

GMDC SCIENCE AND RESEARCH CENTRE (GSRC)

Advertisement for the post of Chief Executive Officer-GSRC

Application in the prescribed format is invited (as per Annexure) from willing and eligible professionals for engagement of Chief Executive Officer for GMDC Science and Research Centre (GSRC) on full-time contractual basis as per details given below: -

i	Name of Post and Number of vacancies	:	Chief Executive Officer-GSRC - 01 No.
ii	Period of Contract	:	The contract initially would be for a period of Three years and on satisfaction, 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 the contract shall not be more than five years.
iii	Job profile	:	<p>The Chief Executive Officer-GSRC will report to the Chairman, GSRC, and will</p> <ul style="list-style-type: none">• Work with the governing body board to determine values and mission, and plan for short and long-term goals.• Work closely with governing body and theme-based committees, informing, assessing, and addressing issues that affect the organization and get requisite approvals• Oversee the daily operations of the organization, providing executive direction of all program strategy, compliance, and program efficiency.• Identify and implement staffing and training requirements for efficient operations, maintaining a strong culture and work climate that attracts and retains staff, and drives the organization's mission• Prepare agenda for Governing council meetings and organize meeting as per rules of GSRC.• Assure all legal and regulatory documents are filed and monitor compliance with laws and regulations, seek necessary approvals from governing body and keep the governing body apprised• Capex & Op-ex planning and budgeting together with internal and external stakeholders and getting requisite approval

		<p>from governing council</p> <ul style="list-style-type: none"> • Project financial analysis including market research, capital and project costs. • Develop and Manage project schedule, timelines, execution, budget commitments and spend as well as resources dedicated to R&D • To review weekly, monthly progress of the projects and communicate and present report to Governing council. Conducting periodic call with stakeholders to track the project progress, timely completion of activities, anticipated risk and mitigation strategy and impact on project timelines if any. • To ensure identification and communication of project risks, development of risk plan in the risk response strategies to relevant stakeholders • Ensure compliance of costs/spending within approved budgets. • Monitoring market trends and competitor activities to identify potential opportunities for new partnerships for undertaking R&D with GSRC • Negotiating partnerships with potential partners to execute research project and establish mutually beneficial relationships. • Evaluating the performance of existing partnerships to identify opportunities for improvement and take requisite action. • Establishing NABL accredited laboratory under GSRC to serve relevant industries in Gujarat. • Undertake organization development activities such as organizing seminars, presentations, sending delegation to similar events organized by industry and educational institutes etc. • Negotiate with other companies/ organization regarding actions such as joint ventures, partnerships etc. • Serve as the GSRC's representative to the Governing body, employees, customers, the government, and the public. • Perform other related duties to benefit the mission of the organization. • Meet with stakeholders at different levels to identify areas of innovation and growth. • Identify innovation trends and business opportunities within the market.
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iv	Job Location	:	GMDC Research and Science Centre (GSRC) Gujarat Mineral Development Corporation Limited "Khanji Bhavan" 132 ft ring road, University ground, Vastrapur, Ahmedabad-380052
v	Eligibility Criteria		<ul style="list-style-type: none"> • B.Tech/B.E/M.Tech/M.E. /M.Sc. /Ph.D. in Mining/Geology/Mineral Processing/Metallurgy/Chemical Engineering/Environment/Civil from a reputed university. • 10+ years of extensive leadership experience in R&D in leading corporate/government sectors/prominent research organizations in varied industries. • A person of eminence with wide experience in administration, training & research would be preferable. • An experience of institution building would be Desirable.
vi	Remuneration		The monthly consolidated remuneration will be based on the previous/current remuneration. (Negotiable)
Vii	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 traveling allowance.</p> <p>The contract can be terminated by either side at any time by giving one month's prior notice. The GSRC can terminate the contract immediately by giving one month's remuneration in lieu of notice Period.</p>

viii	How to Apply	<p>: Interested Candidate may apply in the prescribed proforma (as per attached Annexure) along with self-attested copies of certificates of essential qualification and experience to the Chairman, GSRC & Managing Director, 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 30 days from the date of publication of the advertisement on GMDC website.</p>
ix	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 GSRC employees).</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>GSRC may cancel advertisement and decide not to proceed in the matter for engagement of CEO-GSRC at any stage to accept or reject any or all applications without giving any explanation, whatsoever.</p>

Encl: As above

Chairman, GSRC & Managing Director, GMDC Ltd
Email: m_d@gmdcltd.com

CONFIDENTIAL

Date: _____

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:** _____

Personal Account (PAN) 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)