



No. GMRDS/Admin/2018/ 2489

Date: 15 /09/2018

**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 maintenance and ancient, current, up keeping of the all the types of documentation a qualified Documentation Controller is required, GMRDS is desirous to recruit a Documentation Controller 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>	Documentation Controller
<b>Eligibility criteria</b>	<p>The Candidate shall possess</p> <ol style="list-style-type: none"><li>1. Bachelor degree from reputed college/University with relevant experience in <b>Document controlling</b> for Government / Semi-Government / PSU / Multinational in India.</li><li>2. Minimum 5-7 years' experience in <b>Document Management System</b> of industrial Project in multi locations in Gujarat.</li><li>3. Should have the required IT competency, management capabilities, Good Communication skills, Ability to present good progress reports as desired by Management, Good knowledge in Asset Management &amp; understanding of drawings</li></ol>
<b>Additional qualifications and skills</b>	<ul style="list-style-type: none"><li>• Candidates must be well versed with basic computer knowledge.</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>
<b>Age Limit</b>	As on 01-10-2018: Between 21 and 45 years
<b>Vacancy</b>	1
<b>Monthly Remuneration</b>	Rs. 27000/- to 32000/-



<b>Brief description of Job profile</b>	<ul style="list-style-type: none"><li>• Developing and maintaining computerized <b>document</b> control applications to effect the efficient filing and retrieval of CGM, PMC, GMRDS correspondence.</li><li>• Up- to- date maintenance of <b>Document</b> Control Register &amp; Index, Master <b>Document</b> Register and Revision control register</li><li>• Running desired computer applications to assist in respective departments, filing and maintenance of internal correspondence and <b>documents</b></li><li>• Systematic storage, retrieval, distribution / transmission and archival of <b>documents</b>, maintaining status reports</li><li>• Preparing transmittals and maintaining status reporting with regard to <b>document</b> reviews and returns Receipt and distribution of vendor data to officers for review, maintaining and issuance of Vendor <b>document</b> status reports, maintaining files on all Vendor data.</li><li>• Maintain districtwide files and filing system</li><li>• Manage all flows of documents either in electronic form or on paper support Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving).</li><li>• Maintain and manage electronic and hard copy documents as required</li><li>• Process incoming &amp; outgoing documentation</li><li>• Ensure control and coordination of projects documentation and data</li><li>• Ensure all drawings/documentation are correctly identified, distributed and filed/stored General document control activities such as photocopying, scanning, analysis of government / vendors/ suppliers' documents compliance with Government procedure / standards regarding numbering and all others aspect.</li></ul>
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Industries & Mines Department  
Commissioner of Geology & Mining, Gandhinagar  
Govt. Of Gujarat.

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 \_\_/10/2018. The application should be clearly titled on the cover as **“Application for the post of Documentation Controller”**. 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).

Sd/  
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):** \_\_\_\_\_



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**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)**



**DETAILS OF EFFECTIVE DATE OF OBTAINING STATUTORY CERTIFICATE (IF**

**ANY):** \_\_\_\_\_

**LANGUAGE PROFICIENCY:**

<b>LANGUAGE</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<b>GUJARATI</b>			
<b>HINDI</b>			
<b>ENGLISH</b>			
<b>ANY OTHER</b> _____			

**WORK EXPERIENCE (STARTING FROM CURRENT POSITION):**

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



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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:** .....

**SIGNATURE OF APPLICANT**



**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)**