

ADVERTISEMENT



The Andhra Pradesh Mineral Development Corporation Limited

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Vijayawada – 521137, Andhra Pradesh, India

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EMPLOYMENT NOTIFICATION FOR VARIOUS POSITIONS ON CONTRACT BASIS

APMDC invites applications for Certain managerial positions. In various disciplines from the eligible candidates with requisite qualifications. The detailed description for each post along with the prescribed format of application can be downloaded from our website **www.apmdc.ap.gov.in/Tender**. The Corporation has right to modify the conditions or cancel the advertisement without assigning any reason and further notice. The last date for submission of applications by online to e-mail: apmdchrdrecruitments@gmail.com / Registered Post shall be on or before **22.05.2021** by 5.00 PM.

Place: Vijayawada

Date: 22.04.2021

V. G. Venkata Reddy

Vice - Chairman and Managing Director

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ANNEXURE-I**Information & Instructions to the Candidates**

1. Application shall be submitted in the prescribed format which can be downloaded from our website www.apmdc.ap.gov.in on (Full Scape) Photo Copy Paper. All the enclosures (True copies of all certificates) shall also be submitted on Full Scape size only.
2. Applicants shall carefully read all the instructions and shall ensure that they are fully qualified before filling up/submission of the applications.
3. If any column is not applicable, write "NA" against that column. Do not fill up such column with dots and dashes or leave any column blank.
4. Furnishing of false or incorrect information / document or suppression of material information shall entail in disqualification of the applicant at any stage of selection and may lead to civil case.
5. Applicants are not permitted to alter or modify the columns in the application form once submitted.
6. Unsigned / incomplete / incorrect applications and applications unaccompanied by requisite certificates are liable to be rejected summarily.
7. Applications received after prescribed date will not be entertained even if the applications are posted before the last date.
8. Shortlisted candidates will be called for Interview.
9. Selection is based on marks awarded by the Interview Panel Members.
10. No TA / DA will be provided for attending the interviews.
11. The Corporation has right to modify or cancel the advertisement or reduce the number of vacancies published without assigning any reason and further notice and no communication is entertained further in this regard.
12. Applicants shall submit enclosures of all Certificates of which they have mentioned in the application form duly signed by a Gazetted Officer. Applications received without gazetted signature shall be rejected.
13. Transferable to any APMDC Projects across the Country as per the Corporation requirements.
14. Reporting structure may undergo changes as per Corporation requirements.

Annexure - II

S. No.	Name of the Post	No. of post	Description
1	General Manager (Marketing)	01	<p>Location: Head Office.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.1,00,000/- Per Month.</p> <p>Reporting: The VC & MD, Head Office, Vijayawada.</p> <p>Job Description: Evaluating and developing marketing strategy and marketing plan, researching demand for Barytes, Thermal and Coking coal, competitor research, develop pricing strategies to maximize profits and market share, identifying potential customers, understanding and developing budgets and finance, including expenditures, building brand awareness and positioning, organizing company conferences, trade shows, and major events.</p> <p>Qualification: Degree in any branch with MBA (Marketing)</p> <p>Age: Not exceeding 54 years as on 30th April 2021.</p> <p>Experience: Post Qualification 20 years, out of Which 10 years in relevant field.</p> <p>Skills: Knowledge of intricacies in customer relationship Management, proven marketing campaign experience, attention to detail, high competence in project and stakeholder management, excellent interpersonal, written and oral communication skills, competency in Microsoft suite.</p>

2	General Manager (Finance)	01	<p>Location: Head Office.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.1,00,000/- Per Month.</p> <p>Reporting: The VC & MD, Head Office, Vijayawada.</p> <p>Job Description: Driving the Company's financial planning, performing risk management by analysing the Organization's liabilities and investments, deciding on investment strategies by considering cash and liquidity risks, control and evaluate the Organization's fundraising plans and capital structure, ensure cash flow is appropriate for the organization's operations, supervise all finance controls, treasury, prepare current and forecasting reports, set up and oversee the companies IT and ERP systems, ensure compliance with the law and companies policies, manage financial controls and financial analytics. Shall carryout Financial Systems and Process Audit, Compliances, Taxation etc.</p> <p>Qualification: CA, Institute of Company Secretaries of India (ICSI) Certificate is added advantage.</p> <p>Age: Not exceeding 54 years as on 30th April 2021.</p> <p>Experience: Post Qualification 20 years, out of Which 10 years in relevant field.</p> <p>Skills: In depth knowledge of Corporate financial law and risk management practices. Excellent knowledge of data analysis and forecasting methods, proficient in the use of MS Office and financial management software and ERP. Good knowledge of Microsoft suite.</p>
3	Dy. General Manager (Environmental)	01	<p>Location: Head Office/Mangampet.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.70,000/- per month.</p> <p>Reporting: GM (Mining) Head Office,</p>

