





# 05 Vacancy – GMDC LTD. For Mining Engineers

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TRANSFER FORUM

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**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD**

**Advertisement for the post of Assistant Manager (Mines)**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement of **Assistant Manager (Mines)** 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>Assistant Manager (Mines)</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	<ul style="list-style-type: none"> <li>• Develop and implement strategic plans for the fluorspar mining operation to achieve production targets, cost efficiency, and operational excellence. Person will be preferred candidate, possess a very good experience in dealing with MDO contractor to execute the plan for Production in time and cost-effective manner.</li> <li>• Ensure all statutory returns/royalties are deposited before due date.</li> <li>• Ensure safety and security of explosive van and carry out daily stock taking of explosive arrived at site as per requirement.</li> <li>• Collaborate with senior management to align mining activities with overall project goals and objectives.</li> <li>• Oversee day-to-day mining operations, including drilling, blasting, extraction, hauling, and processing of fluorspar ore in line with Safety records/VTC requirement.</li> <li>• Monitor and optimize production processes to ensure maximum resource utilization and minimal downtime.</li> <li>• Implement best practices in mining techniques, equipment utilization, and mineral processing.</li> <li>• Train, and manage a team of mining professionals, including engineers, geologists, technicians, and miners.</li> <li>• Provide leadership and mentorship to the mining team, fostering a culture of safety, collaboration, and continuous improvement.</li> <li>• Ensure compliance with all relevant health, safety, and environmental regulations and standards.</li> <li>• Develop and enforce safety protocols to minimize risks and incidents related to mining activities.</li> <li>• Manage resources, including personnel, equipment, and materials, to optimize production efficiency.</li> <li>• Promote a culture of safety awareness and adherence to HSE policies.</li> <li>• Prepare and manage the mining department's budget project it to Finance Department, monitoring expenses, provide returns to finance department and ensuring cost-effective operations.</li> <li>• Identify opportunities for cost reduction and process improvement within the mining operation.</li> <li>• Collaborate with procurement and logistics teams to ensure timely availability of necessary resources.</li> <li>• He will report to Mine Manager (Plant) on all aspects related to mines</li> </ul>
4	Job Location	Fluorspar Project-Kadipani, Tal: Kawant, Dist: Chhota Udepur



5	Eligibility Criteria	The applicant possesses a bachelor's degree in mining engineering with a minimum score of 60%. Additionally, the applicant holds a Minimum Second-Class Manager of Competency certification and should have 3 to 6 years of experience in open-cast mining.
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</p> <p>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 <b>General Manager (HR), GMDC Ltd. "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 380052</b>, 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 13/03/2024.</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>

**General Manager (HR)**

CONFIDENTIAL

Date: \_\_\_\_\_



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

**PAN Number:** \_\_\_\_\_ **Adhar Number:** \_\_\_\_\_

**Passport Details** : \_\_\_\_\_

**Permanent Address:**

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Pincode _____

**Current Address:**

_____
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_____
_____
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)





## GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD

### Advertisement for the post of Geologist

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement of **Geologist** 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>Geologist</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>As a Geologist, you will play a pivotal role in the exploration and production planning activities within the mining sector. Your responsibilities will encompass various aspects of geological analysis, production planning, and utilization of advanced software tools. The key duties include:</p> <ol style="list-style-type: none"> <li><b>1. Geological Exploration:</b> <ul style="list-style-type: none"> <li>• Conducting geological surveys and assessments to identify potential mining sites.</li> <li>• Analyzing rock formations, soil samples, and other geological data to determine the presence of valuable minerals.</li> </ul> </li> <li><b>2. Resource Estimation:</b> <ul style="list-style-type: none"> <li>• Estimating the quantity and quality of mineral resources in designated areas.</li> <li>• Collaborating with surveyors and engineers to develop accurate resource models.</li> </ul> </li> <li><b>3. Production Planning:</b> <ul style="list-style-type: none"> <li>• Developing and implementing production plans based on geological findings and resource estimates.</li> <li>• Collaborating with mining engineers to optimize production schedules and maximize resource recovery.</li> </ul> </li> <li><b>4. Data Analysis:</b> <ul style="list-style-type: none"> <li>• Utilizing geological software such as Surpac, AutoCAD, and Data Mine to analyze and interpret geological data.</li> <li>• Generating detailed geological maps and cross-sections to aid in decision-making.</li> </ul> </li> <li><b>5. Site Inspections:</b> <ul style="list-style-type: none"> <li>• Conducting regular site inspections to monitor geological conditions and assess any changes in the mining environment.</li> <li>• Identifying potential risks and proposing mitigation measures.</li> </ul> </li> <li><b>6. Reporting:</b> <ul style="list-style-type: none"> <li>• Preparing comprehensive geological reports for management, regulatory authorities, and other stakeholders.</li> <li>• Communicating findings and recommendations to the relevant teams.</li> </ul> </li> <li><b>7. Collaboration:</b> <ul style="list-style-type: none"> <li>• Collaborating with multidisciplinary teams, including mining engineers, environmental scientists, and surveyors, to achieve production goals.</li> <li>• Providing geological input during project planning and development phases.</li> </ul> </li> <li><b>8. Quality Control:</b> <ul style="list-style-type: none"> <li>• Implementing quality control measures to ensure accurate and</li> </ul> </li> </ol>



