

Recruitment for the post of **General Manager Project**

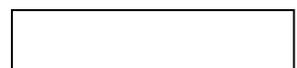
1	Name of Post and Number of vacancies	<u>General Manager- Project on Contract</u> 01 no. – position
2	Period of Contract	The contract initially would be for a period of two year and may be further extended for a period of one year in stages subject to functional requirements, appraisal of the performance and medical fitness of the individual but the total period of contract shall not be more than five years.
3	Job assigned/Job profile	<p>Project Planning & Execution</p> <ul style="list-style-type: none"> ▪ Plan, execute, and monitor coal/lignite mining projects from inception to commissioning. ▪ Prepare detailed project plans including scope, timelines, budgets, manpower, and equipment deployment. ▪ Ensure adherence to approved DPRs, mining plans, and annual production targets. <p>Operations Management</p> <ul style="list-style-type: none"> ▪ Oversee mining operations including overburden removal, coal/lignite extraction, dispatch, and logistics. ▪ Coordinate with contractors, vendors, and internal departments for seamless operations. ▪ Monitor productivity, cost efficiency, and equipment performance. <p>Financial Management</p> <ul style="list-style-type: none"> ▪ Control project costs and ensure execution within approved budgets. ▪ Manage contracts, certify bills, and handle claims/disputes, vendor Payments. ▪ Track CAPEX and OPEX and report variances to management. <p>Regulatory Compliance</p> <ul style="list-style-type: none"> ▪ Ensure compliance with Mines Act, MMRD Act, DGMS regulations, environmental clearances, forest clearances, labour laws, and other statutory requirements. ▪ Liaison with government authorities, regulators, and auditors as required. <p>Safety and Risk Management</p> <ul style="list-style-type: none"> ▪ Implement and monitor safety management systems and best mining practices. ▪ Ensure zero-harm culture through training, audits, and risk assessments. ▪ Ensure compliance with environmental management plans, reclamation, and sustainability initiatives. <p>Team Leadership Lead and motivate a diverse team of mining professionals, including engineers, geologists, technicians, and operators. Provide guidance, mentorship, and professional development opportunities to foster a positive work culture and achieve operational excellence.</p> <p>Stakeholder Relations Build and maintain positive relationships with stakeholders, including local communities, government agencies, investors, and suppliers. This involves effective communication, community engagement initiatives, and addressing stakeholder concerns.</p> <p>Exploration and Development</p>

		<p>Oversee exploration programs to identify new mineral deposits and assess their economic viability. Develop mine plans for new projects, including feasibility studies, permitting, and infrastructure development.</p> <p>Production Optimization Implement strategies to optimize production efficiency and maximize mineral recovery. This includes continuous improvement initiatives, technological advancements, and operational optimizations.</p> <p>Identifying opportunities for process optimization, cost reduction, and productivity enhancements.</p> <p>Project Management Manage large-scale mining projects from conception to completion, ensuring they are delivered on time, within budget, and to quality standards. This involves coordinating with contractors, vendors, and internal teams to meet project milestones.</p> <p>To act as Head of the Mines Lakhpat Punrajpur Project. Any other roles or responsibility assigned by Division Heads.</p>
4	Job Locations	Lignite Project Lakhpat Punrajpur , GMDC Kutchh.
5	Eligibility Criteria	<ul style="list-style-type: none"> • Essential Qualification: B.E. / B.Tech. in Mining from a reputed institute, possessing First Class Manager Certificate under the CMR/MMR from DGMS. • At least 15 Years of Total experience. Out of which 5 Years Experience in senior position in Mining Projects on Senior Leadership / Managerial Role. • Proficient in Computer Skills.
6	Remuneration	The monthly consolidated remuneration will be based on the previous/current remuneration. (Negotiable)
7	Travelling Allowance	The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC Ltd.
8	Terms of Contract	The engagement will be strictly contractual and will not confer any right for regular appointment in the organization.
9	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 (Air Fare Economy /First Class AC Train/Bus fare) will be reimbursed.</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>

Encl: As above
General Manager (HR).

Email: gm.hr.co@gmdcltd.com

Date: _____





EMPLOYMENT APPLICATION FORM

POST APPLIED FOR:

First Name : _____

Middle Name : _____ **Last Name** : _____

Birth Date : _____ **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 give my consent to share my personal information for Comprehensive Background verification as well as other official use.

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: _____

Applicant)

(Signature of
