

EMAIL- INFO@MINEPORTAL.IN

CONTRACTUAL VACANCY FOR MINE MANAGER, ASSISTANT MANAGER & MINE OVERMAN IN

The Andhra Pradesh Mineral Development Corporation Limited

TELEGRAM GROUP FOR MINING NOTES/NEWS/JOBS LINK t.me/Mining_Study_Material

ADVERTISEMENT



The Andhra Pradesh Mineral Development Corporation Limited

Door No. 294/1D, 100 feet Road (Tadigadapa to Enikepadu Road), Kanuru, Vijayawada – 521137, Andhra Pradesh, India Tel: +91-866-2429999 Fax: +91-866-2429977 Email: apmdcltd@yahoo.com EMPLOYMENT NOTIFICATION FOR VARIOUS POSITIONS ON CONTRACT BASIS

APMDC invites applications for Certain managerial positions. In various disciplines from the eligible candidates with required qualifications. The detailed description of each post along with the prescribed format of application can be downloaded from our website **www.apmdc.ap.gov.in**/. The Corporation has right to modify the conditions or cancel the advertisement without assigning any reason and further

notice. The last date for submission of applications by Registered Post shall be on or before 15.04.2021 by 5.00 PM.

Place: Vijayawada Date:15.03.2021

V. G. Venkata Reddy Vice - Chairman and Managing Director

Table of Contents

S1.No.	Details of Document	Page No.
01	Instructions to the Candidate (Annexure-I)	3 - 3
02	Qualification, Experience and Role (Annexure-II)	4 - 15
03	Applications for the respective positions	16 – 18
04	Self Declaration	19 – 19

ANNEXURE-I

Information & Instructions to the Candidates

- 1. Application shall be submitted in the prescribed format which can be downloaded from our website www.apmdc.ap.gov.in on (Full Scape) Photo Copy Paper. All the enclosures (True copies of all certificates) shall also be submitted on Full Scape size only.
- 2. Applicants shall carefully read all the instructions and shall ensure that they are fully qualified before filling up/submission of the applications.
- 3. If any column is not applicable, write "NA" against that column. Do not fill up such column with dots and dashes or leave any column blank.
- 4. Furnishing of false or incorrect information / document or suppression of material information shall entail in disqualification of the applicant at any stage of selection and may lead to civil case.
- 5. Applicants are not permitted to alter or modify the columns in the application form once submitted.
- 6. Unsigned / incomplete / incorrect applications and applications unaccompanied by requisite certificates are liable to be rejected summarily.
- 7. Applications received after prescribed date will not be entertained even if the applications are posted before the last date.
- 8. Shortlisted candidates will be called for Interview.
- 9. Selection is based on marks awarded by the Interview Panel Members.
- 10. No TA / DA will be provided for attending the interviews.
- 11. The Corporation has right to modify or cancel the advertisement or reduce the number of vacancies published without assigning any reason and further notice and no communication is entertained further in this regard.
- 12. Applicants shall submit enclosures of all Certificates of which they have mentioned in the application form duly signed by a Gazetted Officer. Applications received without gazetted signature shall be rejected.

ANNEXURE-II

S.No.	Name of the Post	No. of Post	Qualifications and Age
1	Dy. General Manager (Civil)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.70,000/- per month. Reporting: GM (Projects), Head Office, Vijayawada. Job Description: In charge of all Civil Engineering works in connection with mine, plant, environmental activities at the mine. If posted in Head Office. Responsible for verification of invoice, tender document Contracts, designs, drawings etc. Inspections of progress of work at Mine Sites. Qualification: Degree in Civil Engineering from a recognised university Age: Not exceeding 45 years as on 31st March 2021. Experience: Post Qualification 15 Yrs., out of which 10 years in relevant field. Should have worked in the position of Sr. Manager or Manager in the respective discipline in reputed organisation. Skills: Good knowledge of Microsoft suite & Auto CAD.
2	Dy. General Manager (HSE)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.70,000/- per month. Reporting:GM (Projects) Head Office, Vijayawada. Job Description: Responsible for all Environment and Forests compliances at all the Sites of the Corporation. Responsible for getting environmental clearances including EIA, EMP& Public Hearing etc. Qualification: Degree in any Engineering and post-graduation in Environmental Engineering / Science Age: Not exceeding 45 years as on 31st March