			<p>Vijayawada/CPO, Mangampet Barytes Project.</p> <p>Job Description: Responsible for all Environment and Forests clearances and compliances at all the Sites of the Corporation. Responsible for obtaining environmental clearances including EIA, EMP& Public Hearing and submission of compliance reports as per EC conditions. Identifying suitable agencies for monitoring Air and Water quality and submission of reports to concerned departments and responsible for afforestation at projects.</p> <p>Qualification: Degree in any Engineering and post-graduation in Environmental Engineering / Science</p> <p>Age: Not exceeding 45 years as on 30th April 2021</p> <p>Experience: Post Qualification 15 Years, out of which 10 years in relevant field.</p> <p>Skills: Good knowledge of Microsoft suite.</p>
4	Dy. General Manager (Contract Management)	01	<p>Location: Head Office/Mangampet.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.70,000/- per month.</p> <p>Reporting: GM(Mining) Head Office, Vijayawada.</p> <p>Job Description: Responsible for Administration of contracts with mine operators and Government of India. Repository of all Correspondence regarding permits, approvals and Correspondence with mine operator.</p> <p>Effectively implementing all contracts. Extend support to project teams in effective contract administration. Handling of claims, counter claims and variations and litigations. Ensures contractors provide the documents as required like Bank Guarantee, Indemnity and other contractual compliances etc. Generate MIS reports, Check all invoices against the contractor claims including Bounces and Penalties.</p> <p>Qualification: Degree in any branch and MBA (Marketing/Finance).</p>

			<p>Age: Not exceeding 45 years as on 30th April 2021.</p> <p>Experience: Degree post Qualification 15 years, out of which 10 years in relevant field.</p> <p>Skills: Good knowledge of Microsoft suite & ERP.</p>
5	Dy. General Manager (F&A/Taxation)	01	<p>Location: Head Office/Mangampet.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.70,000/- per month.</p> <p>Reporting: GM (F&A), Head Office, Vijayawada/ CPO, Mangampet Barytes Project.</p> <p>Job Description: Dealing with payments and receipts. Dealing with all Audits such as monitoring, finalisation of Accounts, well versed with all accounting standards, auditing standards and provision of the Company Law 2013. Expert knowledge in dealing with Direct Taxes and Indirect Taxes. Experience in finalisation of accounts in ERP system. Timely submission of MIS and filing the returns and dealing with financial matters etc.</p> <p>Qualification: Degree in any Branch.CA.</p> <p>Age: Not exceeding 45 years as on 30th April 2021.</p> <p>Experience: Post Qualification 15 years, out of which 10 years in relevant field.</p> <p>Skills: Good knowledge of Microsoft suite& ERP.</p>
6	Dy. General Manager (CSR)	01	<p>Location: Head Office.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.70,000/- per month.</p> <p>Reporting: The VC & MD, Head Office, Vijayawada.</p> <p>Job Description: Responsible for Design, implementation and Compliance of CSR activities as required through Companies Act. Inspection of CSR Activities. Community relations for improving engagement with the</p>

