

ANDHRA PRADESH MINERAL DEVELOPMENT CORPORATION LIMITED
HEAD OFFICE :: VIJAYAWADA

Notification for Recruitment of Regular Posts in APMDC

APMDC invites the applications for the following positions in various disciplines from the eligible candidates with required qualifications from State/Central and Private/Public Sector companies. The employment is on regular basis in the Corporation. The requirement details are mentioned below:

Sl No	Name of the post	No of Posts	Category wise posts	Age Limit
1	Assistant Manager (Survey) (Metalliferous)	03	General (UR): 01 SC: 01 BC(A): 01	32 Years
2	Assistant Manager(Survey) (Coal)	03	General (UR): 02 SC: 01	32 Years
3	Assistant Manager (F&A)	01	General (UR): 01	32 Years
4	Assistant Manager (Company Secretary)	01	General (UR): 01	32 Years

Note: (1) Applications received from states other than Andhra Pradesh & Telangana and will be considered as Open Category (UR) irrespective of their social status. However, the fees relaxation shall be as per Section VI of this notification.

(2) Candidates from social status as in Section VI, applying for General Category posts, shall have fees relaxation as per Section VI of this notification.

Applications are invited ONLINE for direct recruitment to all the above posts in the Andhra Pradesh Mineral Development Corporation, Vijayawada under the APMDC Subordinate Service Rules, 2019, (the Rules)

The online application portal will be available on the APMDC website <https://apmdc.ap.gov.in> from 16.12.2023 to 05.01.2024. The Last date for submission of online application is 05.01.2024. No other modes of application will be entertained.

The applicants are required to visit the official website of Andhra Pradesh Mineral Development Corporation i.e. <https://apmdc.ap.gov.in> to keep themselves updated on all the steps/results until the completion of the recruitment.

Abstract of vacancies are as follows:

SI. No	Name of the Post	No. of Post	Qualifications and Age	Category
1	Assistant Manager – Survey (Metalliferous)	03	<p>Location: Head Office / Any one of the projects.</p> <p>Pay Scale (E2 Grade):44570-1260-47090-1350-51140-1460-55520-1580-60260-1700-65360-1830-70850-1960-76730-2090-83000-2240-89720-2390-96890-2540-104510-2700-112610-2890-121280-3100-127480</p> <p>Job Description: Shall have the duties and responsibilities as specified under reg. 53 of the Coal Mines regulations, 2017 & other applicable statues and any other duties assigned by the superior officers of the Company.</p> <p>Qualification: Degree or Diploma in Mining or Mine Survey or Degree in Science and Mine Surveyor’s Certificate of Competency from DGMS for Metalliferous mine surveyor certificate of competency under MMR 1961.</p> <p>Age: Not exceeding 32 years as on 01.07.2023.</p> <p>Experience: Minimum 2 years of post-qualification experience in relevant filed.</p>	General (UR) - 01 SC - 01 BC(A)-01
2	Assistant Manager– Survey (Coal)	03	<p>Location: Head Office / Any one of the projects.</p> <p>Pay Scale (E2 Grade):44570-1260-47090-1350-51140-1460-55520-1580-60260-1700-65360-1830-70850-1960-76730-2090-83000-2240-89720-2390-96890-2540-104510-2700-112610-2890-121280-3100-127480</p> <p>Job Description: Shall have the duties and responsibilities as specified under reg. 53 of the Coal Mines regulations, 2017 & other applicable statues and any other duties assigned by the superior officers of the Company.</p>	General (UR) - 02 SC- 01

