



No.GMRDS/Admin/2018/

Date:

NOTICE

ADVERTISEMENT FOR RECRUITMENT

Gujarat Mineral Research and Development Society (GMRDS) is a registered Society working under Commissioner of Geology and Mining (CGM), Industries and Mines Department, Government of Gujarat. The Society is desirous to recruit for various posts in **Admin, Accounts and IT branches** on contract basis for 11 months or till regular employees are allotted relevant posts, whichever is earlier. Written applications in prescribed format (application form attached herewith) are invited from the eligible candidates having the required qualifications for the above mentioned posts. The details regarding the job are given below.

Sl. No	DESIGNATION	REQUIRED EDUCATIONAL QUALIFICATION	VACANCIES	AGE LIMIT (IN YEARS)	MONTHLY REMUNERATION IN RS.
(A) ADMIN BRANCH					
1.	Assistant Management officer	M.B.A. (H.R.)	3	Less than 30	27,000/-
2.	Admin Assistant	B.B.A.	7	Less than 30	13,500/-
(B) ACCOUNTS BRANCH					
1.	Senior Account Assistant	M.Com (Knowledge of Tally and MS Office is compulsory)	1	Less than 30	13,500/-
2.	Junior Account Assistant	B.Com (Knowledge of Tally and MS Office is compulsory)	2	Less than 30	9,500/-
(C) IT BRANCH					
1.	System Administrator	B.E. IT (with minimum 1 year experience)/Diploma in IT (minimum 2 years experience)	1	Less than 30	20,000/-



Additional qualifications and skills:

- Candidates must be well versed with basic computer knowledge.
- Respective Degree/Diploma must be approved by AICTE/UGC and it should be fulltime.
- Candidates must have minimum 55% (6 CGPA out of 10) in his/her respective degree.
- The candidates should have good communication and presentation skills.
- Preference will be given to Gujarat domicile

Summaries of responsibilities and activities under the above branches followed by brief scope of the jobs is given below:

(A) ADMIN BRANCH

Brief summary of responsibilities under Admin Branch:

Admin branch is responsible for handling and coordinating all day to day administrative functions such as organizing meetings, travel arrangements, scheduling appointments, handling communications and correspondence, reconciliation of expense reports, coordinating with all departments for efficient functioning, preparation of regularly scheduled reports and updating and maintaining office policies.

(I) Assistant Management Officer

- Supervise administrative staff and work division between staff
- Coordinate office activities and operations to ensure efficient and smooth functioning of administrative activities
- Manage agendas and appointments for the upper management
- Support all necessary inputs required for bookkeeping, budgeting and personnel databases
- Track stocks of office supplies and place orders when necessary
- Prepare presentations and proposals and ensure timely submissions
- Prepare advertisements related to recruitments, tenders and notices
- Manage Governing Body meeting related activities such as preparation of agenda, meeting arrangements and recording minutes.
- Managing media monitoring system
- Handling documents and procedures related to outsourcing of manpower
- Royalty Inspector, surveyor, admin staff, accounts staff, lab staff, senior surveyor posts related all administrative work
- Monthly diary maintenance and leave calculations
- Managing activities related to Identity cards and HR restructuring
- Other activities related to administration as required from time to time



(II) Admin Assistant

- Perform clerical duties for managing and distributing information within an office- includes answering calls, taking memos and maintaining files and records
- Sort and distribute communications in a timely manner
- Assisting in bookkeeping including monitoring and recording expenditures
- Scheduling appointments and arranging meetings of governing body, executive board and committees
- Following up and handling correspondence between external agencies and internal departments
- Taking dictations and recording minutes of meetings
- Handling documentation work such as typing, editing and proof-reading of documents
- Prepare presentations and proposals and ensure timely submissions
- Track stocks of office supplies and place orders when necessary
- Mines Supervisor and fellow geologist related all administrative work
- Record classification
- Inward and outward dispatch related activities
- Store related all activities
- Other activities related to administration as required from time to time

(B) ACCOUNTS BRANCH

Brief summary of activities undertaken under Accounts branch:

The Accounts branch is responsible for maintaining accounts of all purchases, payment vouchers, salaries, preparation of budget and budget proposals, maintenance of grant records and bank accounts of GMRDS. It is also responsible for timely filing of Tax payments and returns, and maintaining confidentiality of accounts information.