			<p>Corporation. Must be competent in conceptualizing, developing and managing medium and large Programmes/projects majorly in holistic rural development including poverty eradication, education, health, livelihood, skilling, women empowerment.</p> <p>Ability to work independently and proactively and ability to interact with Stakeholders and Community.</p> <p>Qualification: Degree in any branch and MBA (HRM) or Master in Social Work (MSW).</p> <p>Age: Not exceeding 45 years as on 30th April 2021.</p> <p>Experience: Degree Post Qualification 15 years, out of which 10 years in relevant field of HR, Social Work of which at least 5 years in CSR.</p> <p>Skills: Good knowledge of Microsoft suite.</p>
7	Dy. General Manager (Civil)	01	<p>Location: Head Office/Mangampet.</p> <p>Term of Appointment: Initially for a period of three years. Extendible on the requirement of the Corporation.</p> <p>Pay: Rs.70,000/- per month.</p> <p>Reporting: GM (Mining), Head Office, Vijayawada / CPO, Mangampet Barytes Project.</p> <p>Job Description: In charge of all Civil Engineering works in connection with mine, plant at the mine. If posted in Head Office responsible for verification of invoice, tender document Contracts, designs, drawings etc. Inspections of progress of work at Mine Sites.</p> <p>Qualification: Degree in Civil Engineering from a recognised university</p> <p>Age: Not exceeding 45 years as on 30th April 2021.</p> <p>Experience: Post Qualification 15 Yrs., out of which 10 years in relevant field. Should have worked in the position of Sr. Manager or Manager in the respective discipline in reputed organisation.</p> <p>Skills: Good knowledge of Microsoft suite & Auto CAD.</p>
8	Manager Survey/GIS	01	<p>Location: Head Office/Mangampet.</p> <p>Term of Appointment: Initially for a period</p>

			<p>of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.60,000/- per month.</p> <p>Reporting: GM (Mining), Head Office, Vijayawada/ CPO, Mangampet Barytes Project.</p> <p>Job Description: Proficiency in GIS and Auto CAD. Experience in GIS and conducting DGP survey and preparation of Maps. Using instruments, take readings to determine specified locations. Conduct surveys to obtain data used in planning mining operations. survey and calculate volume of material deposits, spoil piles, or veins, overburden to be removed. draft maps, drawings and create a database of survey data including development layouts, production drill mark-ups and miscellaneous layouts. update relevant maps, drawings and databases with any amended information. Assist with feasibility assessment, taking into account appropriate criteria. Assist with project proposals, design layout and pick-up of drill/blast and digging areas. Direct and assist team members in use of electronic surveying equipment, systems, or other instruments to transfer surface survey positions and directions to underground areas and to survey designated locations.</p> <p>Qualification: Degree/ Diploma in Civil/Mining and Certification in GIS.</p> <p>Age: Not exceeding 40 years as on 30th April 2021</p> <p>Experience: Post Qualification 10 years, out of which 5 years in relevant field, using GIS and Auto CAD proficiency.</p> <p>Skills: Good knowledge of Microsoft suite, Auto CAD and GIS.</p>
9	Manager (Finance)	04	<p>Location: Head Office/Mangampet.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.60,000/- per month.</p> <p>Reporting: GM (Finance), Head Office,</p>

			<p>Vijayawada/ CPO, Mangampet Barytes Project.</p> <p>Job Description: Dealing with finalisation of Accounts, Payments, receivables, Trail balance, Ledger, Annual accounts, working knowledge on direct and indirect tax matters, BRS and compilation of accounts with working knowledge in the tax matters.</p> <p>Qualification: B.Com with Inter. CA/ICWA.</p> <p>Age: Not exceeding 40 years as on 30th April 2021</p> <p>Experience: Post Qualification 10 years, Out of Which 5 years in Relevant field.</p> <p>Skills: Good knowledge of Microsoft suite& ERP.</p>
10	Manager (Contract admin)	01	<p>Location: Head Office/Mangampet.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.60,000/- per month.</p> <p>Reporting: GM (Mining), Head Office, Vijayawada/ CPO, Mangampet Barytes Project.</p> <p>Job Description: Responsible for Administration of contracts with mine operators. Repository of all Correspondence regarding permits, approvals and Correspondence with mine operator. Responsible for Administration and Co-ordination of Contracts with Mine Operators and allotments of agreements with Government of India and DMG. Ensure contractors provide the documents as required like Bank Guarantee, Indemnity and other contractual compliances.</p> <p>Qualification: Degree in any Branch and MBA(Marketing/Finance)</p> <p>Age: Not exceeding 40 years as on 30th April 2021</p> <p>Experience: Post Qualification 10 years, out of which 5 years in relevant field. Should have worked in the position of Assistant / Deputy Manager in the respective discipline in reputed organisations</p>

