



**GUJARAT MINERAL DEVELOPMENT CORPORATION (GMDC) LTD.**

**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 two years, which may be curtailed or extended at the discretion of the Competent Authority.

<b>S. No.</b>	<b>Name of the post</b>	<b>No. of Posts</b>	<b>Consolidated remuneration per month</b>
1.	<b>IT Infra Expert</b>	1	The monthly consolidated remuneration will be based on current/previous remuneration (Negotiable)

The details of essential qualifications, experience and the job profile including Roles and Responsibilities are available on GMDC's website [www.gmdcltd.com](http://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 Ltd., "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad-52 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 (GMDC) LTD.  
AHMEDABAD**

**Advertisement for the post of IT Infra Expert (Contractual)**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement as IT Infra Expert for Gujarat Mineral Development Corporation Limited at its Ahmedabad Office on full time contractual basis as per details given below:-

i.	Name of Post and Number of vacancy	:	<b>IT Infra Expert - 1 No.</b>
ii.	Period of Contract	:	The contract initially would be for a period of <b>two</b> years and may be further extended, subject to functional requirements.
iii.	Job assigned/Job profile	:	<p>The <b><u>IT Infra Expert</u></b> will report to the Managing Director, GMDC.</p> <p>He will serve as IT Infra Expert with an ability of Good technical skills in IT Infrastructure Solution.</p> <p>The ideal candidate should be a self-starter, have a solid technical mindset, excellent communication skills, diligent time management skills, be team-oriented, and have a strong work ethic. Lastly, ability to work well under pressure to meet ongoing and overlapping deadlines within short time constraints.</p> <p>Understanding of Data Centre architecture, Server &amp; Storage, Operating systems, Network (LAN and WAN), Security Solutions, Backup Solutions.</p> <p>Ability to multitask, maintain composure in high-stress/high-visibility situations and change priority as needed to accommodate a very dynamic business.</p> <p>Strong organization skills, detail oriented &amp; communication skills.</p> <p>Excellent team player, willing to learn new technologies &amp; problem-solving skills.</p>
iv.	Job Location	:	GMDC Office , Ahmedabad

v.	Eligibility Criteria		<p>Candidate should have a University degree, with post graduate technical or management qualifications or other relevant experience.</p> <p>The candidate should have 12+ years of experience in the field of Design, Implement, Manage &amp; Audit of IT Infrastructure projects, Datacentre infrastructure, Server &amp; Storage Infrastructure, Network Infrastructure (LAN and WAN), Security Solutions (include but not limited to Firewall, Antivirus, IPS), Backup Solution, Cloud Solutions (Private and Public), CCTV Surveillance.</p> <p>Candidate Should have experience of implementing one Project having Data Centre, Server &amp; Storage, Network for Head Office and branch offices not less than 10, Security Solutions (Firewall &amp; Antivirus)</p> <p>ITIL Foundation Certification in IT Service Management / PMP will be advantage.</p>
vi.	Remuneration	:	The monthly consolidated remuneration will be based on current/previous 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.
ix.	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. The 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 <b>Annexure</b> ) 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 <b>21 days</b> 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 advisor at any stage to accept or reject any or all applications without giving any explanation, whatsoever.</p>

- **Managing Director**  
**Email: m\_d@gmdcltd.com**

## **Key Role & Responsibility**

The key Role and Responsibility will be carried out by the **IT Infra Expert** shall include but may not be limited to the following:

1. Design, Selection, Execute, Manage and Monitor IT Infrastructure project.
2. Represent as a single point of contact between Internal Department, IT Team & Implementation partner.
3. Manage service delivery activities and Contract management for IT Infrastructure
4. Manage long & medium-term contracts / services.
5. Manage record keeping for all IT Infrastructure for its lifecycle and contract-related correspondence & documentation
6. Generate & manage service delivery plan, key deliverables, marshal resources as required, Risk Management, Project Management.
7. Implement Service Improvement policy and processes.
8. Manage and co-ordinate changes in existing environments per Business requirement
9. Problem & Incident Management and Escalations
10. Provide Best Practice Advice and Recommendations

**- Managing Director**  
**Email: m\_d@gmdcltd.com**

**ANNEXURE**

**PROFORMA**

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

**Post Applied For : IT Infra Expert (Contractual)**

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 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