(I) Senior Account Assistant

- Oversee all accounts and accounting procedures for preparation of reports
- Maintain salary accounts and purchase bills and ensuring timely payments
- Timely preparation of annual accounts, financial statements, balance sheet, profit and loss statements and cash flow statements for GMRDS as per applicable schedules
- Preparation of budget and budget proposals
- Maintenance of grant records
- Summarizing the financial records for preparation of financial reports and annual reports
- Provide accounts related information for assisting auditors in audits
- Maintaining bank accounts, FDs, calculation of interest on FDs and reinvestments.
- Provide inputs into goal setting process of GMRDS
- Assist with Tax returns, payments and Tax audits of GMRDS



- Compliance with legal requirements to avoid legal challenges and litigations
- Review and recommend appropriate accounting practices and keep track of accounting systems and procedures
- Responsible for security of financial accounts by maintaining database backups
- Maintain confidentiality of accounts information
- Other activities related to Accounts as required from time to time

(II) Junior Account Assistant

- Assisting in timely preparation of bills and salaries and maintenance of their accounts
- Collection and compilation of accounts data in coordination with all the departments involved.
- Maintain financial records and general ledger accounts
- Reconcile accounts by gathering and balancing information
- Preparation of budget and budget proposals
- Maintenance of grant records
- Assist with Tax returns, payments and Tax audits of GMRDS
- Maintaining bank accounts, FDs, calculation of interest on FDs and reinvestments.
- Secure financial information by ensuring adequate database backups and keeping information confidential
- Provide technical support related to accounts required for management accounting and analysis
- Ensure compliance with statutory accounting standards and legal requirements for error free accounts
- Assist Senior Account Assistant in all salary and purchase related activities
- Other activities related to Accounts as required from time to time

(C) IT BRANCH

Brief summary of activities undertaken under IT branch:

The IT branch is responsible for designing, maintaining and supporting the IT infrastructure, troubleshooting and resolving network and other system related issues, managing documentation and records and maintaining them to aid the management for inputs in decision making.

(I) System Admin

- Managing, upgrading and maintaining hardware, software and records
- Diagnose and resolve IT related issues promptly and effectively.
- Network troubleshooting
- Ensure information security through firewalls, backups and access controls



Gujarat Mineral Research & Development Society

Industries & Mines Department
Commissioner of Geology & Mining, Gandhinagar
Govt. Of Gujarat.

- IT inventory management
- Vendor management
- Other activities related to IT as required from time to time

Candidates should submit their applications along with all relevant documents duly certified copies by registered post so as to reach GMRDS office (during office hours 10:30 to 18:10) till 03/02/2018. The application should be clearly titled on the cover as “**Application for the post of (*name of the post*)**” Application in person, through E-mail or any other medium will not be entertained).

In case of any queries, kindly reach us at mo-gmrds@gujarat.gov.in.

Director (Adm.)
GMRDS



EMPLOYMENT APPLICATION FORM

PASTE YOUR
RECENT
COLOURED
PASSPORT SIZE
PHOTO HERE

POST APPLIED FOR: _____

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

BIRTH DATE (DD/MM/YYYY): _____

AGE (YEARS): _____ **GENDER:** _____

PLACE OF BIRTH: _____ **NATIVE PLACE:** _____

NATIONALITY: _____ **CATEGORY:** _____

MARITAL STATUS: _____ **MOTHER TONGUE:** _____

FATHER/HUSBAND'S NAME: _____

FATHER/HUSBAND'S OCCUPATION: _____

MOTHER'S NAME: _____

MOTHER'S OCCUPATION: _____

BLOOD GROUP: _____

PERSONAL ACCOUNT NUMBER (PAN): _____

WHETHER CANDIDATE'S STATE OF DOMICILE IS GUJARAT (YES/NO): _____



Gujarat Mineral Research & Development Society

Industries & Mines Department
Commissioner of Geology & Mining, Gandhinagar
Govt. Of Gujarat.