			Skills: Good knowledge of Microsoft suite.
11	Manager (IT)	01	<p>Location: Head Office/Mangampet.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.60,000/- per month.</p> <p>Reporting: G.M (Mining), Head Office, Vijayawada.</p> <p>Job Description: Management of Networking and Hard ware. System administrators (or sysadmin or systems administrator) are responsible for the maintenance, configuration, and reliable operation of computer systems and servers. Install hardware and software, and participate in research and development to continuously improve and keep up with the IT business needs of their organization. System administrators also actively resolve problems and issues with computer and server systems to limit work disruptions within the company. Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization. Install and upgrade computer components and software, manage virtual servers, and integrate automation processes. Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues. Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure. Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures. Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions. Responsible for capacity, storage planning, and database</p>

			<p>performance</p> <p>Qualification: B. Tech (IT), Computer Science, B.Sc(Computer Science), MCA.</p> <p>Age: Not exceeding 40 years as on 30th April 2021</p> <p>Experience: Post Qualification 10 years, out of which 5 years in relevant field.</p> <p>Skills: Good knowledge of Microsoft suite.</p>
12	Manager (Mining)	03	<p>Location: Mangampet.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.60,000/- per month.</p> <p>Reporting:CPO, Mangampet Barytes Project.</p> <p>Job Description: Will be posted in mining operations. If posted in Head Office. Compliance of safety, mining contract etc. Mine Manager is responsible for the overall management of mining projects. Assists in staffing, outlining project plans, setting project goals/deadlines, and evaluating performance. Being a Mine Manager ensures the safety and health of mine workers. Maintain and encourage a safe work environment at all times. Lead the mine operations management team and manage all mining personnel and resources. Prepare operational plans for the mine, and monitor and report progress. Prepare production and operating budgets, and report performance and costs. Recognize operational, technical and safety challenges, take action to prevent or overcome them, and continuously seek improvement.</p> <p>Qualification: Diploma or Degree in Mining Engineering with FMCC Certificate.</p> <p>Age: Not exceeding 40 years as on 30th April 2021</p> <p>Experience: Post Qualification 10 Years, out of which 5 years in relevant field.</p> <p>Skills: Good knowledge of Microsoft suite, Auto CAD.</p>

13	Manager (Company Secretary)	01	<p>Location: Head Office Vijayawada.</p> <p>Term of Appointment: Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p>Pay: Rs.60,000/- per month.</p> <p>Reporting: G.M (F&A), Head Office, Vijayawada.</p> <p>Job Description: conduct Board Meeting of the Corporation Drafting of the minutes of Board Meetings. Maintenance of all registers as per secretarial standards. All Legal issues relating to the Corporation. Other secretarial works. Updating the book of accounts of joint Venture Companies. Coordinating joint venture companies in respect of conducting board Meetings, drafting the minutes. Fillings of all the returns in the Register of Companies. Consolidating the information for preparation of Annual Reports and laying Annual Reports of the Corporation on the table of the honour of the legislature organizing the company's board meetings and annual general meeting; minuting board meetings; ensuring company compliance with legal obligations; managing and storing the company's records, e.g. re investments, property, payroll, insurance, accounting, taxation</p> <p>Qualification: Any Degree from any recognised University/Institute. Institute of Company Secretaries of India (ICSI) Certificate.</p> <p>Age: Not exceeding 40 years as on 30th April 2021</p> <p>Experience: Total Qualification 10 years out of which 5 years post qualification experience.</p> <p>Skills: Good knowledge of Microsoft suite and MS Projects.</p>
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10. Educational Qualifications

Name of Degree	Year of Passing	Class / Division	% of Marks	Name of the University
10 th Class (SSC)				
Intermediate				
UG (Discipline)				
PG (Discipline)				

11.	Other Qualifications if any	
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12. Work Experiences

		Period		
S.No	Name of the Organization	From	To	Post Held & JOB Profile

DECLARATION

I hereby declare that the information furnished above and all the statements made in this application are true and correct and complete to the best of my knowledge and belief. I further declare that I possess sound health.

STATION:
DATE:

SIGNATURE OF THE APPLICANT

SELF DECLARATION

1. Have you ever been arrested by any enforcement agency?

Ans:_____

2. Have you ever been prosecuted under criminal or civil law?

Ans:_____

3. Is there any case pending against you in any court of law?

Ans:_____

4. Have you ever been fined by a court?

Ans:_____

5. Have you ever been convicted by any court for any offence?

Ans:_____

I give this information to the best of my knowledge and belief. I understand that in case any of the above information is not partially or completely true, my appointment in the Corporation would cease and I am liable for action under law.

SIGNATURE_____

NAME_____