		<p>reliable geological data.</p> <ul style="list-style-type: none"> <li>• Reviewing and validating data generated by junior geologists or field teams.</li> </ul> <p><b>9. Environmental Compliance:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that geological activities comply with environmental regulations and sustainable mining practices.</li> <li>• Incorporating environmental considerations into production planning processes.</li> </ul> <p><b>10. Continuous Learning:</b></p> <ul style="list-style-type: none"> <li>• Staying informed about advancements in geological science and mining technologies.</li> <li>• Participating in training programs to enhance skills and knowledge.</li> </ul>
4	Job Location	Fluorspar Project-Kadipani, Tal: Kawant, Dist: Chhota Udepur
5	Eligibility Criteria	<p>Bachelor's degree in Geology or a related field  03 to 06 years of experience in metal mines OR Graduation in a similar field with 05 to 10 years of experience in production planning  Preference for candidates with knowledge of Surpac, AutoCAD, and Data Mine Software  Strong analytical and problem-solving skills.  Excellent communication and collaboration abilities.  Knowledge of production planning and resource estimation techniques.</p>
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</p> <p>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 <b>General Manager (HR), GMDC Ltd. "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 380052</b>, 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 13/03/2024.</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)**

CONFIDENTIAL

Date: \_\_\_\_\_



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## **EMPLOYMENT APPLICATION FORM**

**POST APPLIED FOR:** \_\_\_\_\_

**First Name** : \_\_\_\_\_

**Middle Name** : \_\_\_\_\_

**Last Name** : \_\_\_\_\_

**Birth Date** : 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**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:**

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Pincode _____

**Current Address:**

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_____
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)



**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD**

**Advertisement for the post of Mining Mate**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement of **Mining Mate** 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>Mining Mate 02 nos. – positions</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>As a Mining Mate, you will play a crucial role in ensuring the safe and efficient execution of mining operations, with a focus on deep hole blasting in highly mechanized environments. Your responsibilities will include, but are not limited to:</p> <ol style="list-style-type: none"> <li><b>1. Safety Compliance:</b> <ul style="list-style-type: none"> <li>• Adhering to and enforcing safety protocols and procedures to ensure a secure working environment.</li> <li>• Conducting regular safety inspections and reporting any potential hazards.</li> </ul> </li> <li><b>2. Deep Hole Blasting:</b> <ul style="list-style-type: none"> <li>• Executing deep hole blasting operations in accordance with established guidelines and safety standards.</li> <li>• Operating and maintaining blasting equipment, ensuring proper calibration and functionality.</li> </ul> </li> <li><b>3. Mechanized Mining Operations:</b> <ul style="list-style-type: none"> <li>• Collaborating with the mining team to coordinate and optimize mechanized mining processes.</li> <li>• Monitoring and adjusting machinery to maximize efficiency and productivity.</li> </ul> </li> <li><b>4. Documentation and Reporting:</b> <ul style="list-style-type: none"> <li>• Maintaining accurate records of blasting activities, including blast design, quantities of explosives used, and results.</li> <li>• Reporting any deviations or incidents promptly to the appropriate authorities.</li> </ul> </li> <li><b>5. Team Collaboration:</b> <ul style="list-style-type: none"> <li>• Working closely with other mine personnel, including engineers, geologists, and equipment operators, to achieve production targets.</li> <li>• Providing guidance and support to junior staff members when required.</li> </ul> </li> <li><b>6. Equipment Maintenance:</b> <ul style="list-style-type: none"> <li>• Participating in routine maintenance and inspections of mining equipment to ensure optimal performance.</li> <li>• Reporting any equipment malfunctions or breakdowns for timely repairs.</li> </ul> </li> <li><b>7. Environmental Compliance:</b> <ul style="list-style-type: none"> <li>• Ensuring that mining activities comply with environmental regulations and standards.</li> <li>• Implementing measures to minimize the environmental impact of mining operations.</li> </ul> </li> <li><b>8. Continuous Improvement:</b> <ul style="list-style-type: none"> <li>• Identifying opportunities for process improvements and efficiency enhancements.</li> </ul> </li> </ol>