CURRENT ADDRESS _____

PERMANENT ADDRESS _____

CONTACT NUMBER:

(M) _____ (R) _____ (O) _____

E-MAIL ADDRESS: _____

CURRENT SALARY (in Rs) _____

AVAILABILITY FOR JOINING: (IMMEDIATE/ MENTION NOTICE PERIOD) _____

ACADEMIC RECORD (STARTING FROM SSC OR EQUIVALENT)					
EXAM PASSED	INSITUTE	BOARD/ UNIVERSITY	YEAR OF PASSING	% / CGPA (out of 10)	MAJOR SUBJECTS

(USE ADDITIONAL SHEETS IF REQUIRED)



Gujarat Mineral Research & Development Society

Industries & Mines Department
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Govt. Of Gujarat.

DETAILS OF EFFECTIVE DATE OF OBTAINING STATUTORY CERTIFICATE (IF

ANY): _____

LANGUAGE PROFICIENCY:

LANGUAGE	SPEAKING	READING	WRITING
GUJARATI			
HINDI			
ENGLISH			
ANY OTHER _____			

WORK EXPERIENCE (STARTING FROM CURRENT POSITION):

ORGANIZATION	DESIGNATION	PERIOD			BRIEF PROFILE OF JOB
		FROM (MM/ YYYY)	TO (MM/ YYYY)	TOTAL (MM/ YYYY)	
1.					



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Industries & Mines Department
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Govt. Of Gujarat.

ORGANIZATION	DESIGNATION	PERIOD			BRIEF PROFILE OF JOB
		FROM (MM/ YYYY)	TO (MM/ YYYY)	TOTAL (MM/ YYYY)	
2.					
3.					

NOTE:

- 1. YOU CAN USE SEPARATE SHEET IF REQUIRED.**
- 2. REQUIRED PERSON SHOULD GIVE THEIR CADRE WISE/DESIGNATION WISE DETAILS.**
- 3. YOU SHOULD MENTION ONLY THOSE DETAILS FOR WHICH YOU CAN FURNISH DOCUMENTARY EVIDENCE.**



COMPUTER SKILLS _____

HAVE YOU WORKED IN GMRDS BEFORE? IF YES, GIVE DETAILS.

REFERENCES (OTHER THAN YOUR RELATIVES):

NAME	OCCUPATION	ADDRESS AND CONTACT NO.

UNDERTAKING

- 1. I DECLARE THAT ALL THE DETAILS 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.**
- 2. I CONFESS THAT I AM NOT INVOLVED IN ANY CRIMINAL MATTER OR POLICE INQUIRY.**
- 3. I AGREE THAT MY EMPLOYMENT WILL BE SUBJECT TO TRANSFER TO ANY PROJECT OR LOCATION BY GMRDS.**
- 4. I DECLARE THAT ALL MY DEGREES AND EDUCATIONAL QUALIFICATIONS ARE FULLTIME AND AICTE/UGC APPROVED.**

DATE:

PLACE:

SIGNATURE OF APPLICANT



DOCUMENTS TO BE SUBMITTED ALONG WITH THIS FORM:

- **PHOTOCOPY OF MARKSHEET AND PASSING CERTIFICATE OF SSC, ITI, HSC, DEGREE, DIPLOMA (AS APPLICABLE)**
- **CERTIFICATES FOR TALLY, MSOFFICE AND OTHER COMPUTER SKILLS (IF ANY) (TALLY AND MSOFFICE CERTIFICATES COMPULSORY FOR CANDIDATES APPLYING FOR ACCOUNTS BRANCH POSTS).**
- **PHOTOCOPY OF EXPERIENCE CERTIFICATE (IF APPLICABLE)**
- **PHOTOCOPY OF GOVERNMENT RECOGNISED IDENTIFICATION CARD WITH ADDRESS (ANY ONE OF AADHAAR CARD/PAN CARD/VOTER ID/DRIVING LICENCE/PASSPORT)**