

GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

Head (Limestone Project Site)

1	Name of Post and Number of vacancies	Head (Limestone)- Project Site In the cadre of Dy. General Manager 03 Nos.
2	Period of Contract	The contract initially would be for a period of Three years and may be further extended for another period of Two years subject to functional requirements, appraisal of the performance and medical fitness of the individual.
3	Job assigned/Job Profile	<p>Head (Limestone Project Site) will report to General Manager (Limestone). The job includes but not limited to the following:</p> <ul style="list-style-type: none"> ▪ Planning and managing various resources as per the requirement. ▪ Cross functional coordination. ▪ Legal compliance related to DGMS/IBM/ State Mines Department/Forest/ State Pollution Control Board. ▪ Coordination with land acquisition department for providing inputs on new acquisitions. ▪ Liaison with statutory authorities and other stake holders for land acquisition, resettlement, rehabilitation, mining rights, EC, forest department, etc. ▪ Liaison with Government officials at local, state and center level for legal and operational clearances. ▪ Monitor all statutory framework for general operation and compliance management. ▪ Manpower assessment for production, maintenance and other statutory requirement. ▪ Mining fleet optimization. Assist in selection of earth moving equipment. ▪ Handle large fleet of HEMM – maintenance as well as human resource and mineral crushing and beneficiation. ▪ Limestone quality management using geological inputs like long-term and short-term scheduler software. ▪ Monitoring, analysis and deviation of production, development and efficiency against budget. ▪ Financial planning and implementation by monitoring through MIS tools. ▪ Budgetary planning for allocation of funds for various mining activities. ▪ Modification and updating all legal and operational clearance as per statutory framework and collaboration with external agencies to resolve compliance issues and clearances. ▪ Promote team building and result oriented working. ▪ Arrange technical training to mining team from OEM and other agencies. ▪ Talent management of employees. ▪ Any other assignments given by the management time to time.
4	Job Location	Lakhpat-Punrajpur Site at Western Kutch (Gujarat) Panandhro-Extension site at Western Kutch (Gujarat) Bharkhandam site at Western Kutch (Gujarat)
5	Eligibility Criteria and Experience	<ul style="list-style-type: none"> ▪ Degree in Mining Engineering with First Class Mine Manager's Certificate of Competency under Metalliferous Mines Regulations, 1961.

		<ul style="list-style-type: none"> ▪ More than 15/18 years of experience respectively in highly mechanized opencast limestone mines attached with mega size integrated Cement Plant. He should also have exposure of green field cement project as well as brown field expansion project of mega cement plants either in India or Abroad. ▪ Well conversant with the surface miner mining operations and application of latest HEMMs in the highly mechanized opencast mines. ▪ Well conversant with the quality control of limestone mines w.r.t integrated cement plant including raw mix design. ▪ Good exposure of public hearing, EC process, land acquisition process and all the statutory clearances required from various authorities to start the new limestone green field mining project. ▪ Should possess good knowledge of annual budgeting, regular costing, daily MIS and day to day operational control of mega size limestone mines. ▪ He should be a good team leader and able to drive the team to achieve the various targets set for the project. He should be able to coordinate with various external and internal stakeholders, consultants/agencies and the departments in order to facilitate day to day smooth operation of the mines. ▪ Operate the mines w.r.t all the provisions of Mines Act-1952, Mines Rules-1955 and MMR-1961. Should also possess commanding knowledge of mine planning, EIA/EMP and all other relevant statutory laws related to highly mechanized opencast limestone 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 transportation 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 prior notice. The GMDC Ltd. can terminate the contract immediately 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 General Manager (HR), GMDC Ltd. "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 380052, 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 21/05/2025.</p>
10	Selection Procedure	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>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 the 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)
Corporate Office, GMDC Ltd.
gm.hr.co@gmdcltd.com

Key Roles and Responsibility

The key Roles and Responsibility to be carried out by Head (Limestone Project Site) shall include but may not be limited to the following:

- Planning and managing various resources as per the requirement.
- Cross functional coordination.
- Legal compliance related to DGMS/IBM/ State Mines Department/Forest/ State Pollution Control Board.
- Coordination with land acquisition department for providing inputs on new acquisitions.
- Liaison with statutory authorities and other stake holders for land acquisition, resettlement, rehabilitation, mining rights, EC, forest department, etc.
- Liaison with Government officials at local, state and center level for legal and operational clearances.
- Monitor all statutory framework for general operation and compliance management.
- Manpower assessment for production, maintenance and other statutory requirement.
- Mining fleet optimization. Assist in selection of earth moving equipment.
- Handle large fleet of HEMM – maintenance as well as human resource and mineral crushing and beneficiation.
- Limestone quality management using geological inputs like long-term and short-term scheduler software.
- Monitoring, analysis and deviation of production, development and efficiency against budget.
- Financial planning and implementation by monitoring through MIS tools.
- Budgetary planning for allocation of funds for various mining activities.
- Modification and updating all legal and operational clearance as per statutory framework and collaboration with external agencies to resolve compliance issues and clearances.
- Promote team building and result oriented working.
- Arrange technical training to mining team from OEM and other agencies.
- Talent management of employees.
- Any other tasks or assignments given by the management time to time.

CONFIDENTIAL

Date:



Recent Photograph

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: _____ **Current** _____

1. **What is the primary purpose of the study?** (Please check one box)

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:

<u>Academic Record (Starting from SSC or equivalent), also submit attested certificate.</u>					
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 completo 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)