SI. No	Name of the Post	No. of Post	Qualifications and Age	Category
			<p>Qualification: Degree or Diploma in Mining or Mine Survey or Degree in Science and Mine Surveyor's Certificate of Competency from DGMS for Coal mine surveyor certificate of competency under CMR-2017.</p> <p>Age: Not exceeding 32 years as on 01.07.2023.</p> <p>Experience: Minimum 2 years of post-qualification experience in relevant filed.</p>	
3	Assistant Manager- (F&A)	01	<p>Location: Head Office / Any one of the projects.</p> <p>Pay Scale (E2 Grade):44570-1260-47090-1350-51140-1460-55520-1580-60260-1700-65360-1830-70850-1960-76730-2090-83000-2240-89720-2390-96890-2540-104510-2700-112610-2890-121280-3100-127480</p> <p>Job Description: Updating of Books of Accounts on daily basis in ERP/any other software maintained by the Corporation. Daily bookkeeping, accounts payable and receivables, payroll, assistance with end of month close, audit preparation and other related duties as assigned. Prepare and maintain cash flow analyses as needed. Analyze monthly financial statements (balance sheet, income statement and statement of cash flows) and effectively convey analysis to management. Assist in preparing year end books for audit. Process vendor payments and check requests. Ensure operational compliance with policies, procedures and regulations for any necessary entities. Reconcile bank accounts and</p>	General (UR)-01

SI. No	Name of the Post	No. of Post	Qualifications and Age	Category
			<p>general ledger accounts as assigned. Assist in reconciling all balance sheet and income statement accounts on a monthly/quarterly basis as indicated by the monthly closing schedule. Process payroll and report payroll taxes for the organization. Perform basic office management duties as required.</p> <p>Qualification: Degree in any branch and CA from Institute of Chartered Accounts.</p> <p>Age: Not exceeding 32 years as on 01.07.2023.</p> <p>Experience: Minimum 2 years of post-qualification experience in relevant filed.</p>	
4	Assistant Manager-(Company Secretary)	01	<p>Location: Head Office / Any one of the projects.</p> <p>Pay Scale (E2 Grade):44570-1260-47090-1350-51140-1460-55520-1580-60260-1700-65360-1830-70850-1960-76730-2090-83000-2240-89720-2390-96890-2540-104510-2700-112610-2890-121280-3100-127480</p> <p>Job Description: To initiate and carry incorporation procedures like authenticating documents and proceedings used in registration. Assuring delivery of registration and allotment details to registrar. Making application for increase in share capital. To comply & file annual return. Managing statutory books. Giving meeting updates and notices of general meetings to every member. Filing resolution with registrar and preparing minutes of all General and Board Meeting within 30 days. To verify and submit attested returns & forms. To oversee authentication and filing</p>	General (UR) - 01

Sl. No	Name of the Post	No. of Post	Qualifications and Age	Category
			<p>procedure of TDS (Tax Deducted at source) Ensuring that proper TDS is being deducted from the salary of employees. Ensuring TDS reports are well maintained and submission of TDS to government is duly done. Obtaining government approvals; complying with regulatory procedures of Industrial disputes; FEMA Act; State Insurance Act; Depositories Act 1996; Foreign Exchange Management Act; monitoring and complying with various legal laws like Labour laws; Competition Laws; Environmental laws, etc.</p> <p>Qualification: Post-Graduation in Commerce / Arts with Company Secretary Certificate, from Institute of Company Secretaries.</p> <p>Age: Not exceeding 32 years as on 01.07.2023.</p> <p>Experience: Minimum 2 years of post-qualification experience in relevant filed.</p>	

Other Allowances:

In addition to Basic pay in the pay scale, the applicable allowances are as follows:

S.No	Particulars
1	HRA as per the G.O. of AP
2	DA as per the G.O. of AP
3	CCA as per the G.O. of AP
4	Medical Allowance

Note:

1. The Corporation reserves the right to increase or decrease the number of vacancies or cancel the Notification, at any stage, without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the Notification.
2. If the provisionally selected candidate does not join the post, the next meritorious candidate may be considered for provisional selection.

