



**GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED (GMDC)
AHMEDABAD**

Contractual Appointment

GMDC is in urgent need of hiring the services of a qualified and accomplished professional of very high order and integrity and therefore invites applications from eligible Professionals for filling up the following post on full time contractual basis initially for a period of Three years at its office at New Delhi, which may be further curtailed or extended at the discretion of the Competent Authority of GMDC.

Sl. No.	Name of the post	No. of Posts	Consolidated remuneration per month
1.	Manager (Corporate Coordination)	1	Based on the Previous/Current Remuneration (Negotiable)

The details of essential qualifications, experience and the job profile are available on GMDC's website www.gmdcltd.com. Eligible candidates may apply in the prescribed proforma along with self-attested copies of certificates of essential qualification and experience to Managing Director, GMDC, "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 380 052 clearly indicating the post applied for on the envelope within 21 days of the publication of this advertisement on GMDC website. Applications received incomplete or after due date will not be entertained. Only shortlisted candidates will be intimated and called for interview.

Managing Director



**GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED (GMDC)
AHMEDABAD**

**Advertisement for the post of
Manager (Corporate Coordination) (On Contract)**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement as Manager (Corporate Coordination) of Gujarat Mineral Development Corporation Limited at its New Delhi Office on full time contractual basis as per details given below:

i.	Name of Post and Number of vacancy	:	Manager (Corporate Coordination) - 1 No.
ii.	Period of Contract	:	The contract initially would be for a period of Three years and may be extended further, subject to functional requirements and appraisal of the performance.
iii.	Job assigned/Job profile	:	<p>The Manager (Corporate Coordination) will report to the General Manager (Corporate Coordination).</p> <ol style="list-style-type: none">1. He will serve as Manager (Corporate Coordination) with an ability to provide back hand support and manage the day to day administration of office of GMDC situated at New Delhi.2. He will provide administrative support to General Manager (Corporate Coordination) in respect of work relating to Mining Lease, Environment Clearances etc.3. He will provide support to General Manager (Corporate Coordination) for making arrangements of meetings between GMDC officials and concerned officials from respective departments of Government of India for approval / execution of contract / representation etc.
iv.	Job Location	:	<p>New Delhi, India</p> <p>The candidate may have to visit Ahmedabad and mining project sites to acclimatize himself about the project activities and for deliberations.</p>

v.	Eligibility Criteria & Age		<p>Candidate should have a degree in Mining Engineering with 1st Class Competency Certificate/ 2nd Class Competency Certificate (Coal/Metal) and having minimum 5+ years of experience.</p> <p>Prior experience of leading large teams, with a track record of team development.</p> <p>A strong prior track record of running productivity/cost efficient operations at plant level.</p> <p>Excellent communication and inter-personal skills.</p> <p>Age – Not more than 35 years of age.</p>
vi.	Remuneration	:	The monthly consolidated remuneration will be based on the previous/current remuneration. (Negotiable)
vii.	Allowance	:	Shall not be entitled to any allowance except transport facility.
viii.	Travelling Allowance	:	The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC. GMDC shall provide a motor vehicle for local travel in New Delhi and at Corporate office in Ahmedabad and at other mining sites.
ix.	Accommodation / Boarding & Lodging	:	<p>(a) At New Delhi - GMDC shall take a suitable accommodation on long term lease arrangement with breakfast and dinner and the candidate shall avail such of those facilities.</p> <p>(b) At Ahmedabad and mining project site across various parts of Gujarat – GMDC shall make suitable arrangements for stay, food, conveyance, etc. suiting to the designation of Manager cadre of GMDC.</p> <p>(c) Other locations – as mentioned at (b), above.</p>
x.	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 one month's prior notice. GMDC can terminate the contract immediately by giving one month's remuneration in lieu of notice period.</p>

x.	How to Apply	<p>: Interested Candidate may apply in the prescribed proforma (as per attached Annexure) along with self-attested copies of certificates of essential qualification and experience to the Managing Director, GMDC Ltd., “Khanij Bhavan”, 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 380 052, 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 21 days from the date of publication of the advertisement on GMDC website.</p>
xi	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.</p> <p>The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p> <p>GMDC may cancel advertisement and decide not to proceed in the matter for engagement of Manager (Corporate Coordination) at any stage to accept or reject any or all applications without</p>

Encl : As above

Managing Director
Email: m_d@gmdcltd.com



Key Roles & Responsibilities

The key Roles and Responsibilities will be carried out by the Manager (Corporate Coordination) shall include but may not be limited to the following:

1. To provide back hand support to General Manager (Corporate Coordination) for obtaining Mining lease rights, Environment Clearance, and Forest clearance, Approval of Mine Plans, Wildlife Clearance, CGWA Approval and other approvals from the related ministries / departments of Government of India for new/upcoming projects of GMDC as the case may be.
2. To represent GMDC before various departments/ministries for ongoing application of new /upcoming projects of GMDC.
3. To assist General Manager (Corporate Coordination) for making arrangements of meetings between GMDC official and concerned officials from respective department of Government of India for approval / execution of contract / representation etc. for new/upcoming projects.
4. To prepare weekly report to be submitted before the GMDC management on progress with approvals / Liaison works.
5. To intimate regarding recent updates in policy and framework for industries as applicable to GMDC.

Managing Director
Email: m_d@gmdcltd.com

ANNEXURE

Recent
passport Size
Photo.
(with Cross
sign by
applicant)

PROFORMA

Post Applied For : Manager (Corporate Coordination)

1.	Name	:	
2.	Mother's/ Father's/Husband's Name		
3.	Date of Birth	:	
4.	Address for Correspondence	:	
5.	Permanent Address	:	
6.	Contact Details: - Mobile/Tel. - E-mail ID	: : :	
7.	Educational/ Technical Qualification(s)	:	
8.	Professional Experience (in descending order)	:	
9.	Expected professional fees or remuneration per annum	:	

10. Computer proficiency and working through e-office/VC-

11. Additional Information, if any, (i) in support of suitability for the Post and (ii) List of enclosed documents in support of furnished information.

Date:

Place:

(Signature of Applicant)

Name of Applicant