



No. GMRDS/Admin/2018/

Date: /07/2018

## 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 Petrography and Mineral Chemistry Laboratory (PMC Lab) was established in 1964-65 by the Department of Geology and Mining, Gujarat. The PMC lab provides services to the mineral & mining community and mineral based industries for mineral analysis. With the expansion of exploration activities and establishment of mineral based plants, the lab is being continuously upgraded with the latest equipment. Furthermore, with the purpose of providing prompt services in the area of research, testing and analysis in a professional manner at referral level standard, it will be hosting a library for collaborative learning, and developing independent research and information related to the upcoming technologies from the sector.

For the above mentioned library, GMRDS is desirous to recruit a Librarian on contract basis for 11 months or till regular employees are allotted relevant posts, whichever is earlier. Written applications in prescribed format (attached herewith) are invited from the eligible candidates having the required qualifications for the above mentioned post. The details regarding the job are given below.

<b>Designation</b>	Librarian
<b>Eligibility criteria</b>	A Master's Degree in Library Science / Information Science / documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations. At least 3 years as <b>Librarian</b> in a Library
<b>Additional qualifications and skills</b>	<ul style="list-style-type: none"><li>• Candidates must be well versed with basic computer knowledge.</li><li>• Adequate knowledge of Gujarati, English and Hindi</li><li>• Respective Degree must be approved by AICTE/UGC and it should be fulltime.</li><li>• Candidates must have minimum 55% (6 CGPA out of 10) in his/her respective degree.</li></ul>



# Gujarat Mineral Research & Development Society

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

<b>Age Limit</b>	As on 01-07-2018): Between 21 and 45 years
<b>Vacancy</b>	1
<b>Monthly Remuneration</b>	Rs. 33000/-
<b>Brief description of Job profile</b>	<ul style="list-style-type: none"><li>• Managing purchase of Magazines, periodicals, budget related</li><li>• Handling Issue / return of books</li><li>• Managing operations and maintenance of the Library</li><li>• Register maintenance, correspondence regarding library matters</li><li>• selecting, developing, cataloguing and classifying library resources</li><li>• using library systems and specialist computer applications</li><li>• liaising with departmental academic staff, external organisations and suppliers</li><li>• Ensuring that library services meet the needs of particular groups of users (RI, MS, and FG etc.)</li><li>• managing budgets and resources</li><li>• promoting the library's resources to users etc.</li></ul>

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 **10/08/2018**. The application should be clearly titled on the cover as “**Application for the post of Librarian**”. 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](mailto: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)** \_\_\_\_\_

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

**(USE ADDITIONAL SHEETS IF REQUIRED)**



# Gujarat Mineral Research & Development Society

Industries & Mines Department  
Commissioner of Geology & Mining, Gandhinagar  
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.					



# Gujarat Mineral Research & Development Society

Industries & Mines Department  
Commissioner of Geology & Mining, Gandhinagar  
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):**

<b>NAME</b>	<b>OCCUPATION</b>	<b>ADDRESS AND CONTACT NO.</b>

**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:** .....  
**APPLICANT**

**SIGNATURE OF**



# Gujarat Mineral Research & Development Society

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

## **DOCUMENTS TO BE SUBMITTED ALONG WITH THIS FORM:**

- **PHOTOCOPY OF MARKSHEET AND PASSING CERTIFICATE OF SSC, ITI, HSC, DEGREE (AS APPLICABLE)**
- **PHOTOCOPY OF EXPERIENCE CERTIFICATE (IF APPLICABLE)**
- **PHOTOCOPY OF GOVERNMENT RECOGNISED IDENTIFICATION CARD WITH ADDRESS (ANY ONE OF AADHAR CARD/PAN CARD/VOTER ID/DRIVING LICENCE/PASSPORT)**