

GUJARAT MINERAL DEVELOPMENT CORPORATION 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 for its Calcined Bauxite Project, Gadhsisa, which may be curtailed or extended for another period of One year at the discretion of the Competent Authority.

S. No.	Name of the post	No. of Posts	Consolidated remuneration per month
1.	Dy. General Manager (Bauxite) – On Contract	2	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 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 LTD.
AHMEDABAD**

**Advertisement for the post of
Dy. General Manager (Bauxite) (On Contract)**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement as Dy. General Manager (Bauxite) – On Contract 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	:	Dy. General Manager (Bauxite) – 2 Nos.
ii.	Period of Contract	:	The contract initially would be for a period of Two years and may be extended further for another period of One year, subject to functional requirements and appraisal of the performance.
iii.	Job assigned/Job profile	:	<p>The Dy. General Manager (Bauxite) – On Contract will report to the General Manager (Bauxite) at Calcined Bauxite Project, Gadhsisa.</p> <ol style="list-style-type: none">1. He will provide back hand support to General Manager (Bauxite) for<ul style="list-style-type: none">• Ramp up the production volume, revenue generation and to bring the mining operation efficiency to the expected level.• Managing personnel on site across mining, operations and maintenance.• Ensuring the ongoing operation and proving-up of mineral reserves.• Complying with the regulations of The Metalliferous Mines Regulations, 1961 and rules framed there under from time to time.• Figuring out the potentiality of the grade of bauxite lying at the stack of the bauxite at Gadhsisa Group of Mines and formulation of strategy thereof for enhancement of potentiality.• Suggesting the value addition to be made to the bauxite lying at the Gadhsisa Group of Mines.2. Responsible for all operational aspects of the business.3. Demonstrate good working knowledge and experience in developing and implementing strategic plans, management policies, strategies and system.4. Strong financial acumen including budgeting and forecasting.5. Responsible for ensuring that necessary new systems and processes are put into place across the project and teams to ensure the success and profitability.
iv.	Job Location	:	Calcined Bauxite Project, Gadhsisa

v.	Eligibility Criteria	<p>Candidate should have a degree in Mining Engineering with 1st Class Competency Certificate under The Metalliferous Mines Regulations, 1961 and having minimum 10+ years of experience out of which 5 years of experience in Mining with 2nd Class Mines Manager Certificate.</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 mining sites.</p> <p>Excellent communication and inter-personal skills.</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.
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 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 advisor at any stage to accept or reject any or all applications without giving any explanation, whatsoever.</p>
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Encl : As above

Managing Director
Email: m_d@gmdcltd.com

Key Role & Responsibility

The key Role and Responsibility will be carried out by the Dy. General Manager (Bauxite) – On Contract shall include but may not be limited to the following:

1. He will provide back hand support to General Manager (Bauxite) for
 - Ramp up the production volume, revenue generation and to bring the mining operation efficiency to the expected level.
 - Managing personnel on site across mining, ops and maintenance.
 - Ensuring the ongoing operation and proving-up of mineral reserves.
 - Complying with the regulations of Metalliferous Mines Regulations, 1961 and rules framed there under from time to time.
 - Figuring out the potentiality of the grade of bauxite lying at the stack of the bauxite at Gadhsisa Group of Mines and formulation of strategy thereof for enhancement of potentiality.
 - Suggesting the value addition to be made to the bauxite lying at the Gadhsisa Group of Mines
2. Responsible for all operational aspects of the business.
3. Demonstrate good working knowledge and experience in developing and implementing strategic plans, management policies, strategies and system.
4. Able to appreciate the big picture and apply strategic and analytical thinking to effectively implement this in practical terms.
5. Strong financial acumen including budgeting and forecasting.
6. Have full responsibility for the direction, management and development of the ongoing projects of the construction and mine development.
7. Responsible for ensuring that necessary new systems and processes are put into place across the project and teams to ensure the success and profitability.

Managing Director
Email : m_d@gmdcltd.com

ANNEXURE

PROFORMA

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

Post Applied For : Dy. General Manager (Bauxite) – On Contract

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)	:	

Computer proficiency and working through e-office/VC-

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