



**CONTRACTUAL APPOINTMENTS
UNDER DISTRICT MINERAL
FOUNDATION FOR IMPLEMENTATION
OF PMKKKY**

Gujarat Mineral Research and Development Society (GMRDS)



**DECEMBER 23, 2016
GUJARAT CSR AUTHORITY
(On behalf of GMRDS)**

JOB DESCRIPTION

DISCLAIMER

PMKKKY Scheme is a central government scheme which have been recently introduced and office of Commissioner of Geology and Mining/ Gujarat Mineral Research & Development Society is ensuring the execution of activities.

Creation of administrative architecture and other aspects are presently under the active consideration of the state government and the present hiring & appointments is to the subject to the approval of the state government.

GCSRA/GMRDS shall have sole discretion to cancel the recruitment process at any stage.

JOB DESCRIPTION

Background

Mining related operations largely affect less developed and very remote areas of the country and vulnerable sections of the population, especially Schedule Tribes. Therefore, it is especially necessary that special care and attention is devoted, in an organized and structured manner so as to ensure that these areas and affected persons are benefited by the mineral wealth in their regions and are empowered to improve their standard of living.

On careful consideration in this matter, Central Government opined that State Government shall establish a **District Mineral Foundation** in every district in the country affected by the mineral related operations as per the provisions of sub-section (1) of section 9B, 15(4) and 15 A of the Mines and Minerals (Development and Regulation) (MMDR) Act, 1957 (67 of 1957). Accordingly, Govt. of Gujarat established Gujarat District Mineral Foundation Rules, 2016 in a notification vide **GU-2016-(42)-DMF/102015/836/CHH** dated **1st April, 2016** and further notified the establishment of District Mineral Foundations in each district in state of Gujarat as per vide notification no. **GU-2016-(41)-DMF-102015-836-CHH** dated **1st April, 2016**.

The objective of this District Mineral Foundation is to work for the interest and benefit of the persons, and areas affected by the mining related operations – as per Section 9B (2) of MMDR Amendment Act, 2015. This District Mineral Foundation shall also implement a development programme '**Pradhan Mantri Khanij Kshetra Kalyan Yojana**' for the mining affected areas that includes a certain minimum provision for the social and infrastructural needs.

The Pradhan Mantri Khanij Kshetra Kalyan Yojana (**PMKKKY**) will be implemented by the District Mineral Foundations (**DMFs**) of the respective districts using the funds accruing to the DMF. The overall objective of PMKKKY scheme will be (a) to implement various developmental and welfare projects/programs in mining affected areas, and these projects/ programs will be complementing the existing ongoing schemes/projects of State and Central Government; (b) to minimize/mitigate the adverse impacts, during and after mining, on the environment, health and socio-economics of people in mining districts; and (c) to ensure long-term sustainable livelihoods for the affected people in mining areas.

Gujarat Mineral Research and Development Society is established to support the mineral industries and to provide technical support for mineral administration under the control of Commissionerate of Geology & Mining/Industry and Mines Department. District Mineral Foundations shall be established under the Gujarat Mineral Research and Development Society. Gujarat Mineral Research and Development Society shall act as the nodal agency for establishing District Mineral Foundations in the state.

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Role of GCSRA

Gujarat Mineral Research and Development Society is the state level nodal agency for Commissioner of Geology and Mining, is the sole owner of the entire activities related to District Mineral Foundation. GCSRA is facilitating the execution and support of the Scheme under a Special Arrangement Project "Technical Support to the Gujarat Mineral Research and Development Society ". Under this project GCSRA is carrying out various support function to facilitate the effective execution of PMKKKY in the State.

GCSRA is a facilitation agency and for the purpose of fair, competitive and competence based recruitment of the individuals, carrying out the advertisement, evaluation and selection process, on behalf of Gujarat Mineral Research and Development Society and Office of the CGM. The entire process of the recruitment will be jointly carried out by GCSRA and Gujarat Mineral Research and Development Society. The role of GCSRA will be limited to the selection of the approved panel of candidates and handing over the list of approved panel to Gujarat Mineral Research and Development Society.

Engagement of Staff

Engagement of staff at district and state level for District Mineral Foundation shall be as under:

Sr. No	Positions at State / District Level	Name of Post	Maximum Age* as on 1.12.2016	No. of Posts	Minimum Qualifications	Fixed Monthly Salary	Type of Appointment
1	State Level	Director	37	1	<i>MBA in Rural Management/ PGDRD/ PGDRM/ M.A. in Social Work/ MSW from a reputed institute and recognized university</i> <i>and</i> <i>Experience of 10 years in leading team for large sized rural development rural anti-poverty programmes and experience of</i>	INR 70000 p.m.	11 months contract**

