



GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD

Advertisement for the post of Cluster In-charge

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

1	Name of Post and Number of vacancy	Cluster In-charge 01 no. – position
2	Period of Contract	The contract initially would be for a period of two 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 Cluster In-charge will be responsible for.</p> <ul style="list-style-type: none"> • Responsible for all the activities of the renewable power project including operation, maintenance, health, safety and statutory requirements. • Oversee the operations of WTGs, ensuring operation and maintenance in accordance with the OEM manuals and operation of renewable power generation with high level of output, availability and efficiency. • Ensure all OEM activities compliance as per OEM requirement. • Responsible for planning, revising, implementation and monitoring and risk management procedure and other policies. • Oversee the planning and execution of all renewable power projects, maintenance activities, breakdown, preventive maintenance, predictive maintenance and annual overhauling. • Assessment of current operations and provide recommendations to improve the current operation level. • Execution of power export in line with PPA with GUVNL. • Coordinate with all relevant stakeholders (internal and external) to ensure execution of overall O&M activities for GMDC 200.9 MW wind portfolio • Lead regular performance review meetings with contractors and issue resolutions • Coordinate with the area in-charges and state heads of O&M contractor on weekly-basis for highlighting any major issues and expediting the resolution process • Coordinate with the O&M contractor for high quality maintenance of WTGs for all seven sites (including preventive and breakdown maintenance) • Conduct internal meetings with GMDC’s on-site engineers on daily-basis regarding asset performance and any potential issues to be resolved • Update to GMDC’s head office team on highlighting major issues which requires support from senior management • Coordinate with the O&M contractor to ensure execution and fulfillment of contracts activities • Ensure to get reports from the contractors at the frequencies



		<p>defined in the contract</p> <ul style="list-style-type: none"> • Prepare and submit weekly performance reports to the senior management • Coordinate with regulatory authorities including GUVNL, GETCO, GEDA, etc. for inspections and payments, as required • Facilitate third party site inspections/audits conducted by GMDC
4	Job Location	Control & Monitoring Office, Jamnager
5	Eligibility Criteria	<ul style="list-style-type: none"> • Graduate Degree in Mechanical/Electrical/Power or related field. • Minimum 15 years of experience in renewable power sector in which minimum 05 years of Exp. As project head /chief engineer. • Prior armed forces experience in the rank of Colonel and above will be preferred. • An astute, energetic, dynamic professional with evidence of erection/commissioning/O&M of Renewable Power Plant with high level of Output, availability and efficiency. • Commercial intelligence and experience regarding how to maximize the financial returns of the project including the ability to manage the contract effectively and to compile and manage budgets and operating costs. • Carryout extensive Government Liaison. • Extensive qualification in planning, development and leadership of occupational work place to ensure high standards. • Leadership ability and strong management skills. • Good data gathering, analysis and presentation skills. • Creative and ability to think out of box
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 Annexure) 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 27/12/2023.</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>

General Manager (HR)

Contact us

Email: rpparekh@gmdcltd.co.in

CONFIDENTIAL

Date: _____



Recent
Photograph

EMPLOYMENT APPLICATION FORM

POST APPLIED FOR: _____

First Name : _____

Middle Name : _____ **Last Name** : _____

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)