





# CONTRACTUAL JOB FOR VARIOUS POST IN

The Andhra Pradesh Mineral Development Corporation Limited

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## **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: [apmdchrdrecruitments@gmail.com](mailto:apmdchrdrecruitments@gmail.com).

### **EMPLOYMENT NOTIFICATION FOR VARIOUS POSITIONS ON CONTRACT BASIS**

APMDC invites applications for Certain managerial positions. In various disciplines from the eligible candidates with requisite qualifications. The detailed description for each post along with the prescribed format of application can be downloaded from our website **[www.apmdc.ap.gov.in/Tender](http://www.apmdc.ap.gov.in/Tender)**. 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 online to e-mail: [apmdchrdrecruitments@gmail.com](mailto:apmdchrdrecruitments@gmail.com)/Registered Post shall be on or before **27.05.2022** by 5.00 PM.

Place: Vijayawada

Date: 26.04.2022.

Sd/-

Vice - Chairman and Managing Director

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## **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](http://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 Scope 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.
13. Transferable to any APMDC Projects across the Country as per the Corporation requirements.
14. Reporting structure may undergo changes as per Corporation requirements.

**ANNEXURE – II**

<b>SI. No</b>	<b>Name of the Post</b>	<b>No. of Post</b>	<b>Qualifications and Age</b>
1	General Manager(Coal)	01	<p><b><u>Location:</u></b> Suliyari Coal Project, Madhya Pradesh.</p> <p><b><u>Term of Appointment:</u></b> Initially for a period of three years. Extendible on the requirement of the Corporation.</p> <p><b><u>Pay:</u></b> 1,00,000/-Per Month. Coal Field Allowances Rs.30,000/- Per Month.</p> <p><b><u>Reporting:</u></b> The VC &amp; MD, Head Office, Vijayawada.</p> <p><b><u>Job Description:</u></b> Head of Coal Project and all related infrastructure. Responsible for dispatches, logistics, Contracts Administration and all regulatory compliances. Relations with Government and local opinion makers. Liaison with HODs in Corporate Office. Reporting to HOD concerned in Head Office.</p> <p><b><u>Qualification:</u></b> Degree in Mining Engineering from a recognised university. First Class Mine Manager's Certificate issued by DGMS, preferably Coal certificate.</p> <p><b><u>Experience:</u></b> Twenty years post qualification experience in mining projects. At least ten years post First Class Mine Manager's Certificate and ten years' experience in coal / mineral producing opencast mining operations in large organisations.</p> <p><b><u>Age:</u></b> Not exceeding 56 years as on 30<sup>th</sup> April 2022.</p> <p><b><u>Skills:</u></b> Good knowledge of Microsoft suite, MS Projects. Knowledge of Land Acquisition and process of various mining related approvals.</p>

