



**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD**

**Advertisement for the post of Manager (Safety)**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement of **Manager (Safety)** 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>Manager (Safety)</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>Safety Compliance:</b></p> <ul style="list-style-type: none"> <li>• Monitor and ensure adherence to all safety regulations, guidelines, and standards set forth by DGMS and other relevant authorities.</li> <li>• Regularly review and update safety policies, procedures, and practices to align with changing regulations and industry best practices.</li> <li>• Conduct safety audits, inspections, and risk assessments to identify potential hazards and ensure corrective actions are taken promptly.</li> </ul> <p><b>Training and Education:</b></p> <ul style="list-style-type: none"> <li>• Organize and conduct safety training programs for all employees, contractors, and visitors, ensuring they are aware of safety protocols, emergency procedures, and hazard identification.</li> <li>• Develop and deliver educational materials and workshops to promote a strong safety culture within the organization.</li> </ul> <p><b>Incident Management:</b></p> <ul style="list-style-type: none"> <li>• Investigate and report accidents, incidents, and near-misses promptly, determining root causes and recommending preventive measures.</li> <li>• Maintain accurate records of all safety-related incidents and actions taken to address them.</li> <li>• Assist in the development of emergency response plans and drills, ensuring employees are prepared to respond effectively to emergencies.</li> </ul> <p><b>Personal Protective Equipment (PPE):</b></p> <ul style="list-style-type: none"> <li>• Oversee the proper selection, use, and maintenance of personal protective equipment (PPE) for all employees as per DGMS guidelines and industry standards.</li> </ul> <p><b>Hazardous Materials and Waste Management:</b></p> <ul style="list-style-type: none"> <li>• Ensure proper handling, storage, transportation, and disposal of hazardous materials and waste in accordance with DGMS</li> </ul>



		<p>regulations and environmental guidelines.</p> <p><b>Communication and Collaboration:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with cross-functional teams, including operations, maintenance, and management, to implement safety measures and improves overall safety performance.</li> <li>• Maintain open lines of communication with regulatory agencies and participate in audits and inspections as required by DGMS.</li> </ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• He will report to GM (Plant).</li> </ul>
4	Job Location	Fluorspar Project-Kadipani, Tal: Kawant, Dist: Chhota Udepur
5	Eligibility Criteria	Min 8 years of experience in relevant field and well-verse with Mining and Factory laws with Graduation or Post graduation. Applicant must be well- verse with safety standards applicable to Mine and plant. Exposure of ISO standard requirement and implementation will be preferred.
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** : \_\_\_\_\_

**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)