			2021. Experience: Post Qualification 15 Years, out of which 10 years in relevant field. Should have worked in the position of Sr. Manager or Manager in the respective discipline in reputed organisations Skills: Good knowledge of Microsoft suite & Auto CAD.
3	Dy. General Manager (Contract Management)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.70,000/- per month. Reporting:GM(Projects)Head Office, Vijayawada. Job Description: Responsible for Administration of contracts with mine operators. Repository of all Correspondence regarding permits, approvals and Correspondence with mine operator. Qualification: Degree in any branch and MBA (Marketing/Finance. Age: Not exceeding 45 years as on 31st March 2021. Experience: Degree post Qualification 15 years, out of which 10 years in relevant field. Should have worked in the position of Sr. Manager or Manager in the respective discipline in reputed organisations. Skills: Good knowledge of Microsoft suite &ERP.
4	Dy. General Manager (Procurement)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs. 70,000/- per month. Reporting: GM (Projects), Head Office, Vijayawada. Job Description: Procurement of Contracts, goods & Services for Head Office and all sites of the Corporation, Administration of Contracts development of vender base. Qualification: Degree in Mechanical/ Mining/ Civil Engineering. Age: Not exceeding 45 years as on 31st March

			2021.
			Experience: Post Qualification 15 years, out of which 10 years in relevant field. Should have worked in the position of Manager in the respective discipline in reputed organisations
			Skills: Good knowledge of Microsoft suite & ERP
5	Dy. General Manager (Taxation),(Cost & Budget)	02	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.70,000/- per month. Reporting: GM (Projects), Head Office, Vijayawada. Job Description: Responsible for finance and Accounts, Accounts payables, receivables, Trail balance, Ledger, Annual accounts, Treasury management etc. Qualification: Degree in any Branch.CA. Age: Not exceeding 45 years as on 31st March 2021. Experience: Post Qualification 15 years, out of which 10 years in relevant field. Should have worked in the position of Manager in the respective discipline in reputed organisations. Skills: Good knowledge of Microsoft suite. Auto CAD.
6	Dy. General Manager (Survey)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.70,000/- per month. Reporting: GM (Projects), Head Office, Vijayawada. Job Description: All Land Acquisition matters, Maintenance of Land records, Surveys and check surveys at the mine sites. Preparing and implementing SOP's for Survey. Qualification: Degree with Mine Surveyor Certificate issued in DGMs in any Branch.

			Age: Not exceeding 45 years as on 31 st March 2021.
			Experience: Post Qualification 15 years, out of which 10 years in relevant field. Should have worked in the position of Manager in the respective discipline in reputed organisations
			Skills: Good knowledge of Microsoft suite.Auto CAD, Good Knowledge of land acquisition matters.
7	Dy. General Manager (CSR)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.70,000/- per month. Reporting: GM (Projects), Head Office, Vijayawada. Job Description: Responsible for Design, implementation and Compliance of CSR activities as required through Companies Act and various Environmental Clearances of Mines. Inspection of CSR Activities. Community relations for improving engagement with the Corporation. Qualification: Post Graduation in Rural management or MBA(HRM) or (Master Social Work) Age: Not exceeding 45 years as on 31st March 2021. Experience: PQ 15 years, out of which 10 years in relevant field. Skills: Good knowledge of Microsoft suite. Auto CAD.
8	Manager(Electri cal)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.60,000/- per month. Reporting: GM (Projects), Head Office, Vijayawada. Job Description: Responsibilities as Statutory Electrical Engineer in the Mines. If posted in

			 Head Office, responsible for inspection of mines. Preparation and checking of Electrical part of Various Tenders. Qualification: Degree in Electrical Engineering. Age: Not exceeding 40 years as on 31st March 2021. Experience: Post Qualification 10 years, out of which 5 years in relevant field. Should have worked in the position of Assistant / Deputy Manager in the respective discipline in reputed organisations. Skills: Good knowledge of Microsoft suite. Auto CAD.
9	Manager (Geology)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.60,000/- per month. Reporting: DGM (Geology), Head Office, Vijayawada. Job Description: Exploration of Various minerals, preparation and checking of Geological reports, Geological mapping. Flaw up of various permissions approvals mining plans and mining Leases. Qualification: Post Graduation in Geology. Age: Not exceeding 40 years as on 31st March 2021. Experience: Post Qualification 10 years, out of which 5 years in relevant field. Skills: Good knowledge of Microsoft suite, Auto CAD.
10	Manager Survey/GIS	01	Location: Head Office/Mangampet.Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation.Pay: Rs.60,000/- per month.Reporting:GM (Projects), Head Office, Vijayawada.Job Description: Proficiency in GIS and Auto