EDUCATIONAL QUALIFICATIONS:

The education qualifications post wise as follows:

SI.No	Name of the Post	Qualifications
1	Assistant Manager– Survey (Metalliferous)	Degree or Diploma in Mining or Mine Survey or Degree in Science and Mine Surveyor’s Certificate of Competency from DGMS for Metalliferous mine surveyor certificate of competency under MMR 1961. Minimum 2 years of post-qualification experience in relevant filed.
2	Assistant Manager – Survey (Coal)	Degree or Diploma in Mining or Mine Survey or Degree in Science and Mine Surveyor’s Certificate of Competency from DGMS for Coal mine surveyor certificate of competency under CMR-2017. Minimum 2 years of post-qualification experience in relevant filed.
3	Assistant Manager (F&A)	Degree in any branch and CA from Institute of Chartered Accounts. Minimum 2 years of post-qualification experience in relevant filed.
4	Assistant Manager (Company Secretary)	Post-Graduation in Commerce / Arts with Company Secretary Certificate, from Institute of Company Secretaries. Minimum 2 years of post-qualification experience in relevant filed.

I. UPPER AGE LIMIT:

1. To be eligible, the applicant must have completed 18 years and must not have completed 32 years as on 01.07.2023
2. The Upper Age Limit is 32 Years as on 01.07.2023 for General (UR)category candidates.
3. Category wise relaxation in Upper Age Limit is mentioned below
 - a. SC/ST/BC– 5 Years
 - a. Ex-Servicemen – 5 years
 - b. For Persons with Disability – 10 Years
4. The Upper Age Limit is relaxed subject to the condition that maximum age of the applicant as on 01.07.2023 shall not exceed 42 years
5. *Against Survey discipline, there is no suitable posts identified for Persons with Disability.*

II. INDICATIVE SYLLABUS:

Subject	Topics
Assistant Manager (Survey - Metalliferous)	Chain Surveying, Plane Table Surveying, Dial/Compass Surveying, Theodolite Surveying, Levelling and Contouring
Assistant Manager (Survey-Coal)	Triangulation Trilateration and Traversing Correlation Techeometry Photogrammetry Setting Out Cuves Computation of Areas and Volumes Modern Instruments.
Assistant Manager (F&A)	Financial accounting and finalization of accounts, INDAS and GAAP, Audits & Cost management, GST, Customs and other indirect tax laws, Companies Act – 2013, Mergers, acquisitions, Joint Ventures etc, Knowledge in ERP, e-fillings under various acts.
Assistant Manager (Company Secretary)	Companies Act – 2013, Pleading and appearances, Secretarial Audit, Compliance Management, Financial & Strategic Management, Drafting and Conveyancing, Corporation restructuring, Miscellaneous mining acts.
Arithmetic/Reasoning/Mental Ability	<p>Arithmetic- Number System, Simple Interest, Compound Interest, Ratio & Proportion, Average, Percentage, Profit & Loss, Time & Work, Work & Wages, Time & Distance, Clocks & Calendars, Partnership, etc.</p> <p>Test of Reasoning- It will include questions of both verbal & non-verbal type and include questions on Analogies, Similarities and Differences, Spatial Visualization, Spatial Orientation Problem Solving, Analysis, Judgment, Decision Making, Visual Memory, etc.</p>

III. RESERVATION:

1. The reservations in respect of Scheduled Tribes, Scheduled castes, Backward Classes (A, B, C, D & E), Physically Disabled Persons, and Ex-Servicemen shall be as per Rule 22 and 22-A of the A.P. State and Subordinate Service Rules.
2. The applicants, who are BC/SC/ST/PH/Ex-Servicemen and intend to avail reservation, shall choose the applicable category and enclose the necessary certificate.
3. SC, ST & BC category candidates applying against General (UR) category post shall be considered in the General (UR) category and no age relaxation will be available.
4. The applicants who intend to avail/claim reservation under Backward Classes (A, B, C, D & E) shall submit a copy of the latest certificate issued either in the year 2022 or 2023 to the effect that they belong to non-creamy layer in terms of G.O.Ms. No.3(attached), Backward Classes Welfare (C2) Department, dated 04.04.2006 and G.O.Ms.No.26(attached), Backward Classes Welfare (C) Department, dated 09.12.2013 and as per the income ceiling which is in force on the date of notification. In case of non-submission of the latest certificate, his/her candidature will be considered against Unreserved (UR) category only.

