



## GUJARAT MINERAL DEVELOPMENT CORPORATION LTD.

### Advertisement for the post of Electrical Supervisor (Mines)

Application in the prescribed format is invited (as per Annexure) from willing and eligible professionals for engagement of **Electrical Supervisor (Mines)** for Gujarat Mineral Development Corporation Limited on full time contractual basis as per details given below:-

1	Name of Post and Number of vacancy	<b>Electrical Supervisor (Mines)</b> <b>18 nos. – positions</b>
2	Period of Contract	The contract initially would be for a period of <b>two</b> years and may be further extended for a period of one year in stages subject to functional requirements, appraisal of the performance of the individual.
3	Job assigned/Job profile	<b>Electrical Supervisor (Mines)</b> <ul style="list-style-type: none"><li>• Shall perform duties as mentioned under <b>Central Electricity Authority Regulations, 2010 (CEAR, 2010)</b>.</li><li>• Shall be competent to perform the work which he is required to carry out as directed by the engineer.</li><li>• Provide a safe workplace by ensuring all site policies and procedures are stringently adhered to</li><li>• Ensure all regulatory requirements are adhered to</li><li>• Oversee quality maintenance and repair of mine equipment to maximize availability and reliability for production</li><li>• Manage daily and weekly work schedules to ensure work is complete on time and on budget through usage of Short Interval Controls</li><li>• Recommend changes in maintenance routines, in operating routines, and in equipment to reduce operating down time and maintenance costs</li><li>• Direct the troubleshooting of equipment failures to resolve root cause and initiate appropriate remedial action</li><li>• Ensure Preventative Maintenance compliance and repair history is properly documented</li><li>• Assist in sourcing and requisitioning maintenance supplies, equipment, and services within budgeted guidelines</li></ul>
4	Job Location	Various Projects of GMDC Ltd.



5	Eligibility Criteria	<ul style="list-style-type: none"> <li>• Having Electrical Supervisor (Mines) certificate of Competency issued under <b>Central Electricity Authority Regulations, 2010 (CEAR, 2010)</b>, valid for Mining Operations, preferably with Diploma / Degree in Electrical Engineering.</li> <li>• Training and several years of experience in mining operations and electrical services will be considered an asset</li> <li>• Demonstrated positive safety behavior and safety leadership; demonstrated a high level of commitment to creating a safe working environment</li> <li>• Excellent leadership skills, including the ability to mentor, coach and correct performance where needed</li> <li>• Superior interpersonal, teamwork, and communication skills Excellent computer skills are required, including the use of Microsoft Word and Excel</li> <li>• Willingness to learn and gain adequate knowledge and experience through training</li> </ul>
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 one month prior notice. The GMDC Ltd. can terminate the contract immediately by giving one 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 <b>Annexure</b>) along with updated resume and self-attested copies of certificates of essential qualification and experience to the <b>General Manager (HR)</b>, 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>31<sup>st</sup> March, 2023</b></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>
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**General Manager (HR)**

**Contact us**

**Email:** [persn@gmdcltd.com](mailto:persn@gmdcltd.com)

Mobile no. 7574818571, Land line no. 079-27913200 (Extn. 1557)

CONFIDENTIAL

Date: \_\_\_\_\_



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**EMPLOYMENT APPLICATION FORM**

**POST APPLIED FOR:** \_\_\_\_\_

**First Name** : \_\_\_\_\_

**Middle Name** : \_\_\_\_\_ **Last**

**Name** : \_\_\_\_\_

**Birth Date** : 

D	D	M	M	Y	Y	Y	Y
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**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:**

_____
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_____
_____
_____
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

**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)**