



## GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD

### Advertisement for the post of Lab Supervisor / Sr. Chemist

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement of **Lab Supervisor / Sr. Chemist** 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>Lab Supervisor / Sr. Chemist</b> <b>01 no. – position</b>
2	Period of Contract	The contract initially would be for a period of <b>two</b> year 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	<p><b>a) Chemical Analysis:</b></p> <ul style="list-style-type: none"><li>• Perform complex chemical analyses using a variety of advanced techniques and instruments.</li><li>• Ensure the accuracy, precision, and reliability of test results through meticulous sample preparation and analysis.</li><li>• Interpret and report analytical data, and communicate findings to relevant stakeholders.</li></ul> <p><b>b) Laboratory Management:</b></p> <ul style="list-style-type: none"><li>• Oversee the day-to-day operations of the laboratory, including scheduling, resource allocation, and workflow optimization.</li><li>• Maintain and calibrate laboratory equipment to ensure accurate and consistent results.</li><li>• Implement and enforce safety protocols to ensure a safe working environment for all staff.</li></ul> <p><b>c) NABL Compliance:</b></p> <ul style="list-style-type: none"><li>• Lead efforts to maintain and improve NABL accreditation for the laboratory.</li><li>• Develop, implement, and review standard operating procedures (SOPs) to ensure compliance with NABL standards and guidelines.</li><li>• Prepare and participate in NABL audits, addressing any findings or recommendations promptly.</li></ul> <p><b>d) Quality Assurance:</b></p> <ul style="list-style-type: none"><li>• Monitor and assess the quality of analytical data generated within the laboratory.</li><li>• Identify areas for improvement and take proactive measures to enhance data quality and reliability.</li><li>• Collaborate with cross-functional teams to implement quality control processes.</li></ul> <p><b>e) Training and Development:</b></p> <ul style="list-style-type: none"><li>• Provide training and mentorship to junior laboratory staff, ensuring their competence in conducting tests and following protocols.</li><li>• Stay updated on advancements in analytical techniques, instrumentation, and industry best practices.</li></ul> <p><b>f) Documentation and Reporting:</b></p> <ul style="list-style-type: none"><li>• Maintain accurate and comprehensive records of laboratory</li></ul>



		<p>activities, test results, and equipment maintenance.</p> <ul style="list-style-type: none"> <li>• Generate detailed reports and presentations for internal and external stakeholders.</li> </ul> <p><b>g) Project Management:</b></p> <ul style="list-style-type: none"> <li>• Contribute to projects related to method development, validation, and process improvement.</li> <li>• Collaborate with research and development teams to support product innovation and optimization.</li> </ul> <p><b>h) Reporting:</b></p> <ul style="list-style-type: none"> <li>• He will report to Senior Manager – Chemical Lab.</li> </ul>
4	Job Location	Fluorspar Project-Kadipani, Tal: Kawant, Dist: Chhota Udepur
5	Eligibility Criteria	Min. 8 year experience with B.Sc. / M.Sc. Chemistry with 60% and Inorganic chemistry and Experienced in Lab management will be given preference.
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's 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 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 <b>29/11/2023</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>Selection committee will decide the position of selected candidates based on the interview and current profile of candidates.</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)**

CONFIDENTIAL

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



Recent  
Photograph

## EMPLOYMENT APPLICATION FORM

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

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

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

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

**PAN Number:** \_\_\_\_\_ **Adhar 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

**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)