JOB DESCRIPTION

Sr. No	Positions at State / District Level	Name of Post	Maximum Age* as on 1.12.2016	No. of Posts	Minimum Qualifications	Fixed Monthly Salary	Type of Appointment
					<i>team handling in supervisory role.</i>		
2	State Level	Project Officer (Planning & Monitoring)	33	4	MBA in Rural Management / PGDRD/PGDRM / Master of Rural Studies/ MRM/ M.A. in Social Work/ MSW from a reputed institute and recognized university with 2 or more years of experience (experience in govt. projects is preferable)	INR 35000 p.m.	11 months contract**
3	State Level	Project Officer- Accounts & Admin- State Level	33	1	B.B.A./B.Com. with 2 or more years of experience in handling accounts and admin activities in a large sized organizations or MBA/PGDM from a reputed institute and recognized university	INR 35000 p.m.	11 months contract**
4	State Level	Project Officer- IT- State Level	33	1	B. Tech. in IT/ B.C.A. and having 1 or more years of experience of the web portal management/ Data Management/ MIS handling of substantial sized programmes	INR 35000 p.m.	11 months contract**

JOB DESCRIPTION

Sr. No	Positions at State / District Level	Name of Post	Maximum Age* as on 1.12.2016	No. of Posts	Minimum Qualifications	Fixed Monthly Salary	Type of Appointment
5	State Level	Project Assistant-Admin & IT-State Level	33	1	B.Com. / B.B.A. with 2 or more years of relevant experience or M.B.A./ PGDM from a reputed institute and recognized university	INR 25000 p.m.	11 months contract**
6	District Level	Coordinator	33	16	MBA in Rural Management/PG DRD/ PGDRM/ Master of Rural Studies / M.A. in Social Work/ MSW from a reputed institute and recognized university with 2 or more years of experience (experience in govt. projects is preferable)	INR 35000 p.m.	11 months contract**

*Authority shall have right to relax minimum experience criteria in case of deserving candidates upto **3 years** for the post of Director. For deserving candidates, relaxation in age is upto **2 years** for all the posts.

**Terms of Contact shall be 11 months. However, if performance of a candidate is found to be satisfactory, contract shall be renewed for next 11 months based on the Key result areas defined in performance appraisal system.

Gujarat Mineral Research and Development Society (nodal agency for District Mineral Foundation) may revise the qualifications and experience requirements if no suitable candidate is found.

Mode of Appointment

It will be 11 months contractual for every appointment made for District Mineral Foundation set up under Gujarat Mineral Research and Development Society. Contracts can be extended based on the continuing need of the District Mineral Foundation and performance of the contractual appointee. Gujarat Mineral Research and Development Society will be having sole discretion about the extension of the contract and decision will be binding on the part of contractual appointee.

Selection process (Three step process)

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1. Initial screening of the applications will be done through a recruitment screening software or through a screening test and three time the number of posts advertised or minimum of 5 will be short listed for further scrutiny per post.
2. The second stage of scrutiny will consist of review of few specific assignments which are meant to assess the skill set of the candidate, group discussions and problem solving ability.
3. Final stage will consist of personal interview where the selection Committee will consist of at least one external expert.

Scores obtained by individual candidates during initial screening stage will not be carried forward. The second stage will have 80 % weightage in the final ranking. The references submitted by the candidates, in cases where prior experience is needed, will also be checked and efforts will be made to seek the opinion of last two employers, before a final decision is taken. The whole process is likely to be completed in 3-4 months' time.

Application process

1. Applicants must read the advertisement carefully to know the eligibility criteria and other requirement for filling "Online Application".
2. Interested candidates have to apply in the prescribed form which is available at GCSRA's website (<http://gcsra.org/>). Please note that applications through any other mode shall not be accepted.
3. Applicant Login ID and Password shall be created after the online registration. Candidate has to use same Login ID to submit information pertaining to application form and to check the application status.
4. Candidate who wish to apply for more than one post should apply separately for each post in prescribed manner.
5. Candidate can edit/ modify data till the time of submitting the application. Once the application form is submitted, it can't be edited/ modified and no query in this regard shall be entertained.
6. Last date for receiving online application is **5th January, 2017**.
7. All statements made in the application should be true and correct. Candidates should understand that in the event of any information being found false or incorrect, the candidature will be cancelled without any information.
8. Please note that No TA/DA shall be paid to candidates called for further process of selection.

Position: Director, District Mineral Foundation

Job summary

There would be different structures at state and district level for implementing the project activities of District Mineral Foundation. In order to streamline the project activities of District Mineral Foundation at the state and district level, it is required to have an experienced professional who can bring development insights and broader

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perspective into devising, developing and delivering a comprehensive strategic and tactical plan towards implementation of the project activities of District Mineral Foundations and PMKKKY. Director, District Mineral Foundation shall be recruited for state level unit of District Mineral Foundation within Gujarat Mineral Research and Development Society and shall be responsible for directing the activities of District Mineral Foundation and shall be managing staffs at the state and district level. Director, District Mineral Foundation (at state level) shall report directly to Gujarat Mineral Research and Development Society and Commissioner of Geology and Mining, Industries and Mines Department and work in collaboration with team. He/ She will be based at the Gandhinagar, Gujarat.