IV. DOCUMENTS TO BE UPLOADED AT THE TIME OF SUBMISSION OF ONLINE APPLICATION:

1. The applicants shall upload the certificate copies of academic and technical qualifications only attested by Gazetted Officer, such as, pass certificates, certificate evidencing date of birth and community certificate issued by the Competent Authority, in case they intend to avail reservation under SC, ST, BC, Physically Disabled Persons(The certificate shall show specifically the classification of the group).
2. The applicant, who intends to avail reservation under Backward Classes (A,B,C,D or E), shall upload latest community and also certificate of non-creamy layer as per law. In case of failure to upload the latest certificate, his/her candidature will be considered against Open Competition.
3. The applicant claiming reservation under Physically Disabled category, shall upload the certificate issued by the Medical Board specifying the nature of disability and the percentage of disability.
4. No-objection Certificate from Employer (if employed anywhere).

5. The applicant has to produce original certificates on the day mentioned by the Corporation for verification. If the applicant fails to produce any of the required certificates, his/her candidature will be rejected.

V. METHOD OF RECRUITMENT:

1. The computer-based examination will be of the standard, which will be consistent with the educational qualification prescribed for the post i.e. Graduation qualification.
2. The Computer Based Exam will be conducted in Vijayawada. If there is any change in the exam center, the same shall be communicated
3. The question paper objective computer-based examination with multiple choices for 150 marks.
4. For every right answer 1 mark is awarded and for every wrong answer 0.25 marks are deducted from the total score of the candidate
5. The computer-based examination will be conducted for 150 questions (Aptitude & Reasoning- ~10%- General Knowledge questions --~20% and Subject related questions --~70%).
6. Each question will carry one (01) mark. The duration of the examination will be 2 hrs 30 minutes. There could be variations in the ratio questions of the three subjects mentioned above.
7. The question paper will be in English language.
8. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
 - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service and should be fit as per mines rules 1955
 - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
 - iii. He/she is a citizen of India.

VI. SELECTION PROCESS:

1. Merit list will be based on the marks obtained by the candidates in the computer-based examination.
2. Where two or more candidates get equal number of marks in the Examination, the elder in age will be considered for provisional selection. In case of a tie in age also, the candidate, who possesses higher educational qualification would be considered. In case of tie in higher educational qualification, the candidate with highest marks in the prescribed educational qualification would be considered.

3. The Candidate who qualified in the online examination will be invited for the interview.
4. The date of examination will be within one to four months from the last date of application submission.

VII. EXAMINATION FEE:

1. The applicants, shall pay the following non-refundable examination fee through online mode:

SL. No	Category	Fee (Rs.)
1	BC/SC/ST/PH Category	500
2	All other categories	1000

2. The candidates shall pay separate fee for each post applied.
3. The Application/Examination Fee is to be remitted/paid online only.
4. The application/Examination fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment Notification is cancelled for any reason.

VIII. GENERAL INSTRUCTIONS:

1. No person, who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State Government.
2. No person, who has been convicted by a Court of Law for an *offence* involving moral turpitude, shall be eligible for appointment.
3. No T.A. and D.A. will be paid to the candidates who appear for the computer-based examination.
4. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Rules.
- 5. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.**
- 6. Correspondence will not be entertained by the Corporation under any circumstances. Incomplete/incorrect application will be summarily rejected at any stage.**
7. If suppression of information/furnishing of false or incorrect information is noticed, either in the application or in the enclosures, at any stage before the final selection the application of the candidate will be summarily rejected. In addition, the candidate will also be liable for

appropriate action/prosecution as per Rules.

8. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for final selection.

**IX. INFORMATION TO THE APPLICANTS APPLYING FOR THE
COMPUTER BASED EXAMINATION TO BE CONDUCTED**

For detailed information, candidates are advised to go through the User Guide available in the Corporation's official website <https://apmdc.ap.gov.in> and candidates can apply through the website <https://apmdc-recruitment.aponline.in/>.