



GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD

Advertisement for the post of Dy. General Manager (Corporate Coordination)

Application in the prescribed format is invited (as per Annexure) from willing and eligible professionals for engagement of Dy. General Manager (Corporate Coordination) for Gujarat Mineral Development Corporation Limited on full time contractual basis as per details given below:-

| | | |
|---|------------------------------------|--|
| 1 | Name of Post and Number of vacancy | <u>Dy. General Manager (Corporate Coordination)</u> 01 no. – position |
| 2 | Period of Contract | The contract initially would be for a period of three years and may be further extended for a period of one year in stages subject to functional requirements, appraisal of the performance and medical fitness of the individual. |
| 3 | Job assigned/Job profile | <u>Dy. General Manager (Corporate Coordination)</u> <ul style="list-style-type: none"> • Identifies and capitalizes the opportunities to promote and positively represent the organization through internal and external communication. • Adhere and implement GMDC approved policies and procedures for communicating on behalf of the organization that represents the corporate identity, promotes and supports the organization's mission. • Oversees the workflow and work assignments of corporate communication to ensure effective collaboration among team members. • Drafts proposals for special communication projects; presents and promotes the projects to management as per the requirement. • Prepares and delivers presentations of the Corporation as per the requirement. • Represents the company in a variety of settings, always promoting corporation's Mission, Values and Vision in the best possible way. • Performs other related duties as assigned by Corporation. |
| 4 | Job Location | Bhubaneswar, Odisha |
| 5 | Eligibility Criteria | <ul style="list-style-type: none"> • B.E. / B. Tech in Mining from reputed institute and MBA in Marketing / Project Management / Operation Management / equivalent. • At least 15 Years of experience in Industrial establishments having turnover of Rs. 1000 Crore and above. • Computer proficiency and working through e-office/VC • Strong leadership skills. • Good written and verbal communication skills. |



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|----|----------------------|--|
| | | <ul style="list-style-type: none"> • Strong attention to details and technicalities. • Excellent organizational and technical skills. • Good interpersonal and multi-tasking skills. • Age limit: Up to 48 years as on March-2023 |
| 6 | Remuneration | The monthly consolidated remuneration will be based on the previous/current remuneration. (Negotiable) |
| 7 | Allowance | Shall not be entitled to any allowance except transport facility. |
| 8 | Travelling Allowance | The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC Ltd. |
| 9 | 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 three months prior notice. The GMDC Ltd. can terminate the contract immediately By giving three month's remuneration in lieu of notice period.</p> |
| 10 | How to Apply | <p>Interested Candidate may apply in the prescribed pro-forma (as per attached Annexure) along with updated resume and self-attested copies of certificates of essential qualification and experience to the General Manager (HR), 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 19th April, 2023</p> |
| 11 | 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 Ltd.</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 at any stage to accept or reject any or all applications without giving any explanation, whatsoever.</p> |

General Manager (HR)

Contact us

Email: persn@gmdcltd.com

Mobile no.

CONFIDENTIAL

Date:



Recent
Photograph

EMPLOYMENT APPLICATION FORM

POST APPLIED FOR:

First Name : _____

Middle Name : _____ **Last**

Name : _____

Birth Date :

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Gender: _____

Place of Birth : _____ **Native Place:** _____

Nationality : _____ **Marital Status:** _____

Category :
General SEBC SC ST

Father/ Husband's Name: _____

Father/ Husband's Occupation: _____

Mother Tongue : _____ **Blood Group:** _____

Personal Account (PAN) Number: _____

Passport Details : _____

Permanent Address:

| |
|---------------|
| _____ |
| _____ |
| _____ |
| _____ |
| Pincode _____ |

Current Address:

| |
|---------------|
| _____ |
| _____ |
| _____ |
| _____ |
| Pincode _____ |

Contact Number: (M) _____ **(R)** _____ **(O)** _____

E-mail Address: _____

Present Salary (P.M.): _____ **Expected Salary (P.M.):** _____

How soon can you join? _____

Have you been interviewed earlier by us? If yes, give particulars:

Academic Record (Starting from SSC or equivalent), also submit attested certificate.

| Examination | Institute | Board/ University | Year of passing | %/ CGPA / Grade | Major Subjects |
|-------------|-----------|----------------------|--------------------|--------------------|-------------------|
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| | | | | | |

Details of Effective date of obtaining statutory Certificate (For Statutory Post).

Have you undergone any other Training? If yes, give details.

Mention your research/ publication, if any.

Mention your membership of Association indicating your role.

Extra Curricular Activities:

Language Proficiency:

| Language | Speak | Read | Write |
|----------|-------|------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

Are you prepared to give binding to serve the corporation for a period of 3 Years?

Yes

No

Experience Chronology along with certificates:

| Organization | Designation | Period | | | Job Description |
|--------------|-------------|--------|----|-------|-----------------|
| | | From | To | Total | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Why do you wish to change?

Has any of your relative is/was employee of G.M.D.C. Ltd.? If yes, give details.

Do you know anybody in G.M.D.C.? if yes, give details.

References (Other than your relative):

| Sr. No. | Name | Occupation | Address & Contact No. |
|---------|------|------------|-----------------------|
| | | | |
| | | | |

Any other ability/ Information in support of your application

I declare that all the details given in this form are correct and complete to the best of my knowledge and understanding and hereby agree that any misrepresentation therein may cause rejection of my application or termination of my service without notice or compensation thereafter.

I confess that I am not involved in any Criminal matter Or Police inquiry.

I agree that my employment will be subject to transfer to any project by the Corporation.

Date: _____

Place: _____

(Signature of Applicant)