



The A.P. Mineral Development Corporation Limited

(A State Government Undertaking)

Regd & Corporate Office 6-2-915, 3rd Floor, Rear Block (HMWSSB premises), Khairatabad, Hyderabad - 500 004, INDIA

Tel: +91 40 23323153, Fax: +91 40-23393152

E-Mail: apmdcltd@yahoo.com; apmdcltd@gmail.com Website: www.apmdc.ap.gov.in

INDEX

S.No	Particulars of the Document	Page No
01	Employment Notification	2
02	Application Form	3 to 7
03	Instructions to the Candidate	8



The A.P. Mineral Development Corporation Limited

(A State Government Undertaking)

Regd & Corporate Office 6-2-915, 3rd Floor, Rear Block (HMWSSB premises), Khairatabad, Hyderabad - 500 004, INDIA

Tel: +91 40 23323153, Fax: +91 40-23393152

E-Mail: apmdcltd@yahoo.com; apmdcltd@gmail.com Website: www.apmdc.ap.gov.in

ANNEXURE-I

EMPLOYMENT NOTIFICATION

The Ministry of Coal, Government of India allotted 2 Coal Blocks namely Suliyari Coal Block in Madhya Pradesh and Madanpur South Coal Block in Chhattisgarh. The Corporation requires qualified and experienced hands to handle the following positions on contract basis for a period of 2 years. The Candidates fulfilling the following conditions may apply.

Name of the Post	No of posts required	Qualification & Experience	Remuneration (Consolidated)	Max.Age as on 07.11.2016
Mines Manager	2 1 at Each Mine	Graduate Degree in Mining Engineering [BE/ B. Tech/ ME/ M. Tech] with at least 60% marks in aggregate. Holder of First Class Manager's Certificate of Competency issued by DGMS Should have at least 04 years' experience out of which 02 years' experience in coal mining	37100.00	42Yrs
Geologists	2 1 at Each Mine	M.Sc. Degree in Geology or Applied Geology or M. Tech. in Geology Minimum experience of 4 years	31460.00	42Yrs
Assistant Manager (Approvals)	2 1 at Each Mine	Any Graduate At least 4 years work experience. Experience in coal mines will be preferred.	28940.00	42Yrs
Land Acquisition officer	4 2 at Each Mine	Any Graduate At least 4 years work experience Experience in coal mines will be preferred.	28940.00	42Yrs
Assistant Manager (Survey)	2 1 at Each Mine	Matriculation and Surveyor's Certificate of Competency issued by DGMS Or Diploma in Mining & Mine Surveying, and Surveyor's Certificate of Competency issued by DGMS Minimum 4 years experience.	28940.00	42Yrs
Senior Assistant (Survey)	2 1 at Each Mine	Matriculation and Surveyor's Certificate of Competency issued by DGMS Or Diploma in Mining & Mine Surveying and Surveyor's Certificate of Competency issued by DGMS Minimum experience of 2 years – Senior Assistant	22460.00	42Yrs
Assistant Manager (CSR)	2 1 at Each Mine	Post-Graduation in Ecology / Environment Education / Wildlife Biology / Life Sciences/ Public Administration More than 3 years of experience Previous CSR experience within a corporate environment, ability to work independently and collaboratively with business heads and department leaders Excellent written and verbal communications skills ,Excellent organizational and project skills	28940.00	42Yrs
Assistant Manager (Security)	2 1 at Each Mine	Any Graduate At least 5 years work experience Experience in large mechanized coal mines will be preferred.	28940.00	42Yrs



The A.P. Mineral Development Corporation Limited

(A State Government Undertaking)

Regd & Corporate Office 6-2-915, 3rd Floor, Rear Block (HMWSSB premises), Khairatabad, Hyderabad - 500 004, INDIA

Tel: +91 40 23323153, Fax: +91 40-23393152

E-Mail: apmdcltd@yahoo.com; apmdcltd@gmail.com Website: www.apmdc.ap.gov.in

Bio-Data Form for the post of: _____

Last date for submission of Application form is 21.11.2016

Paste your recent
passport size
photograph

01	Title & Name of the Candidate (In Capital Letters)	
02	Date of Birth (DD/M/YYYY)	
03	Place of Birth& State	
4	Father's Name & Occupation	
4	Permanent Address	
5	Present Address (For correspondence)	
6	Phone No / Mobile NO	
07	E-Mail ID (Mandatory)	
8	Nationality	
9	Religion	
10	Gender	
11	Marital Status	
12	Specify which category you belongs to (Tick)	GEN / OBC/SC/ST

Signature of the Candidate



The A.P. Mineral Development Corporation Limited

(A State Government Undertaking)

Regd & Corporate Office 6-2-915, 3rd Floor, Rear Block (HMWSSB premises), Khairathabad, Hyderabad - 500 004, INDIA

Tel: +91 40 23323153, Fax: +91 40-23393152

E-Mail: apmdcltd@yahoo.com; apmdcltd@gmail.com Website: www.apmdc.ap.gov.in

13. Educational Qualifications (Declare all the qualifications, which you possess and pursuing. Also, indicate period of gap in academics if any with reason): Please refer **Annexure I** for Qualification required for each position.

