



**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD.  
AHMEDABAD**

**Advertisement for the post of Advisor For Silica Sand Sector**

Application in the prescribed format is invited (as per **Annexure**) from willing and eligible professionals for engagement as Advisor for Sale of Silica Sand of Gujarat Mineral Development Corporation Limited on full time contractual basis as per details given below:-

i.	Name of Post and: Number of vacancy	Advisor For Silica Sand Sector - 1 No.
ii.	Period of : Contract	The contract initially would be for a period of <b>two</b> year 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 but the total period of contract shall not be more than five years.
iii.	Job assigned/Job: profile	<p>The Advisor will report to The Managing Director, GMDC.</p> <p>He should have experience in the field of mineral processing and its sale. The job also include but not limited to the following</p> <ul style="list-style-type: none"><li>• Research and recommend prospects for new business opportunities</li><li>• Research and analyze sales options</li><li>• Build and maintain relationships with clients and prospects</li><li>• Stay current with trends and competitors to identify improvements or recommend new products</li><li>• Collect and analyze information and prepare data and sales reports</li><li>• Build and maintain professional networks</li><li>• Meet with potential clients to determine their needs.</li></ul>

iv.	Job Location	:	GMDC Corporate Office , Ahmedabad, Gujarat
v.	Eligibility Criteria		Candidate should have a degree with minimum 10+ years of senior management position experience to deal with various minerals.
vi.	Remuneration	:	The monthly consolidated remuneration will be based on the previous/current remuneration. ( Negotiable)
vii.	Allowance	:	Shall not be entitled to any allowance except transport facility.
viii.	Travelling Allowance	:	The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC.
ix.	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 one month's prior notice. The GMDC can terminate the contract immediately by giving one month's remuneration in lieu of notice period.</p>
xii	How to Apply	:	<p>Interested Candidate may apply in the prescribed proforma ( as per attached <b>Annexure</b> ) along with self-attested copies of certificates of essential qualification and experience to the Managing Director, GMDC Ltd., "KhanijBhavan", 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>30 days</b> from the date of publication of the advertisement on</p>

xiii	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.</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 for engagement of advisor at any stage to accept or reject any or all applications without giving any explanation,</p>
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Encl : As above

**Managing Director**

**Email : m\_d@gmdcltd.com**

## **Key Roles & Responsibilities**

The key Roles and Responsibilities will be carried out by the advisor shall include but not limited to the following :

1. Define Strategy, Vision & Mission for Silica Sand Sector.
2. Market studies and market development of Silica Sand.
3. Identify various uses and applications of Silica Sand and growth rate for each application.
4. Analysis of Silica Sand Market, New Product Development and its prospects for future growth.
5. Leading to overall operations for Silica Sand Sector.
6. Identifying and driving opportunities for continuous improvement of Silica Sand Sector.
7. Leading day-to-day operations to achieve targets and quality compliance.
8. Exploring & establishing the avenues for marketing & branding.
9. Defining long term Sales growth plans and strategy.
10. Personal and professional development of the team that will be led in this role.

**Managing Director**

**ANNEXURE**

Recent  
passport Size  
Photo.

( with Cross  
sign by  
applicant.)

**PROFORMA**

**Post Applied For: Advisor for Silica Sand Sector**

1.	Name	:	
2.	Mother's/ Father's/Husband's Name	:	
3.	Date of Birth	:	
4.	Address for Correspondence	:	
5.	Permanent Address	:	
6.	Contact Details: - Mobile/Tel. - E-mail ID	:	
7.	Educational/ Technical Qualification(s)	:	
8.	Professional Experience ( in descending order )	:	

9. Computer proficiency and working through e-office/VC.

10. Additional Information, if any

- (i) [In support of suitability for the Post] and (ii) List of enclosed documents in support of furnished information.

Date:

Place:

**(Signature of Applicant)**

**Name of Applicant**