

Recruitment for the post of Assistant Manager/Manager (Mines) Coal / Metal-1st Class

1	Name of Post and Number of vacancy	Assistant Manager (Mines) <u>Coal / Metal-1st Class</u> 02 nos. – positions
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	<ul style="list-style-type: none"> • Operational Management: <ul style="list-style-type: none"> • Supervise and coordinate daily mining activities to ensure production targets are met. • Oversee the extraction of Lignite through effective planning and scheduling. • Monitor equipment usage and maintenance to optimize productivity and minimize downtime. • Safety and Compliance: <ul style="list-style-type: none"> • Enforce safety protocols and regulations to maintain a safe working environment. • Conduct regular safety inspections and implement corrective measures as needed. • Ensure compliance with environmental standards and regulations related to mining operations. • To act as VTO Officer for Mines • To Act as Production Officer or Safety Officer of Mines • Team Leadership: <ul style="list-style-type: none"> • Lead and motivate a team of mining staff, including operators and technicians. • Provide training and development opportunities to enhance team skills and performance. • Foster a culture of teamwork, accountability, and continuous improvement among staff. • Budget and Cost Management: <ul style="list-style-type: none"> • Assist in developing and managing the departmental budget. • Identify cost-saving opportunities and efficiencies in mining operations. • Monitor expenses and expenditures to ensure they align with budgetary constraints. • Reporting and Documentation: <ul style="list-style-type: none"> • Prepare regular reports on production, safety, and operational efficiency. • Maintain accurate records of mining activities, equipment usage, and personnel performance. • Communicate effectively with senior management regarding operational updates and challenges.

		<ul style="list-style-type: none"> • Technical Expertise: <ul style="list-style-type: none"> • Stay updated with advancements in mining technology and techniques. • Apply technical knowledge to resolve operational issues and improve efficiency. • Collaborate with engineers and geologists to optimize mine planning and development. • Community and Stakeholder Relations: <ul style="list-style-type: none"> • Engage with local communities and stakeholders to address concerns and build positive relationships. • Represent the company in meetings with regulatory bodies, community groups, and industry associations. <p>Any other tasks assigned by the management time to time.</p>
4	Job Locations	<ul style="list-style-type: none"> • Lignite Project, Lakhpat Punrajpur (Kutch)
5	Eligibility Criteria	<ul style="list-style-type: none"> • Bachelor's degree in Mining Engineering Possessing 1st Class Mines Managers certificate(Coal or Metal) issued by DGMS • Proven experience in mining operations, with at least 3 years in a supervisory or managerial role. • Strong understanding of mining regulations, safety standards, and environmental considerations. • Excellent leadership, communication, and problem-solving skills. • Proficiency in mining software and computer-aided design tools.
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	<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>

Encl: As above

General Manager (HR)
Email: gm.hr.co@gmdcltd.com



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EMPLOYMENT APPLICATION FORM

POST APPLIED FOR:

First Name : _____

Middle Name : _____ **Last**

Name : _____

Birth Date : _____ **Gender:** _____

Place of Birth :

D	D	M	M	Y	Y	Y	Y
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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: _____

_____ **(Signature of Applicant)**