



## GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD

### Advertisement for the post of Office Assistant (Project)

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

1	Name of Post and Number of vacancies	<b>Office Assistant (Project)</b> <b>03 Nos.</b>
2	Period of Contract	The contract initially would be for a period of <b>three</b> years and may be further extended for another period of two years subject to functional requirements, appraisal of the performance and medical fitness of the individual.
3	Job assigned/ Job Profile	Office Assistant will report to <b>Head-Limestone Project Site</b> . The job includes but not limited to the following: <ul style="list-style-type: none"><li>▪ Managing and maintaining the physical and digital document filing system.</li><li>▪ Performing general office duties such as copying, scanning, printing, and answering phone calls and emails, among others.</li><li>▪ Transfer data from paper formats into digital files or database systems.</li><li>▪ Translate government orders, notifications, etc. from Gujarati to English.</li><li>▪ Maintain attendance and other statutory registers under Mines Act 1952, MMDRA 1957, etc.</li><li>▪ Supervise all travel and other arrangements for staff and visitors.</li><li>▪ Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.</li><li>▪ Keep information confidential in accordance with company policies.</li></ul>
4	Job Location	<b>Lakhpur-Punrajpur/ Panandhro Extension/ Bharkandam Project Site at Western Kutch (Gujarat)</b>
5	Eligibility Criteria and Experience	<ul style="list-style-type: none"><li>▪ He/ She should be commerce graduate from any of the universities established under the Central or a State Act in Indian or any other educational institution recognized as such or declared to be deemed university under section 3 of University Grants Commission Act, 1956.</li><li>▪ Having expertise in the Office Work and having knowledge of Information Technology Support may be provided.</li><li>▪ Basic knowledge of computer applications and excellent command over any of the two - Gujarati or Hindi or English languages.</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 transportation 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 three month's remuneration in lieu of notice period.</p>
10	How to Apply	<ul style="list-style-type: none"> <li>▪ Interested candidates may attend <b>Walk In Interview</b>.</li> <li>▪ The Candidates are advised to submit the prescribed proforma (as per attached <b>Annexure</b>) along with self-attested copies of certificates of essential qualification and experience at the time of interview and bring the original certificates/ documents for verification.</li> <li>▪ Applications without supporting documents/incomplete/not fulfilling the prescribed criteria in any respect shall be rejected.</li> <li>▪ <b>Interview:</b>  <b>Venue:</b> GMDC Ltd. "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad-380052, Gujarat.  <b>Date:</b> 29 April, 2023  <b>Time:</b> 11:00 AM</li> </ul>
11	Selection Procedure	<ul style="list-style-type: none"> <li>▪ Selection will be made on the basis of career marking and performance in the Walk In Interview considering the vacancies as well as requirement.</li> <li>▪ Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if vacancies are not filled up due to unsuitability/ insufficient number of candidates.</li> <li>▪ The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials.</li> </ul>
12	General Conditions	<ul style="list-style-type: none"> <li>▪ The candidates shall produce Identity Proof (Aadhar/ Voter ID/ Driving License) at the time of document verification.</li> <li>▪ Candidates are requested to visit Corporation website <a href="http://www.GMDCLTD.COM">www.GMDCLTD.COM</a> at regular intervals for any notification, news, updates, results etc. relating to recruitment.</li> <li>▪ The decision of GMDC Management shall be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process, etc. No enquiry/correspondence will be entertained in this regard.</li> <li>▪ At any stage of recruitment process if it is found that the candidate has furnished false or incorrect information then the candidature/ appointment of the candidate shall liable to be cancelled.</li> </ul>



		<ul style="list-style-type: none"><li>▪ Finally selected candidates shall have to produce the required documents at the time of joining at GMDC Head Office, Ahmedabad.</li><li>▪ The candidates against whom vigilance/criminal case is pending shall not be eligible.</li></ul>
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**General Manager (HR)**

**Contact us**

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

**Mobile No.: 7574818571, Landline No.: 079-27913200**



## **Key Roles and Responsibility**

The key Roles and Responsibility to be carried out by Office Assistant (Project) shall include but may not be limited to the following:

- Managing and maintaining the physical and digital document filing system.
- Performing general office duties such as copying, scanning, printing, and answering phone calls and emails, among others.
- Transfer data from paper formats into digital files or database systems.
- Translate government orders, notifications, etc. from Gujarati to English.
- Maintain attendance and other statutory registers under Mines Act 1952, MMDRA 1957, etc.
- Supervise all travel and other arrangements for staff and visitors.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Keep information confidential in accordance with company policies.

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 relatives):**

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)