		<ul style="list-style-type: none"> <li>Staying updated on industry best practices and incorporating them into daily operations.</li> </ul> <p><b>9. Emergency Response:</b></p> <ul style="list-style-type: none"> <li>Being prepared to respond to emergencies, such as accidents or equipment failures, and taking appropriate actions to mitigate risks.</li> </ul> <p><b>10. Training and Development:</b></p> <ul style="list-style-type: none"> <li>Participating in training programs and workshops to stay current with industry advancements.</li> <li>Mentoring and training junior staff members as needed.</li> </ul>
4	Job Location	Fluorspar Project-Kadipani, Tal: Kawant, Dist: Chhota Udepur
5	Eligibility Criteria	<p>Minimum 10th pass</p> <p>Mining Mate Certificate of Competency</p> <p>Minimum 5 years of experience in deep hole blasting, especially in highly mechanized mines</p> <p>Proficient in deep hole blasting techniques.</p> <p>Strong knowledge of mechanized mining operations.</p> <p>Excellent communication and teamwork skills.</p> <p>Attention to detail and commitment to safety.</p>
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</p> <p>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 <b>General Manager (HR), GMDC Ltd. "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 380052,</b> 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 13/03/2024.</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)**

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
---	---	---	---	---	---	---	---

**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:**

_____
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_____
Pincode _____

**Current Address:**

_____
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_____
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)



**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD**

**Advertisement for the post of Assistant Surveyor**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement of **Assistant Surveyor** 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>Assistant Surveyor</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>As an Assistant Surveyor, you will play a crucial role in supporting surveying activities within the organization. Your responsibilities will revolve around conducting field surveys, collecting accurate data, and contributing to the overall success of surveying projects. The key duties include:</p> <ol style="list-style-type: none"> <li><b>1. Field Surveys:</b> <ul style="list-style-type: none"> <li>• Conducting on-site surveys using surveying instruments and equipment.</li> <li>• Collecting precise measurements and data relevant to the project requirements.</li> </ul> </li> <li><b>2. Data Collection and Analysis:</b> <ul style="list-style-type: none"> <li>• Recording survey data and ensuring its accuracy and completeness.</li> <li>• Assisting in the analysis and interpretation of survey data using relevant software tools.</li> </ul> </li> <li><b>3. Equipment Operation:</b> <ul style="list-style-type: none"> <li>• Operating and maintaining surveying instruments, such as total stations, GPS devices, and levels.</li> <li>• Conducting routine checks on equipment to ensure accuracy and reliability.</li> </ul> </li> <li><b>4. Stakeout and Marking:</b> <ul style="list-style-type: none"> <li>• Assisting in the staking out and marking of boundaries, reference points, and other survey-related features.</li> <li>• Collaborating with surveyors to ensure precise location marking.</li> </ul> </li> <li><b>5. Documentation:</b> <ul style="list-style-type: none"> <li>• Compiling and organizing survey data for proper documentation.</li> <li>• Assisting in the preparation of survey reports and drawings.</li> </ul> </li> <li><b>6. Collaboration:</b> <ul style="list-style-type: none"> <li>• Collaborating with surveying and engineering teams to meet project goals.</li> <li>• Communicating effectively with team members and addressing survey-related queries.</li> </ul> </li> <li><b>7. Quality Control:</b> <ul style="list-style-type: none"> <li>• Implementing quality control measures to ensure the accuracy and reliability of survey data.</li> <li>• Reporting any discrepancies or issues encountered during field surveys.</li> </ul> </li> <li><b>8. Safety Compliance:</b> <ul style="list-style-type: none"> <li>• Adhering to safety protocols and guidelines during field surveys.</li> </ul> </li> </ol>



		<ul style="list-style-type: none"> <li>Identifying and mitigating potential safety hazards in the surveying process.</li> </ul> <p><b>9. Continuous Learning:</b></p> <ul style="list-style-type: none"> <li>Staying informed about advancements in surveying technology and techniques.</li> <li>Participating in training programs to enhance skills and knowledge.</li> </ul> <p><b>10. Problem Solving:</b></p> <ul style="list-style-type: none"> <li>Assisting in identifying and resolving challenges encountered during field surveys.</li> <li>Providing input and suggestions for process improvements.</li> </ul>
4	Job Location	Fluorspar Project-Kadipani, Tal: Kawant, Dist: Chhota Udepur
5	Eligibility Criteria	<p>Diploma in Surveying or Civil Engineering  Minimum of 3 years of mandatory experience in field surveying  Proficiency in the use of surveying instruments and equipment.  Strong attention to detail and accuracy in data collection.  Effective communication and collaboration skills.  Knowledge of surveying software tools is an advantage.  Ability to work independently and as part of a team.</p>
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</p> <p>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 <b>General Manager (HR), GMDC Ltd. "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 380052</b>, 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 13/03/2024.</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)**

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)