



## GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD

### Advertisement for the post of Assistant Manager (Finance & Accounts)/ Audit

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement of Assistant Manager (Finance & Accounts)/ Audit 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 (Finance &amp; Accounts)/ Audit</b> <b>03 Posts</b>
2	Period of Contract	The contract initially would be for a period of <b>three</b> years 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	<b>Assistant Manager ( Finance &amp; Accounts)/ Audit</b> Will report to CFO/ General Manager (Accounts)/ DGM (Finance)/ (Accounts) - GMDC Ltd. <ol style="list-style-type: none"><li>1. Maintenance of Accounts at Corporate office level and Project office level, Reconciliation of Accounts, Preparation of Trial Balance, P &amp; L Accounts, Balance Sheet and Fixed Assets Register and knowledge of relevant provisions of Companies Act, SEBI (LODR) Regulations, Indian Accounting Standards</li><li>2. Payroll and Establishment section related matters</li><li>3. Management of exempted PF Trust/ Gratuity Funds</li><li>4. Knowledge of Tax Matters and filing of Income Tax and GST Returns, etc.</li><li>5. Knowledge of Treasury Functions i.e. Fund Management, Loan Management, Bank Reconciliation and Payment Gateway arrangement, Ratings of Organization for different purposes, etc.</li><li>6. Preparation of Cost Accounting Records</li><li>7. Pre-audit and financial concurrence of the proposals</li><li>8. Vetting of Work Orders, Purchase Orders and Tender Documents</li></ol>
4	Job Location	GMDC Corporate Office , Ahmadabad, Gujarat or at Project Offices
5	Eligibility Criteria	Degree of CA/ CMA/ MBA (Finance) from recognized institute. Candidate should have 03 years post qualification experience in relevant field. The basic knowledge of computer application is essential. Age Limit is 40 Years as on 01-February-2023, however, relaxation may be given for reserved category candidates as per rules.



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 allowances/facility applicable to contractual employees
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 three months prior notice. The GMDC Ltd. can terminate the contract immediately</p> <p>By giving three 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 self-attested copies of certificates of essential qualification and experience to the General Manager (Human Resources), 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>15<sup>th</sup> February, 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)

## **ANNEXURE**

Date:



## Recent Photograph

# EMPLOYMENT APPLICATION FORM

**POST APPLIED FOR:**

**First Name** :

Middle Name : \_\_\_\_\_ Last

Name : \_\_\_\_\_

Birth Date :  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:** \_\_\_\_\_ **Current** \_\_\_\_\_

\_\_\_\_\_

Pincode

<hr/>
Pincode

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:**

<b><u>Academic Record (Starting from SSC or equivalent), also submit attested certificate.</u></b>					
<b>Examination</b>	<b>Institute</b>	<b>Board/ University</b>	<b>Year of passing</b>	<b>%/ CGPA / Grade</b>	<b>Major Subjects</b>

**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:**

<b>Language</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>

**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)