

ADVERTISEMENT



The Andhra Pradesh Mineral Development Corporation Limited

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Andhra Pradesh, India

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EMPLOYMENT NOTIFICATION FOR VARIOUS POSITIONS ON CONTRACT BASIS

APMDC invites the applications for the following position from the eligible candidates all over the State of **Andhra Pradesh** with required qualifications. The post is purely on contract basis for a minimum period of three years which can be extendable further based on the requirements of the Corporation.

Sl No	Name of the post	No of Posts	Work Location	Age Limit
1	Manager (Finance & Accounts)	01	Head Office, Vijayawada	45 Years
2	Assistant Manager (Finance & Accounts)	01	Suliyari Coal Mine Project, Madhya Pradesh	40 Years
3	Assistant Manager (IT)	01	Head Office, Vijayawada	40 Years
4	Assistant Manager (Mining)	03	Barytes Project, Mangampet	40 Years
5	Assistant Manager (Geologist)	01	Barytes Project, Mangampet	40 Years
6	Manager (Electrical)	01	Suliyari Coal Mine Project, Madhya Pradesh	45 Years
7	Manager (Surveyor-Coal)	01	Suliyari Coal Mine Project, Madhya Pradesh.	45 Years

The detailed description of the post along with the prescribed format of application can be downloaded from our website **<https://apmdc.ap.gov.in/index.php/careers>**. The Corporation has right to extend adjourn or cancel the advertisement without assigning any reason and further notice. The last date for submission of applications on or before 15.05.2025 by 5.00 PM.

Place: Vijayawada

Date: 29.04.2025

Sd/-
(PRAVINKUMAR, IAS)
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.
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. The last date for submission of applications on or before 21.10.2024 by 5.00 PM.
8. Applications received after prescribed date will not be entertained even if the applications are posted before the last date.
9. Shortlisted candidates will be called for Interview.
10. Selection is based on marks awarded by the Interview Panel Members.
11. No TA / DA will be provided for attending the interviews.
12. 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.
13. 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.

ANNEXURE-II

Sl. No.	Name of the Post	No. of Post	Qualifications and Age
01	Manager (Finance & Accounts)	01	<p><u>Job Description:</u> Updating of Books of Accounts on daily basis in ERP/any other software maintained by the Corporation. Daily book keeping, accounts payable and receivables, payroll, assistance with end of month close, audit preparation and other related duties as assigned. Preparation of PEMB reports on monthly basis, cash flow analysis as needed. Analyze monthly financial statements (balance sheet, income statement and statement of cash flows) and effectively convey analysis to management. Assist in preparing year end books for audit. Process vendor payments and check requests. Ensure operational compliance with policies, procedures and regulations for any necessary entities. Reconcile bank accounts and general ledger accounts as assigned. Assist in reconciling all balance sheet and income statement accounts on a monthly/quarterly basis as indicated by the monthly closingschedule. Process payroll and report payroll taxes for the organization. Perform basic office management duties as required.</p> <p><u>Place of Work:</u> Head Office, Vijayawada. Position transferable any site or office of the Corporation.</p> <p><u>Term of Appointment:</u> Initially the contract for a period of (03) three years. Extendable on the requirement of the Corporation.</p> <p><u>Remuneration:</u>Rs.90,000/- per month.</p> <p><u>Qualification:</u> Post Graduation Degree in Finance with CA from Institute of Chartered Accounts / CMA.</p> <p><u>Age:</u> Not exceeding 45 years as on 1st April 2025. Age may be relaxed by maximum two years in case of exceptionally suitable candidates.</p> <p><u>Experience:</u>Overall 10 years' experience and 5 years post qualification experience in Finance Department.</p> <p><u>Skills:</u>Good knowledge of Microsoft Suite.</p>
02	Asst. Manager (F&A)	01	<p><u>Job Description:</u> Updating of Books of Accounts on daily basis in ERP/any other software maintained by the Corporation. Daily</p>

			<p>bookkeeping, accounts payable and receivables, payroll, assistance with end of month close, audit preparation and other related duties as assigned. Prepare and maintain cash flow analyses as needed. Analyze monthly financial statements (balance sheet, income statement and statement of cash flows) and effectively convey analysis to management. Assist in preparing year end books for audit. Process vendor payments and check requests. Ensure operational compliance with policies, procedures and regulations for any necessary entities. Reconcile bank accounts and general ledger accounts as assigned. Assist in reconciling all balance sheet and income statement accounts on a monthly/quarterly basis as indicated by the monthly closing schedule. Process payroll and report payroll taxes for the organization. Perform basic office management duties as required.</p> <p><u>Place of Work:</u> Suliyari Coal Mine Project, Madhya Pradesh. Position transferable any site or office of the Corporation.</p> <p><u>Term of Appointment:</u> Initially the contract for a period of (03) three years. Extendable on the requirement of the Corporation.</p> <p><u>Remuneration:</u>Rs.60,000/- per month.</p> <p><u>Qualification:</u> Post Graduation Degree in Finance with CA Inter from Institute of Chartered Accounts.</p> <p><u>Age:</u> Not exceeding 40 years as on 1st April 2025. Age may be relaxed by maximum two years in case of exceptionally suitable candidates.</p> <p><u>Experience:</u> 5 years post qualification experience in Finance Department.</p> <p><u>Skills:</u>Good knowledge of Microsoft Suite.</p>
03	Assistant Manager (IT)	01	<p><u>Job Description:</u> ERP, System Administration, Assist the Department in IT activities at Head Office & other branches of the Corporation.</p> <p><u>Place of Work:</u>Head Office, Vijayawada. Position transferable any site or office of the Corporation.</p> <p><u>Term of Appointment:</u> Initially the contract for a period of (03) three years. Extendable on the requirement of the Corporation.</p> <p><u>Remuneration:</u>Rs.60,000/- per month.</p> <p><u>Qualification:</u>B.Tech (IT/ CSE) / BE (IT/ CSE) / MCA / MSC (Computer Science) from a recognised university.</p> <p><u>Age:</u> Not exceeding 40 years as on 1st April</p>