			 CAD. Qualification: Degree/ Diploma in civil min/Surveying and Certification in GIS Age: Not exceeding 40 years as on 31st March 2021. Experience: Post Qualification 10 years, out of which 5 years in relevant field, using GIS and Auto CAD proficiency. Skills: Good knowledge of Microsoft suite, Auto CAD and GIS.
11	Manager (Finance)	05	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.60,000/- per month. Reporting: GM (Projects), Head Office, Vijayawada. Job Description: Responsible for finance and Accounts, Accounts payables, receivables, Trail balance, Ledger, Annual accounts, Treasury management etc. Qualification: Inter. CA/ICWA. Age: Not exceeding 40 years as on 31st March 2021. Experience: Post Qualification 10 years, Out of Which 5 years in Relevant field. Skills: Good knowledge of Microsoft suite
12	Manager (Contract admin)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.60,000/- per month. Reporting: GM (Projects), Head Office, Vijayawada. Job Description: Responsible for Administration of contracts with mine operators. Repository of all Correspondence regarding permits, approvals and Correspondence with mine operator. Qualification: Degree in any Branch and MBA(Marketing/Finance) Age: Not exceeding 40 years as on 31st March

			2021.
			 Experience: Post Qualification 10 years, out of which 5 years in relevant field. Should have worked in the position of Assistant / Deputy Manager in the respective discipline in reputed organisations Skills: Good knowledge of Microsoft suite. Auto CAD.
13	Manager (System Admin)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.60,000/- per month. Reporting: AGM (HRD), Head Office, Vijayawada. Job Description: Management of Networking and Hard ware. Qualification: B.Tech in Electronics/IT/Computer Science. Age: Not exceeding 40 years as on 31st March 2021. Experience: Post Qualification 10 years, out of which 5 years in relevant field. Should have worked in Assistant to Lawyer/Standing Counsel of good repute.in the respective discipline in reputed organisations. Skills: Good knowledge of Microsoft suite, Auto CAD.
14	Manager (Legal)	01	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.60,000/- per month. Reporting: AGM (HRD), Head Office, Vijayawada. Job Description: Shall have worked as Assistant to Layer/Standing Counsel of good repute. Knowledge of Company Law and Contract Law. Qualification: Degree in Law.

			Age: Not exceeding 40 years as on 31 st March 2021.
			 Experience: Post Qualification 10 years, out of which 5 years in relevant field. Should have worked in the position of Assistant / Deputy Manager in the respective discipline in reputed organisations. Skills: Good knowledge of Microsoft suite/legal tools.
15	Manager (Mining)	04	 Location: Head Office/Mangampet. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.60,000/- per month. Reporting: GM (Projects), Head Office, Vijayawada. Job Description: Will be posted in mining operations. If posted in Head Office. Compliance of safety, mining contract etc. Qualification: B.Tech Mining Engineering with FMCC Certificate. Age: Not exceeding 40 years as on 31st March 2021. Experience: Post Qualification 10 Years, out of which 5 years in relevant field. Skills: Good knowledge of Microsoft suite, Auto CAD.
16	Manager (Company Secretary)	01	Location: Head Office Vijayawada. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.60,000/- per month. Reporting: AGM (HRD).Head Office, Vijayawada. Job Description: conduct Board Meeting of the Corporation Drafting of the minutes of Board Meetings. Maintenance of all registers as per secretarial standards. All Legal issues relating to the Corporation. Other secretarial works. Updating the book of accounts of joint Venture Companies.

			Coordinating joint venture companies in respect of conducting board Meetings, drafting the minutes. Fillings of all the returns in the Register of Companies. Consolidating the information for preparation of Annual Reports and laying Annual Reports of the Corporation on the table of the honour of the legislature Qualification: Any Degree from any recognised University/Institute. Institute of Company Secretaries of India (ICSI) Certificate. Age: Not exceeding 40 years as on 1st March 2021. Experience: Total Qualification 10 years out of which 5 years post qualification experience. Skills: Good knowledge of Microsoft suite and MS Projects
17	OverMen	12	 Location: Suliyari Coal Project, Madhya Pradesh. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay:Rs.40,000/-per month. Reporting: Project Officer, Suliyari Coal,and Madhya Pradesh. Job Description: statutory Overmen/Mining Sardar/Short firer. Qualification: Diploma in Mining Engineering with Overmen'sCertificate (Coal) issued by DGM. Age: Not exceeding 40 years as on 31st March 2021. Experience: Skills: Good knowledge of Microsoft suite. Auto CAD.
18	Safety Officer -1 VTC Incharge-1 Statutory under manager – 7 in the Cadre of Asst.Manager	09	 Location: Suliyari Coal Project, Madhya Pradesh. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.47000/- per month. Reporting: Coal Project Officer, Suliyari Project Madhya Pradesh. Job Description: Statutory inspection under mining Legislation.

