



**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD**  
**Advertisement for the post of Project Security Head**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement of **Project Security Head** 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>Project Security Head</b> <b>02 no. – positions</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	<ol style="list-style-type: none"> <li>1. Will head the security organization for the project</li> <li>2. Will carry out risk assessments and reviews of the risks obtaining at the project ab initio and on annual basis.</li> <li>3. Will report the routine activities of the site security team including contract security personnel to the GM (P) and the CSO on a daily basis.</li> <li>4. Will maintain interaction with the security agency personnel to ensure correct deployment, understanding and performance of jobs and compliances as per contract.</li> <li>5. Will respond to any incident at site with the help of the Supervisor and agency security staff. Will keep GM (P), Project HR and CSO informed of the incident and progress of resolution either by himself or through a nominated supervisor.</li> <li>5. Will ensure that the material and automation resources placed at his disposal are operational and well maintained. Plan further automation projects based on evolving trends and site requirements.</li> <li>6. Will ensure that his reportees are correctly deployed and their tasking clear to them.</li> <li>7. Will ensure that material movement through the project happens in clean and clear manner with no accidents.</li> <li>8. Where a Colony exists, he will also be responsible for the security of the colony and its residents.</li> <li>9. Will build a sound intelligence and vigilance network to keep he management informed of evolving threats and likely solutions.</li> <li>10. Will maintain effective liaison with the local police and other agencies to be able to get their support in times of need.</li> <li>11. Category of Asst Manager / Sr. SO</li> </ol>
4	Job Location	Designated project in Gujarat
5	Eligibility Criteria	<p>Ex servicemen who have retired from the rank of Havaldar and above (OR Equivalent) from any of the armed forces of India and meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Age below 45 years on the date of deployment. Waiver can be given up to 52 years if Industry experience is higher.</li> <li>• Minimum 3 years of industry experience</li> <li>• Physically and medically fit according to Gujarat PSAR Rules 2007</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</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>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>

**General Manager (HR)**

**Contact us**

**Email: [persn@gmdcltd.com](mailto:persn@gmdcltd.com)**

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)