



**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. AHMEDABAD**  
**Advertisement for the post of Quality control head**

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

1	Name of Post and Number of vacancy	<b>Quality control head</b>
2	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.
3	Job assigned/Jobprofile	<p><b>Quality control head</b></p> <p>Will report to TheGeneral Manager (Marketing &amp; Sales) - GMDC Ltd.</p> <ol style="list-style-type: none"> <li>1. Strategic and tactical responsibility for implementing Quality strategy and strategic goals to exceed Organizational expectations for maintenance and commissioning of existing and upcoming labs and Quality department</li> <li>2. Lead and develop the Quality Assurance system, striving for best business practices to deliver Quality of projects to meet Organizational &amp; customer expectations and managing team</li> <li>3. To optimize the Inspection cost and departmental budget for Supplies and Field inspection, testing and audits for mineral testing facility</li> <li>4. Active involvement in developing the QC vertical Hand holding and initiation for experience of the vertical to make it future ready.</li> </ol>
4	Job Location	GMDC Corporate Office , Ahmadabad, Gujarat
5	Eligibility Criteria	<p>B.Sc. Chemistry or BE/ B.Tech (Chemical) from any of the universities established or incorporated by or under the central or state act in India or any other educational institution recognized as such or declared to be deemed university under section 3 of the university grant commission act, 1956.</p> <p>The candidate should have 15-20 yrs of relevant work experience in Lignite/Coal or Other mineral testing methodology</p> <p>Computer proficiency and working through e-office/VC</p>
6	Remuneration	The monthly consolidated remuneration will be based on the previous/current remuneration. (Negotiable)



7	Allowance	Shall not be entitled to any allowance except transport facility.
8	Travelling Allowance	The travelling allowance on tour, if any, shall be as per the rules and norms of GMDC Ltd.
9	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 three months prior notice. The GMDC Ltd. can terminate the contract immediately By giving three month's remuneration in lieu of notice period.</p>
10	How to Apply	<p>Interested Candidate may apply in the prescribed pro forma (as per attached <b>Annexure</b>) along with self-attested copies of certificates of essential qualification and experience to the General Manager (Marketing &amp; Sales), GMDC Ltd. "Khanij Bhavan", 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>09<sup>th</sup> March 2023</b></p>
11	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 Ltd.</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 at any stage to accept or reject any or all applications without giving any explanation, whatsoever.</p>

**General Manager (Marketing & Sales)**

Contact us

Email: [gc@gmdcltd.com](mailto:gc@gmdcltd.com)

Mobile no. 6359947641 Land line no. 079-27913200



## Job Description- Quality Control Head

**Job Title:** Quality Control Head

**Level:** DGM/Senior Manager

**Location:** GMDC, Ahmedabad

**Reporting :**GM Sales & Marketing, Ahmedabad

**Experience:** B.Sc. Chemistry or BE/B.Tech (Chemical) or equivalent with 15-20 yrs of relevant work experience in Lignite /Coal or Other mineral testing methodology

### Job Objective :

Strategic and tactical responsibility for implementing Quality strategy and strategic goals to exceed Organizational expectations for maintenance and commissioning of existing and upcoming labs and Quality department

Lead and develop the Quality Assurance system, striving for best business practices to deliver Quality of projects to meet Organizational & customer expectations and managing team

To optimize the Inspection cost and departmental budget for Supplies and Field inspection, testing and audits for mineral testing facility

### Strategic Roles & Responsibilities:

1. Quality Control Head in making strategic decisions during project/lab set up with value engineering for speedy and efficient project completion
2. Quality Manpower Planning and timely recruiting of Quality in-charge, Lab assistant/samplers based on requirements
3. Fixation of KRA's of QA employees as per agreed time schedule and periodic Reviewing the performance of the team
4. Monitor timely implementation of risk mitigation measures and develop opportunities for Improvements within the department
5. Providing the Technical Guidance and coaching to Quality teams



