



GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD

Advertisement for the post of Assistant Manager (Operations)

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

1	Name of Post and Number of vacancy	Assistant Manager (Operations) 01 no. – position
2	Period of Contract	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.
3	Job assigned/Job profile	The Assistant Manager (Operations) will be responsible for. <ul style="list-style-type: none"> • Ensure that agencies deploy the right quality and quantity of security manpower under GMDC in compliance with the contract awarded to the agency. • Bring any shortfall in deployment to the notice of the respective head immediately and follow up with the agency to make up the strength. • Ensure that the security personnel are issued uniforms and equipment on a timely basis in keeping with the contract and that they are of a good quality. • Maintain records of such non-compliances and assist in resolving them working with agency. • Maintain and analyze trends in non-compliances and award ratings to agencies each month on their compliance related performance, and have it ratified by department head. • Submit these trends and ratings for use during the calling of fresh RFPs at the end of each contract period. • Ensure that attendance and other records are being correctly maintained and billing and payments are done on time. • Assist in planning incident response and resource mobilization to support the CHS under the approval of the department head.
4	Job Location	Corporate Office, Ahmedabad
5	Eligibility Criteria	<ul style="list-style-type: none"> • Should be a Graduate with PG Diploma in IRPM or MBA in Operations Management with adequate exposure to contract management and labour laws. • Should have 5 to 7 years of experience at a mine/large manufacturing establishment as the compliance officer/contract cell officer/having implemented compliances under security contracts. • Preference may be given to short service commissioned officer from the Army/Navy/Air Force or equivalent from any other armed force of India. • Age limit up to 45 years on the date of employment.



		<ul style="list-style-type: none"> Physically and medically fit
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 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 13/10/2023.</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

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: _____ **Aadhar 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)