



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 extended at the discretion of the Competent Authority of GMDC.

Sl. No.	Name of the post	No. of Posts	Consolidated remuneration per month
1.	General 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 Limited, "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
General Manager (Corporate Coordination) (On Contract)**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement as General 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	:	General 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 profile	:	<p>The General Manager (Corporate Coordination) will report to the General Manager (PP & D) at Corporate Office.</p> <ol style="list-style-type: none">1. He will serve as General Manager (Corporate Coordination) with an ability to obtain 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. He will represent GMDC before various departments/ministries for ongoing application of new /upcoming projects of GMDC.3. He will arrange meetings between GMDC officials and concerned officials from respective ministries/department of Government of India for approval / execution of contract / representation etc for new /upcoming projects of GMDC.

			4. The requisite documents viz., Mining Plan, EIA-EMP reports, Conservation plans, Hydro geological study reports, etc. shall be made available by GMDC.
iv.	Job Location	:	New Delhi, India The candidate may have to visit Ahmedabad and mining project sites to acclimatize himself about the project activities and for deliberations.
v.	Eligibility Criteria & Age		Candidate should have a degree in Mining Engineering with 1 st Class Competency Certificate (Coal/Metal) and having minimum 15+ years of experience. Additional Qualification of Chartered Accountancy (i.e. Fellow Member of Institute of Chartered Accountants of India) and Knowledge of various mineral laws, forest laws, environment laws, mining laws, etc. and its applicability for development of new mining projects shall be preferred. Prior experience of leading large teams, with a track record of team development. A strong prior track record of running productivity / cost efficient operations at plant level. Excellent communication and inter-personal skills. Age – Not more than 52 years of age.
vi.	Remuneration	:	The monthly consolidated remuneration (excl. GST) will be based on the previous/current remuneration. (Negotiable)
vii.	Allowance	:	Shall be entitled to such allowance as may be mutually agreed by the management of GMDC with the selected candidate.

viii.	Travelling Allowance	<p>: The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC.</p> <p>GMDC shall provide a motor vehicle for local travel in New Delhi and at Corporate office in Ahmedabad and at other mining sites.</p>
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 General 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 travelling allowance and other mutually agreed allowances as above.</p> <p>Time period or duration of work on monthly basis shall be as may be mutually agreed between GMDC and the selected candidate.</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>

xi.	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 380052, 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 General Manager (Corporate Coordination) at any stage to accept or reject any or all applications without giving any explanation, whatsoever.</p>

Encl : As above

Managing Director
Email: m_d@gmdcltd.com



Key Roles & Responsibilities

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

1. To obtain 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. The requisite documents viz., Mining Plan, EIA-EMP reports, Conservation plans, Hydro geological study reports, etc. shall be made available by GMDC.
2. To track and provide status update for ongoing filings and applications with various departments related to new /upcoming projects of GMDC.
3. To represent on behalf of GMDC before various departments for ongoing application new /upcoming projects of GMDC.
4. To arrange meetings and interact between GMDC officials and concerned officials from respective department of Government of India for approval / execution of contract / representation etc for new /upcoming projects of GMDC.
5. To submit weekly report to GMDC management on progress with approvals / Liaison works of new /upcoming projects of GMDC.
6. To intimate regarding recent update in policy and framework for industries, as applicable to GMDC.

Managing Director
Email: m_d@gmdcltd.com

ANNEXURE

PROFORMA

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

Post Applied For : General 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 [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