2	Dy. General Manager (Legal)	01	<p><b><u>Location:</u></b> Head Office.</p> <p><b><u>Term of Appointment:</u></b> Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p><b><u>Pay:</u></b> Rs.70,000/- Per Month.</p> <p><b><u>Reporting:</u></b> The VC &amp; MD, Head Office, Vijayawada.</p> <p><b><u>Job Description:</u></b> Shall have worked as Lawyer/ Standing Counsel of good repute. Knowledge of Company Law, Contract Law and labor laws. Preparing and sending legal notices to clients or IP infringers, filling of legal or civil cases against debtors defaulting payments. Providing legal assistance to functional/department heads and managing leadership in developing agreements, communications and policies. Drafting/Scrutinizing/vetting of commercial deeds/documents including, inter-alia, instructions, affidavits, deeds, agreements, Contracts, indemnity bond, bank guarantee, consortium &amp; collaboration agreement etc.</p> <p><b><u>Qualification:</u></b> Degree in Law.</p> <p><b><u>Experience:</u></b> Post qualification 15 years out of 10 years in relevant field. Should have worked in the position of Assistant to a reputed Advocate or Standing Counsel.</p> <p><b><u>Age:</u></b> Not exceeding 50 years as on 30<sup>th</sup> April 2022.</p> <p><b><u>Skills:</u></b> Good knowledge of Microsoft Suite/legal tools.</p>
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03	Deputy General Manager (IT)	01	<p><b><u>Location:</u></b> Head Office, Vijayawada.</p> <p><b><u>Term of Appointment:</u></b> Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p><b><u>Pay:</u></b> Rs.70,000/- per month.</p> <p><b><u>Reporting:</u></b> G.M(P&amp;C), Head Office, Vijayawada.</p> <p><b><u>Job Description:</u></b> Management of Networking and Hard ware. System administrators (or sysadmin or systems administrator) are responsible for the maintenance, configuration, and reliable operation of computer systems and servers. Install hardware and software, and participate in research and development to continuously improve and keep up with the IT business needs of their organization. System administrators also actively resolve problems and issues with computer and server systems to limit work disruptions within the company. Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization. Install and upgrade computer components and software, manage virtual servers, and integrate automation processes. Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and Assessing impact of issues. Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.</p>
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			<p>Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures. Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions. Responsible for capacity, storage planning, and database performance</p> <p><b>Qualification:</b> B. Tech (IT), Computer Science, B.Sc(Computer Science), MCA.</p> <p><b>Age:</b> Not exceeding 50 years as on 30<sup>th</sup> April 2022.</p> <p><b>Experience:</b> Post Qualification 15 years, out of which 10 years in relevant field.</p> <p><b>Skills:</b> Good knowledge of Microsoft suite.</p>
04	Manager (Mining)	01	<p><b>Location:</b> Suliyari Coal Project, Madhya Pradesh.</p> <p><b>Term of Appointment:</b> Initially for a period of three years. Extendible on the requirement of the Corporation.</p> <p><b>Pay:</b>Rs.60,000/-per month, Coal Field Allowances Rs.20,000/- Per Month.</p> <p><b>Reporting:</b> Project Officer, Suliyari Coal Madhya Pradesh.</p> <p><b>Job Description:</b> Statutory Inspection under mining Legislation. If posted as safety officer, Safety Officers are responsible for planning; implementing and overseeing company's employee safety at work. Their main duty is to ensure that the company is in compliance and adheres to Occupational Health and Safety (OHS) guidelines.</p> <p><b>Qualification:</b> Degree or Diploma in Mining Engineering from a recognized university or State Board. First Class Coal Mine Manager's Certificate issued by DGMS.</p> <p><b>Age:</b> Not exceeding 50 years as on 30.04.2022.</p>

			<p><b>Experience:</b> Experience of 3 years after First Class Mines Manager certificate is preferable.</p> <p><b>Skills:</b> Good knowledge of Microsoft suite, Auto CAD.</p>
05	Supervisor/ Foreman/ Overman	30	<p><b>Location:</b> Suliyari Coal Project, Madhya Pradesh.</p> <p><b>Term of Appointment:</b> Initially for a period of three years. Extendible on the requirement of the Corporation.</p> <p><b>Pay:</b> Rs.40,000/- Per Month. Coal Field Allowances Rs.10,000/- Per Month.</p> <p><b>Reporting:</b> Project Officer Suliyari Coal Project.</p> <p><b>JobDescription:</b> Statutory Overman/ Miningsardar/ Short firer. The Overman has responsible for daily and hands-on task, such as inspecting the pit's safety each day and recording the work performed for piece work systems. An overman would be an experienced miner who has been promoted on the basis of experience.</p> <p><b>Qualification:</b> Diploma in Mining /Mechanical / Electrical / Electronics. In case of Mining Diploma holder shall hold Overman's Certificate issued by DGMS.</p> <p><b>Experience:</b> 2 Years.</p>

**THE ANDHRA PRADESH MINERAL DEVELOPMENT CORPORATION  
LIMITED**

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

Application for the post of

Paste your recent  
passport size  
photograph

<b>01</b>	Name of the Candidate in full with Surname, as Mentioned in the SSC or its equivalent examination (in block Letter)	SURNAME  NAME
<b>02</b>	Parent's Name as mentioned in the SSC or its equivalent examination	
<b>03</b>	Address for communication with District and PIN Code	PIN CODE
<b>04</b>	Native place and District	
<b>05</b>	Telephone / Mobile No.	

<b>06</b>	Email ID	
<b>07</b>	Permanent Address with Pin Code	PIN CODE
<b>08</b>	Sex	
<b>09</b>	Date of Birth & Age	

#### **10. Educational Qualifications**

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




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

2. 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 \_\_\_\_\_