



**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD**

**Advertisement for the post of Assistant Manager (Survey)**

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

1	Name of Post and Number of vacancy	<b>Assistant Manager (Survey)</b> <b>01 no. – position</b>
2	Period of Contract	The contract initially would be for a period of <b>two</b> 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	<p>The Assistant Manager (Survey) will be responsible for.</p> <ul style="list-style-type: none"> <li>• Planning, coordination, technical support, supervision of various kind of survey for Mining and Land Leases.</li> <li>• Coordination with Govt. Agency (ORSAC DMG/ DFO/DGMS/Tehsil Offices for survey related jobs)</li> <li>• Supervise drilling Site and give necessary instructions to drilling operators</li> <li>• Conducting different kind of survey i.e. topography, DGPS, cadastral survey etc.</li> <li>• Maintain Daily Coal Production data.</li> <li>• Inspect complete Mine area and evaluate mine development progress.</li> <li>• Maintain and update plans, drawing, sections, maps, villages' sheets.</li> <li>• Compliance to Statutory Requirement in respect of Plans and Sections.</li> <li>• Slope Survey and reporting its compliance Timely availability of plans/sections.</li> <li>• Conducting field visits of Mining and Land Leases for ensuring security of leases.</li> <li>• Conduct Monthly measurement of OB &amp; Coal Volume extracted through survey instruments and methods.</li> <li>• Coordinate with DFO/DMG/ORSAC/DGMS for various proposals related to survey.</li> <li>• Preparation of various drawing of mining/land leases in Surpac/Auto Cad /ARC-GIS.</li> <li>• Computation/preparation of volumetric reports of Mine/Tailings/Dumps/Stacks etc.</li> <li>• Support to Engineering Group for various proposals Monitoring of Land Use Pattern of different leases.</li> <li>• Monthly measurement of OB dump/Raw Coal dumps/Reject dumps/washed coal dumps.</li> <li>• Ensuring positioning of different demarcation/pillars for different category of lands.</li> <li>• Measurement of blasted coal and Topsoil excavation</li> </ul>



		<ul style="list-style-type: none"> <li>• Maintain Vendor wise Data for blasted OB/IB excavation</li> <li>• Prepare OGL survey data</li> <li>• Provide Lead measurement data to operations for processing all contractors billing for excavation volume estimation</li> <li>• Demarcate OGL area and conduct topographical survey</li> <li>• Ensure timely calibration/maintenance of survey equipment</li> </ul>
4	Job Location	Bhubaneswar / Angul / Jharsuguda
5	Eligibility Criteria	<ul style="list-style-type: none"> <li>• Should be a Diploma Engineer in Mining/Survey/Civil from an Institute approved by the State Council of Technical &amp; Vocational Education and Skill Development / AICTE with DGMS Certified Surveyor's Certificate under the Coal Mines Regulations, 1957/2017 / DGMS Certified Surveyor's Certificate under the Coal Mines Regulations, 1957/2017.</li> <li>• Should have 3 to 5 years of experience in mining industry.</li> <li>• Should be below 35 years on the date of employment.</li> </ul>
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 transport 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 <b>Annexure</b>) 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 <b>20/10/2023</b>.</p>



11	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 GMDC's employees) or be interviewed through Video Conferencing as decided by GMDC Ltd.</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>
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Contact us  
Email: [persn@gmdcltd.com](mailto:persn@gmdcltd.com)

**General Manager (HR)**

CONFIDENTIAL

Date: \_\_\_\_\_



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## 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)