S.No.	Qualification (X th Class onwards)	Specialization / Subjects	Period of Study (From – To)	Institution / University	Full time / Correspondence / Part Time	Month & Year of Passing	% Percentage of the Marks secured	Whether the course recognized by UGC/AICTE/DEC /State Govt.
1.								
2.								
3.								
4.								
5.								

I hereby declare that I do not possess any other qualifications and also not pursuing any other course. I may be terminated without notice if Management found that I have concealed any higher qualification, which I have possessed before joining the Company and also pursuing higher qualification at the time of joining the Company.

Signature of the Candidate



The A.P. Mineral Development Corporation Limited

(A State Government Undertaking)

Regd & Corporate Office 6-2-915, 3rd Floor, Rear Block (HMWSSB premises), Khairathabad, Hyderabad - 500 004, INDIA

Tel: +91 40 23323153, Fax: +91 40-23393152

E-Mail: apmdcltd@yahoo.com; apmdcltd@gmail.com Website: www.apmdc.ap.gov.in

14. **Post/Designation wise & Company/Firm wise Experience details to be mentioned, if any** (Start from Present Employer/Company):

S.No	Name of the Organization / Firm & Address	Designation / Post Held	Type of Employment Regular/ Contract	Period of Service		Total Period of Service (Year - Months)	Salary (Consolidated/ Breakup	Reason for leaving
				From DD/MM/YYYY	To DD/MM/ YYYY			

I hereby declare that the information submitted above is true and correct to the best of my knowledge. In case if it is found incorrect, I am liable for termination or rejection of my candidature at any stage.

Signature of the Candidate _____



The A.D. Mineral Development Corporation Limited

(A State Government Undertaking)

Regd & Corporate Office 6-2-915, 3rd Floor, Rear Block (HMWSSB premises), Khairathabad, Hyderabad - 500 004, INDIA

Tel: +91 40 23323153, Fax: +91 40-23393152

E-Mail: apmdcltd@yahoo.com; apmdcltd@gmail.com Website: www.apmdc.ap.gov.in

15. Experience details, if any, starting from the Present Employer /Company & **Present Post /Designation wise** (Please attach additional sheet, if required)

S.No	Name of the Company / Office/ Firm or Institution	Post Held (period – from DD/MM/YYYY to DD/MM/YYYY)	Nature of Duties for the said post (Min 100 Characters & Max 200 Characters)

Date:

Signature:

Place:

Name of the Candidate:



The A.P. Mineral Development Corporation Limited

(A State Government Undertaking)

Regd & Corporate Office 6-2-915, 3rd Floor, Rear Block (HMWSSB premises), Khairatabad, Hyderabad - 500 004, INDIA

Tel: +91 40 23323153, Fax: +91 40-23393152

E-Mail: apmcdcltd@yahoo.com; apmcdcltd@gmail.com Website: www.apmdc.ap.gov.in

16	Present Pay particulars	Calculated	
		<u>Per Month</u>	<u>Per Annum</u>
16	Scale of Pay (if applicable) a. Basic (Per annum) b. DA (Per Annum) c.HRA (Per Annum) d. Variable Pay (If any) e. Other (Per Annum) please specify f. CTC (Per annum) a+b+c+d+e Enclose latest pay slip copy and 6 months Bank statement		
17	Any of your relative working in AMDC (tick Yes and specify details)	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
		Name :	
		Staff No :	
18	Have you ever attended for interview for any post in APMDC(if yes, please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
		Name of the Post	
		Date when attended	

DECLARATION

I hereby declare that the information stated above is true and complete to the best of my knowledge and belief, Incase, the information stated above is found to be false or incorrect, my candidature / appointment may be terminated without any notice at any stage.

Date :

Signature :

Place :

Name of the Candidate:



The A.P. Mineral Development Corporation Limited

(A State Government Undertaking)

Regd & Corporate Office 6-2-915, 3rd Floor, Rear Block (HMWSSB premises), Khairatabad, Hyderabad - 500 004, INDIA

Tel: +91 40 23323153, Fax: +91 40-23393152

E-Mail: apmdcltd@yahoo.com; apmdcltd@gmail.com Website: www.apmdc.ap.gov.in

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. The applications shall be submitted either by person or by post in the below address on or before 21.11.2016.

To
The Vice Chairman & Managing Director,
A.P. Mineral Development Corporation Limited,
No. 6-2-915, 3rd Floor, Rear Block, HMWSSB Premises,
Khairathabad, Hyderabad-500004.

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.
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.