



GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD

Advertisement for the post of Head-Project Planning & Administration

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

1	Name of Post and Number of vacancy	<p align="center">Head-Project Planning & Administration</p> <p align="center">02 nos. – positions</p>
2	Period of Contract	<p>The contract initially would be for a period of two 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.</p>
3	Job assigned/Job profile	<p>Head-Project Planning & Administration</p> <p>Will report to The Sr. General Manager - GMDC Ltd.</p> <ul style="list-style-type: none"> • Creating plans for project implementation and monitoring progress to ensure that deadlines are met • Overseeing the development of project documentation including scope statements, schedules, and budgets • Assigning resources to projects based on skill sets and availability, and making adjustments as needed or as required by the Corporation. • Building rapport with Government Agencies to ensure ongoing cooperation throughout the duration of a project • Planning project management, including setting deadlines, prioritizing tasks, and assigning team members to various deliverables with day, week & monthly results. • Evaluating potential risks and developing contingency plans to minimize potential problems • Coordinating team meetings to ensure that all members are engaged in the project and understand their responsibilities • Overseeing the development of the project and ensuring that team members are carrying out their tasks efficiently • Monitoring the budget throughout a project to identify areas where cost overruns may occur and providing financial reports and budget outlines to the management. • Reviewing project plans to ensure compliance with industry standards and best practices • Ensuring that all deliverables are completed on time and within budget • Accurately documenting the project's creation, development, and execution as well as documenting the project's scope, budget, and justification.



4	Job Location	(1) Lignite Project – Panandhro (Kutch) (2) Akrimota Thermal Power Station – Nani Chher (Kutch)
5	Eligibility Criteria	<ul style="list-style-type: none"> • Having Bachelor Degree in Business Administration, or a related same field of study with minimum 20 years of rich experience in relevant field with proper demonstrated execution at senior level of position. • Prefer candidate would be an Ex-army man having a category of Brigadier and above grade. • Computer proficiency and working through e-office/VC • Strong leadership skills. • Good written and verbal communication skills. • Strong attention to details and technicalities. • Excellent organizational and technical skills. • Good interpersonal and multi-tasking skills.
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 31st March, 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 VideoConferencing 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

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

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:** _____

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

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)