6. Development and Approval of Quality requirements, Approved Vendor list, SQP and SFQP for various equipment's
7. Ensure Quality Audits of all mine sites as per Audit plan and timely closure of Audit points
8. Ensuring driving of Continuous Quality Improvement initiatives to eliminate repetitive quality issues
9. Approval of Suppliers and Sub-Suppliers wherever relevant
10. Create and monitor MIS reports/dashboard to be presented to the Top Management
11. Take up quality related issue with MDO and senior leadership on timely basis
12. Preparation and Monitoring the annual Quality Budget to optimize the cost
13. Ensure assessment of new vendors and periodic vendor performance evaluation
14. Technical Guidance to QA and laboratory team for timely resolving quality issues
15. Ensure that Training are arranged to improve skill and knowledge of the QA team
16. Assist department in NABL accreditation and ISO certification of testing labs

**QC head will be required to monitor the following departmental activities on Regular basis :**

- Assessment of quality of minerals/products produced and being delivered to customers from mines/plants on regular basis
- Sampling and testing as per the IS methods
- Data storage and mine wise weekly/monthly reports on various quality criteria
- Cross examination of quality related customer complaints
- Analytical function to assess the lignite/minerals grade as per the respective quality parameters
- Benchmarking of the quality of every grade of minerals/products



- Monitoring the quality of minerals/products sold against benchmarking parameters
- To measure the quality of minerals being produced from the partner beneficiation plants against the agreed terms of quality improvement
- Conservation by blending of minerals
- Assessment of quality requirement of various category of customers and mapping of the appropriate grades suitable for their end use
- Declaration of annual grades of lignite and other minerals
- Quality based mineral/lignite gradation within mines for optimum sales realization
- Liaison with the office of the Coal Controller, Kolkata
- Consumer guidance and attending to quality related consumer complaints
- Ensuring the Third-Party Sampling and testing and analyzing and comparing the results with in-house testing facilities

CONFIDENTIAL

Date: \_\_\_\_\_



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## EMPLOYMENT APPLICATION FORM

**POST APPLIED FOR:** \_\_\_\_\_

**First Name** : \_\_\_\_\_

**Middle Name** : \_\_\_\_\_ **Last**

**Name** : \_\_\_\_\_

**Birth Date** : 

D	D	M	M	Y	Y	Y	Y
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**Gender:** \_\_\_\_\_

**Place of Birth** : \_\_\_\_\_ **Native Place:** \_\_\_\_\_

**Nationality** : \_\_\_\_\_ **Marital Status:** \_\_\_\_\_

**Category** :      
General SEBC SC ST

**Father/ Husband's Name:** \_\_\_\_\_

**Father/ Husband's Occupation:** \_\_\_\_\_

**Mother Tongue** : \_\_\_\_\_ **Blood Group:** \_\_\_\_\_

**Personal Account (PAN) Number:** \_\_\_\_\_

**Passport Details** : \_\_\_\_\_

**Permanent Address:**

_____
_____
_____
_____
Pincode _____

**Current Address:**

_____
_____
_____
_____
Pincode _____

**Contact Number: (M)** \_\_\_\_\_ **(R)** \_\_\_\_\_ **(O)** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Present Salary (P.M.):** \_\_\_\_\_ **Expected Salary (P.M.):** \_\_\_\_\_

**How soon can you join?** \_\_\_\_\_

**Have you been interviewed earlier by us? If yes, give particulars:**

\_\_\_\_\_

**Academic Record (Starting from SSC or equivalent), also submit attested certificate.**

Examination	Institute	Board/ University	Year of passing	%/ CGPA / Grade	Major Subjects

**Details of Effective date of obtaining statutory Certificate (For Statutory Post).**

**Have you undergone any other Training? If yes, give details.**

**Mention your research/ publication, if any.**

**Mention your membership of Association indicating your role.**

**Extra Curricular Activities:**

**Language Proficiency:**

Language	Speak	Read	Write

**Are you prepared to give binding to serve the corporation for a period of 3 Years?**

Yes

No

**Experience Chronology along with certificates:**

Organization	Designation	Period			Job Description
		From	To	Total	

**Why do you wish to change?**

**Has any of your relative is/was employee of G.M.D.C. Ltd.? If yes, give details.**

**Do you know anybody in G.M.D.C.? if yes, give details.**

**References (Other than your relative):**

Sr. No.	Name	Occupation	Address & Contact No.

**Any other ability/ Information in support of your application**

I declare that all the details given 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.

I confess that I am not involved in any Criminal matter Or Police inquiry.

I agree that my employment will be subject to transfer to any project by the Corporation.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)