

**Advertisement No. 03 / 2019-20****23.07.2019**

Post	Assistant Manager (Finance & Accounts)
Location	Various Project across Gujarat
Compensation	Rs. 53100-1,67,800/- (Level-9) As per 7 th Pay Commission
Vacancy	SC: 01, ST:02, SEBC:03, Unreserved :03, EWS: 02; Total :- 11
Maximum Age as on 1/09/2019	Maximum age 35 years Can be relaxed for reserved category like (SC, ST, SEBC & EWS) for 5 years. Age relaxation will also be available to departmental /contractual candidates appointed by GMDC as per Rule
Qualifications	C.A. / I.C.W.A. or M.B.A. (Finance) from recognized institute/ University. Computer Knowledge is essential.
Experience	Minimum Three (03) Years Experience in large industrial organization in line.

1. Candidates applying under Reserved Category quota shall have to submit relevant cast certificate issued by Govt. of Gujarat.
2. EWS (Economic Weaker Section) candidates shall have to submit the certificate issued by controlling authority regarding EWS.
3. SEBC candidates shall have to submit Non Creamy Layer certificate.
4. Application without valid certificate for reserved category shall not be considered.
5. Eligible candidates shall have to submit non refundable application fee of Rs. 200/- in the form of Demand Draft in favor of “GMDC Ltd” by registered post so as to reach in this office on or before 30th August, 2019.
6. Reserved category candidates belonging to SC, ST, SEBC & EWS are exempted from payment of application fees.
7. Simultaneously, the candidates shall have to submit their application online on i-recruitment portal of GMDC on GMDC’s website: - www.gmdcltd.com latest by 24.00 Hours, 30/8/2019. No physical application shall be accepted.
8. The following documents shall have to submit following documents on i-Recruitment portal of GMDC.
 - For Age Proof: School leaving Certificate and/or SSC Certificate and/or Birth Certificate
 - Higher secondary Mark-sheet
 - C.A./ I.C.W.A. or MBA (Finance) Mark sheet along-with clear calculation of percentage of marks obtained at Final level.
 - Degree certificate
 - Experience Certificate along with relieving orders of previous employers.

Applicants are further advised to fill all the requisite details (Date of Birth, Category, Address Valid e-mail address, Qualification with percentage, past experience) in support of their candidature on i-Recruitment portal of GMDC. Incomplete application shall be rejected and no physical application shall be entertained. GMDC reserves the right to increase and/or decrease the posts or cancel the advertisement without assigning reasons thereof.

General Manager (HR)
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