terminate the contract immediately by giving three month's remuneration in lieu of notice period.</p>
10	How to Apply	<p>Interested Candidates may apply in the prescribed proforma (as per attached Annexure) along with self-attested copies of certificates of essential qualification and experience to the General Manager (HR) "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastapur, Ahmedabad-380052, Gujarat, clearly indicating the post applied for on the envelope within stipulated time period. Applications received incomplete or after due date will not be entertained.</p> <p>Last date for receipt of application is 26 April, 2023.</p>
11	Selection Procedure	<p>A Selection Committee will scrutinize the applications and short list the candidates based on merits. The short-listed candidates will be called for Interview (TA will be given as applicable to GMDC's employees) or be interviewed through Video Conferencing as decided by GMDC Ltd.</p> <p>The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be</p>



		<p>entertained.</p> <p>GMDC may cancel the advertisement and decide not to proceed in the matter at any stage to accept or reject any or all applications without giving any explanation, whatsoever.</p>
--	--	---

General Manager (HR)

Contact us

Email: persn@gmdcltd.com

Mobile No.: 7574818571, Landline No.: 079-27913200



Key Roles and Responsibility

The key Roles and Responsibility to be carried out by Assistant Manager (Limestone Project) shall include but may not be limited to the following:

- Planning and managing various resources as per the requirement.
- Cross functional coordination.
- Legal compliance related to DGMS/ IBM/ State Mines Department/ Forest/ State Pollution Control Board.
- Monitor all statutory framework and compliance. Develop, initiate and maintain framework for the general operation and compliance management.
- Monitor the compliance of approved mining plan/scheme.
- Respond to violations of rules, regulations, policies and procedures by evaluating to ensure that compliance Issues/concerns are appropriately resolved.
- Identify potential areas of compliance vulnerability and risk; develop and implement corrective action plans for resolution of problematic issues and provide general guidance on how to avoid or deal with similar situations in the future.
- Limestone quality management using geological inputs.
- Monitoring, analysis and deviation of production, development and efficiency against budget.
- Ensure safe operation of mining and allied activities.

Date: _____



Recent Photograph

EMPLOYMENT APPLICATION FORM

POST APPLIED FOR: _____

First Name :

Middle Name :

Last Name :

Birth Date :

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Gender:

Place of Birth : _____ **Native Place** : _____

Nationality : _____ **Marital Status:** _____

Category :
General SEBC SC ST

Father/ Husband's Name:

Father/ Husband's Occupation:

Mother Tongue : _____ **Blood Group:** _____

Personal Account (PAN) Number:

Passport Details :**Permanent Address:**

Current Address:

_____ Pincode _____

_____ Pincode _____

Contact Number: (M) _____ (R) _____ (O) _____

E-mail Address:

Present Salary (P.M.): _____ **Expected Salary (P.M.):** _____

How soon can you join?

Have you been interviewed earlier by us? If yes, give particulars:

Academic Record (Starting from SSC or equivalent), also submit attested certificate.

Examination	Institute	Board/ University	Year of passing	%/ CGPA / Grade	Major Subjects

Details of Effective date of obtaining statutory Certificate (For Statutory Post).

Have you undergone any other Training? If yes, give details.

Mention your research/ publication, if any.

Mention your membership of Association indicating your role.

Extra-Curricular Activities:

Language Proficiency:

Language	Speak	Read	Write

Are you prepared to give binding to serve the corporation for a period of 3 Years?

Yes ☐

No ☐

Experience Chronology along with certificates:

Organization	Designation	Period			Job Description
		From	To	Total	

Why do you wish to change?

Has any of your relative is/was employee of G.M.D.C. Ltd.? If yes, give details.

Do you know anybody in G.M.D.C.? If yes, give details.

References (Other than your relatives):

Sr. No.	Name	Occupation	Address & Contact No.

Any other ability/ Information in support of your application

I declare that all the details given in this form are correct and complete to the best of my knowledge and understanding and hereby agree that any misrepresentation therein may cause rejection of my application or termination of my service without notice or compensation thereafter.

I confess that I am not involved in any Criminal matter Or Police inquiry.

I agree that my employment will be subject to transfer to any project by the Corporation.

Date: _____

Place: _____

(Signature of Applicant)