

**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 contractual basis initially for a period of three year, which may be extended upto two years 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>
<b>1.</b>	<b>Manager- (Strategic Investment &amp; Outreach)</b>	<b>1</b>	<b>Based on the Previous/Current Remuneration ( Negotiable )</b>

The details of essential qualifications, experience and the job profile 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 The Sr. General Manager (Tech), GMDC Ltd., "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 52 clearly indicating the post applied for on the envelope within 30 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.

**- Sr. General Manager (Tech)**

**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD.  
AHMEDABAD**

**Advertisement for the post of Manager- (Strategic Investment & Outreach)**

Application in the prescribed format is invited (as per Annexure) from willing and eligible professionals for engagement as Manager- (Strategic Investment & Outreach) for Gujarat Mineral Development Corporation Limited on contractual basis as per details given below:-

i.	Name of Post and Number of vacancy	:	<b>Manager- (Strategic Investment &amp; Outreach) - 1 No.</b>
ii.	Period of Contract	:	The contract initially would be for a period of <b>three</b> year and may be further extended for a period of two year in stages subject to functional requirements, appraisal of the performance and medical fitness of the individual.
iii.	Job Location	:	Ahmedabad
iv.	Eligibility Criteria	:	Degree in Mass Communication, Journalism, Public Relations, International Relations and other relevant subjects.
v.	Experience	:	3-5 years <ul style="list-style-type: none"><li>• Relevant experience in investment promotional units.</li><li>• Experience of working with multiple government bodies both domestic &amp; international.</li><li>• Experience of managing strategic outreach program at State or Country level.</li><li>• Experience in interacting with industries across Gujarat would be an added advantage.</li></ul>
vi.	Additional Qualifications and Skills	:	Candidates must be well versed with basic computer knowledge, Office Suite. The candidates should have good communication and presentation skills

vii.	Remuneration	:	The monthly consolidated remuneration will be based on the previous/current remuneration. ( Negotiable).
viii.	Allowance	:	Shall not be entitled to any allowance except transport facility.
ix.	Travelling Allowance	:	The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC.
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. The GMDC can terminate the contract immediately by giving onemonth'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 Sr. General Manager (Tech), 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 30 days from the date of publication of the advertisement on GMDC website.</p>

xii.	Selection Procedure	<p data-bbox="682 136 1445 430">: 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 data-bbox="682 493 1445 661">The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p> <p data-bbox="682 724 1445 924">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

**Sr. General Manager (Tech)**  
**Email : tech@gmdcltd.com**

**ANNEXURE**

**PROFORMA**

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

**Post Applied For : Manager- (Strategic Investment & Outreach)**

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

10. 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**