			<p>2025. Age may be relaxed by maximum two years in case of exceptionally suitable candidates.</p> <p><u>Experience:</u> Overall 7 years experience and 5 years post qualification experience in IT Department.</p> <p><u>Skills:</u> Good knowledge in ERP, Networking, Server managements, Security practices & Web sitementect.</p>
04	Assistant Manager (Mining)	03	<p><u>Job Description:</u> Shall be Responsible for Production and operational safety in shifts. Shall perform all statutory responsibilities stipulated under MMR 1961. Shall be responsible for any other works assigned by the Management.</p> <p><u>Place of Work:</u> Barytes Project, Mangampet, Annamayya District. Position transferable any site or office of the Corporation.</p> <p><u>Term of Appointment:</u> Initially the contract for a period of three (03) years. Extendable on the requirement of the Corporation.</p> <p><u>Remuneration:</u> Rs.60,000/- per month.</p> <p><u>Qualification:</u> Degree in Mining Engineering from a recognised university. Second Class Mine Manager's (R) Certificate issued by DGMS under MMR 1961.</p> <p><u>Age:</u> Not exceeding 40 years as on 1st April 2025. Age may be relaxed by maximum two years in case of exceptionally suitable candidates.</p> <p><u>Experience:</u> For B.Tech 5 years experience in metalliferous mines.</p> <p><u>Skills:</u> Good knowledge of Microsoft suite, MS Projects. Knowledge of Land Acquisition and process of various mining related approvals.</p>
05	Assistant Manager (Geologist)	01	<p><u>Job Description:</u> Responsible for field sampling, Survey sites and maps using GIS. Gather and analyze geological data. Coordinate research programs. Examine the composition of samples and specimens.</p> <p><u>Place of Work:</u> Barytes Project, Mangampet, Annamayya District. Position transferable any site or office of the Corporation.</p> <p><u>Term of Appointment:</u> Initially the contract for a period of (03) three years. Extendable on the requirement of the Corporation.</p> <p><u>Remuneration:</u> Rs.60,000/- per month.</p>

			<p><u>Qualification:</u> M.Sc.in Geology from a recognized university.</p> <p><u>Age:</u> Not exceeding 40 years as on 1st April 2025. Age may be relaxed by maximum two years in case of exceptionally suitable candidates.</p> <p><u>Experience:</u>Min. of 5 years experience for PG candidates</p> <p><u>Skills:</u> Good knowledge of Auto Cad, GIS, MS Office.</p>
06	Manager (Electrical)	01	<p><u>Job Description:</u> Shall have the duties and responsibilities as specified in the Coal Mines regulations, 2017 & other applicable statutes and any other duties assigned by the superior officer of the Company.</p> <p><u>Place of Work:</u> Suliyari Coal Mine Project, Madhya Pradesh.</p> <p><u>Term of Appointment:</u> Initially for a period of three (03) years. Extendable on the requirement of the Corporation.</p> <p><u>Remuneration:</u> Rs.90,000/- Per Month.</p> <p><u>Qualification:</u> Degree in Electrical Engineering from a recognized University.</p> <p><u>Age:</u> Not exceeding 45 years as on 1st April 2025.</p> <p><u>Experience:</u> Minimum 10 years in relevant field.</p> <p><u>Skills:</u> Good knowledge of Microsoft Suite and other relevant technical software tools.</p>
07	Manager (Surveyor- Coal)	01	<p><u>Job Description:</u> Duty of Surveyor under Mines Act for the Coal Mine. Responsible for preparation of mine projections, monthly survey and computation of volumes, scrutiny of invoices of mine Operator. He shall responsible for proper measurement of overburden (OB) and Coal Stock and Reconciliation.</p> <p><u>Place of Work:</u> Suliyari Coal Mine Project, Madhya Pradesh.</p> <p><u>Term of Appointment:</u> Initially for a period of three (03) years. Extendable on the requirement of the Corporation.</p> <p><u>Remuneration:</u> Rs.90,000/- Per Month.</p> <p><u>Qualification:</u> Diploma in Mining or Mine Survey or Degree in Science and Coal Mine Surveyor's Certificate of Competency from</p>

			<p>DGMS.</p> <p><u>Age:</u> Not exceeding 45 years as on 1st April 2025. Age may be relaxed by maximum two years in case of exceptionally suitable candidates.</p> <p><u>Experience:</u> Seven (7) years post qualification experience in Residential or office complex projects.</p> <p><u>Skills:</u> Good knowledge of Auto Cad, GIS, Microsoft suite, MS Projects.</p>
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11.	Other Qualifications if any	
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12. Work Experiences:

		Period		
Sl.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