



GUJARAT MINERAL DEVELOPMENT CORPORATION LTD.

AHMEDABAD

Advertisement for the post of Asst. Manager **(Finance & Accounts/Audit)**

Application in the prescribed format is invited (as per Annexure) from willing and eligible professionals for engagement of **Asst. Manager (Finance & Accounts/Audit)** for Gujarat Mineral Development Corporation Limited on full time contractual basis as per details given below:-

i	Name of Post and Number of vacancy	:	Asst. Manager (Finance & Accounts/Audit)- 03 No.
ii	Period of Contract	:	The contract initially would be for a period of three years 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.
iii	Job assigned/Job profile	:	<p>The Asst. Manager (Finance & Accounts/Audit) will report to the CFO/ General Manager (Accounts)/ DGM (Finance)/ (Accounts)/ Head PP&A RCO, Bhubaneswar, Baitarni (west) & Burapahar - GMDC Ltd.</p> <ul style="list-style-type: none">o Maintenance of Accounts at regional Corporate office level and Project office level, Reconciliation of Accounts, Preparation of Trial Balance, P & L Accounts, Balance Sheet and Fixed Assets Register and knowledge of relevant provisions of Companies Act, SEBI (LODR) Regulations, Indian Accounting Standardso Payroll and Establishment section related matterso Management of exempted PF Trust/ Gratuity Fundso Knowledge of Tax Matters and filing of Income Tax and GST Returns, etc.o Knowledge of Treasury Functions i.e. Fund Management, Loan Management, Bank Reconciliation and Payment Gateway arrangement, Ratings of Organization for different purposes, etc.o Preparation of Cost Accounting Recordso Pre-audit and financial concurrence of the proposalso Vetting of Work Orders, Purchase Orders and Tender Documents

iv	Job Location	:	One at regional corporate office Bhubaneswar, others at Project (Angul/Jharsuguda/Sundargarh) or at any location of GMDC Projects.
v	Eligibility Criteria	:	<ul style="list-style-type: none"> • Degree of CA/ CMA/ MBA (Finance) from recognized institute. • Candidate should have 03 years post qualification experience in relevant field. • The basic knowledge of computer application is essential. • Age Limit 35 years as on 01st September, 2023, however, relaxation may be given for reserved category candidates as per rules.
vi	Remuneration	:	The monthly consolidated remuneration will be based on the previous/current remuneration. (Negotiable)
vii	Allowance	:	Shall not be entitled to any allowance except transport facility.
viii	Travelling Allowance	:	The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC Ltd.
ix	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 by giving one month's remuneration in lieu of notice period.</p>
x	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 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 30 days from the date of publication of the advertisement on GMDC website.</p>
xi	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 advertisement and decide not to proceed in the matter for engagement of Asst. Manager (Finance & Accounts/Audit) at any stage to accept or reject any or all applications without giving any explanation, whatsoever.</p>
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Encl: As above

General Manager (HR)
Email: persn@gmdcltd.com

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:** _____

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)