		Qualification: Degree/Diploma in Mining with FMCC (Coal) Age: Not exceeding 40 years as on 31 st 2021.
		Experience: Manager 10 Years, Post qualification Assistant Managers 5 Years, Post qualification.
		Skills: Good knowledge of Microsoft suite. Auto CAD.
Asst.Manager Electrical (HT)	01	 Location: Suliyari Project, Madhya Pradesh. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs. 40,000/- per month. Reporting: Suliyari Coal Project Officer, Madhya Pradesh. Job Description: Statutory Electrical Supervisor. Qualification: Diploma in Mining Engineering with Electrical Super visor Certificate. Age: Not exceeding 40 years as on 31st March 2021. Experience: Skills: Good knowledge of Microsoft Suite. Auto CAD
Asst.Manager (Mine Survey)	02	 Location: Suliyari Project, Madhya Pradesh. Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay: Rs.47000/- per month. Reporting: Project Officer, Suliyari Madhya Pradesh. Job Description: Statutory inspections under Mining Legislation. Qualification: Diploma in Mining /Mine Survey with Survey Certificate. Age: Not exceeding 40 years as on 31st March 2021. Experience: Skills: Good knowledge of Microsoft Suite. Auto
	Electrical (HT)	Electrical (HT) 01

			CAD.
21	Manager(Electri cal)	01	 Location: Suliyari Project, Madhya Pradesh Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation. Pay:Rs.60,000/- per month. Reporting: Suliyari Coal Project Officer, Madhya Pradesh. Job Description: Colliery Engineer under Mines Act for the coal mine. Responsible for coordinating with state power distribution companies, applying for approvals of various electrical installations, apparatus and equipment. Timely completion of electrical works of all infrastructure and Resettlement and Rehabilitation Colony. Maintenance of electrical installations in R&R Colony, residential and service buildings. Qualification: Degree in Electrical Engineering. Age: Not exceeding 40 years as on 31st March 2021. Experience: Post Qualification 10 years, out of which 5 years in relevant field. Should have worked in the position of Assistant / Deputy Manager in the respective discipline in reputed organisations. Skills: Good knowledge of Microsoft suite. Auto CAD.

THE ANDHRA PRADESH MINERAL DEVELOPMENT CORPORATION LIMITED

294 / 1D, Tadigadapa to Enikepadu 100 Ft. Road, Kanuru Village, Penamaluru Mandal, Vijayawada - 521137

Application for the post of

Paste your recent passport size photograph

	Name of the Candidate in	SURNAME
01	full with Surname, as Mentioned in the SSC or its	
01	equivalent examination	NAME
	(in block Letter)	
	Parent's Name as	
02	mentioned in the SSC or its	
	equivalent examination Address for communication	
	with District and PIN Code	
03		
03		
		DIN CODE
		PIN CODE
04	Native place and District	
05	Telephone / Mobile No.	
06	Email ID	
	Permanent Address with	
	Pin Code	
07		
		PIN CODE
08	Sex	
09	Date of Birth & Age	

10. Educational Qualifications

Name of Degree	Year of Passing	Class / Division	% of Marks	Name of the University
10 th Class (SSC)				
Intermediate				
UG				
PG				

11.	Other Qualifications if any	

12. Work Experiences

		Period		
S.No	Name of the Organization	From	То	Post Held & JOB Profile

DECLARATION

I hereby declare that the information furnished above and all the statements made in this application are true and correct and complete to the best of my knowledge and belief. I further declare that I possess sound health.

STATION: DATE: SIGNATURE OF THE APPLICANT

SELF DECLARATION

1. Have you ever been arrested by any enforcement agency? Ans:_____

Have you ever been prosecuted under criminal or civil law?
 Ans:______

3. Is there any case pending against you in any court of law? Ans:_____

4. Have you ever been fined by a court?

Ans:_____

5. Have you ever been convicted by any court for any offence? Ans:_____

I give this information to the best of my knowledge and belief. I understand that in case any of the above information is not partially or completely true, my appointment in the Corporation would cease and I am liable for action under law.

SIGNATURE_____

NAME

Note:

- 1. Dy. General Manager shall be paid Rs.10,000/-,Manager/Assist. Manager shall be paid Rs.8000/- .Coal field allowance is payable at year end only on successful completion of the year. For Suliyari Coal Project Employees only.
- Dy. General Manager Shall be paid Rs.20,000/- Manager/Asst. Manager Shall be Paid Rs.15000/- per month as accommodation allowance. For Suliyari Coal Project Employees Only.
- 3. No other pay, allowances or perquisites are admissible.