



# GMDC

**Gujarat Mineral Development Corporation Ltd. Ahmedabad**

(A Government of Gujarat Enterprise)

## 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 for its Corporate Office, Ahmedabad, which may be curtailed or extended for another period of Two years at the discretion of the Competent Authority.

Sr. No.	Name of the post	No. of Posts	Consolidated remuneration per month
1	Commercial Head (Cement Sector) - On Contract	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](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

## Advertisement for the post of Commercial Head (Cement Sector) - On Contract

Application in the prescribed format is invited (as per Annexure) from willing and eligible professionals for engagement as Commercial Head (Cement Sector) – On Contract of Gujarat Mineral Development Corporation Limited at its Corporate Office, Ahmedabad on full time contractual basis as per details given below:-

i.	Name of Post and Number of vacancy	Commercial Head (Cement Sector) – On Contract - 1 No.
ii.	Period of Contract	The contract initially would be for a period of Three years which may be curtailed or extended for another period of Two years at the discretion of the Competent Authority subject to functional requirements and appraisal of the performance.
iii.	Reporting Authority	Advisor (Cement)
iv.	Job assigned/Job profile	The Commercial Head (Cement Sector) – On Contract will have to carry out the following jobs which are including but not limited to: 1. He will carry out the commercial activities for the Cement plant except coal procurement. 2. He will have to prepare the long time strategy for long term supply agreement of limestone supply to various cement plants, Soda Ash Plants in the Gujarat State and nearby State and identify the suitable logistic mode for supply to them at the most reasonable cost. 3. He will be responsible for planning and directing the Commercial team wise the Plant Commercial Heads to deliver their KRAs. 4. He will be responsible for the purchase/sale of raw materials for cement plants and Soda Ash Plants like fly ash, gypsum & Packing bags located in the State of Gujarat and nearby State 5. He will have the knowledge of commercial papers, agreements and other commercial terms and conditions.
v.	Job Location	Corporate Office, Ahmedabad
vi.	Eligibility Criteria	a. Candidate should have full time degree of Bachelor of Commerce / Master Degree in Business Administration and having at least 15 years of experience in of purchasing/selling of raw material for cement plants and soda ash plants located in the State of Gujarat and nearby State b. Logistic Knowledge of State of Gujarat including rail, roads and sea c. Knowledge of commercial papers, agreements and other commercial terms and conditions. d. Prior experience of leading large teams, with a track record of team development.
vii.	Age Limit	40 to 50 years
viii.	Remuneration	The monthly consolidated remuneration will be based on the previous/current remuneration. (Negotiable)
ix.	Allowance	Shall not be entitled to any allowance except transport facility.
x.	Travelling Allowance	The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC.
xi.	Terms of Contract	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. 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.

xii.	How to Apply	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.  Last date for receipt of application is <b>21 days</b> from the date of publication of the advertisement on GMDC website.
xiii.	Selection Procedure	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.  The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.  GMDC reserves the right to cancel advertisement at any stage without giving any reasons thereof.

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

Encl : As above

### Key Role & Responsibility

The key Role and Responsibility will be carried out by the Commercial Head (Cement Sector) – On Contract shall include but may not be limited to the following:

1. Responsible for the commercial activities for the Cement except coal procurement.
2. To prepare the long time strategy for long term supply agreement of limestone supply to various cement plants, Soda Ash Plants in the Gujarat State and nearby State and identify the suitable logistic mode for supply to them at the most reasonable cost.
3. Develop annual budgeting plan for commercial function of the Cement Business in line with the overall Cement BU Strategy.
4. Responsible for planning and directing the Commercial team wise the Plant Commercial Heads to deliver their KRAs.
5. Responsible for the purchase/sale of raw materials for cement plants and Soda Ash Plants like fly ash, gypsum & Packing bags located in the State of Gujarat and nearby State
6. Responsible for monitoring the logistic activities and having knowledge of State of Gujarat including rail, roads and sea
7. To know the commercial papers, agreements and other commercial terms and conditions.
8. Responsible for planning and control of Raw material purchase and inventory cost.
9. Responsible for all commercial contracts pertaining to the Cement Business.
10. To Procure Spares including insurance spares for all the plants.

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

### ANNEXURE

#### PROFORMA

**Post Applied For : Commercial Head (Cement Sector) – On Contract**

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

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**