Job Responsibilities

Director shall be responsible towards smooth functioning of following (but not limited to):

- Develop and deliver the strategy for implementation of District Mineral Foundation in coordination with Gujarat Mineral Research and Development Society and Commissioner of Geology and Mining, Industries and Mines Department
- Build new tie-ups, strengthening the existing association with reference to the partnership with line department and fund management and liaising with state and central government
- Preparation of annual plan for establishing the District Mineral Foundation in different states
- After preparing the annual plan for establishing District Mineral Foundation, taking approval from Governing Body and Executive Council to execute the activities of Annual plan in defined manner
- Ensure work is conducted within the context of the overall governance and management of Gujarat Mineral Research and Development Society fund releasing framework
- Ensuring that the routine requirements of a company are adequately fulfilled and that too on time
- Align the strategy with that of the organisation and other programmes, seeking to maximize effectiveness through collaboration
- Research into relationships that should be developed and manage effective partnerships with both existing and new stakeholders (including line department)
- Transfer of fund and execution of projects in timely manner and taking responsibility for delivering on fund releasing of District Mineral Foundation
- Ensure updating Management Information System (MIS) on District Mineral Foundation's website
- Maintaining co-ordination with accounting and finance team at State and District Level

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- Preparing list of mining affected areas, people of beneficiaries
- Drafting policies of District Mineral Foundations in each District
- Key result areas for Director shall be Human Resource Development, Administration Development, Community Relations and Fund releasing framework etc.
- All other work assigned by Gujarat Mineral Research and Development Society and Commissioner of Geology and Mining time to time to Director for smooth functioning of the District Mineral Foundations.

Skills

- Proper communication skills and able to operate professionally and effectively at all levels.
- Excellent rapport building, networking and relationship management experience.
- Ability to facilitate, maintain and manage good working relationships between staff, partners etc.
- Ability to develop fresh approaches and innovate as appropriate.
- Set clear priorities between competing demands for resources and manage own tasks and priorities effectively and with minimal supervision.
- An understanding of the issues involved in developing effective partnerships, and a good understanding of the challenges involved in it.
- Flexibility to undertake extensive travel if required (atleast 5 visits in a month).
- Excellent word-processing and database management skills.
- Clear understanding and knowledge of the development issues in Gujarat particularly those that have implications on people living in poverty.
- Ability to work well in an inter-cultural environment.
- Ability to ensure the smooth running of the business.
- Knowledge of different rules and regulations pertaining to the operating of a company.
- Maintaining of interpersonal good will and cordial relation.

Minimum Qualifications

- MBA in Rural Management/ PGDRD/ PGDRM/ M.A. in Social Work/ MSW from a reputed institute and recognized university
- Experience of 10 years in leading team for large sized rural development rural anti-poverty programmes and experience of team handling in supervisory role.

No. of Vacancy & Duration of Contract

- Total number of vacancies for the post of Director at State Level shall be one. He/she shall be recruited on contractual basis for a period of 11 months which is extendable (subject to performance of candidate)

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Fixed Monthly Salary

- Fixed Monthly Salary for the post of Director shall be INR 70,000 per month.

Position: Project Officer (Planning & Monitoring), District Mineral Foundation

Job summary

Project Officer (Planning & Monitoring), District Mineral Foundation shall be recruited for state level unit of District Mineral Foundation within Gujarat Mineral Research and Development Society and shall work under the direct supervision and guidance of Director, District Mineral Foundation. He shall be based at Gandhinagar (state level) and shall be responsible for the oversight of the planning, monitoring and reporting functions of District Mineral Foundation.

Job Responsibilities

Project Officer (Planning & Monitoring), District Mineral Foundation shall be responsible towards following (but not limited to):

- Ensure execution of projects through District Mineral Foundation
- Ensure planning with line department by way of conducting meetings before state/ district level
- Facilitate utilization of funds in sync with planning and execution of projects in an effective manner
- Expedite process of implementation of PMKKKY
- Facilitate the development of a logical framework for the District Mineral Foundation
- Facilitate the development of Annual Work Plan for District Mineral Foundation
- Facilitate the development of performance indicators, targets and milestones
- Periodical visits to mining affected areas (at least 10 visits in a month)
- Assist in the preparation of a Planning and Monitoring
- Prepare tools for Planning and Monitoring
- Build the capacities of DMF staff in Planning and Monitoring
- Prepare monthly, quarterly and annual progress reports, as required by Senior Management (Director, DMF/ Gujarat Mineral Research and Development Society / Commissioner of Geology and Mining)
- Track the performance of the projects carried out under DMF and PMKKKY and advise DMF Management through the Coordinator, DMF on measures to improve performance
- Ensuring fund transfer considering 60:40 ratio of fund allocation in High priority areas and other areas
- Represent DMF in monthly coordination meetings held in the Gujarat Mineral Research and Development Society / Commissioner of Geology and Mining
- Facilitate and provide technical inputs to Formulation and Evaluation Missions

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- Key Result areas shall be (a) developing tools for planning, monitoring, and reporting, (b) developing and improving staff capacities in planning, monitoring and reporting, (c) developing DMF Annual Work Plans, (d) Maintaining DMF monitoring systems and (e) submission of progress reports to state government.

Skills

- Result oriented
- Responds positively to critical feedback and differing points of view
- Demonstrates strong oral and written communication skills
- Administrative capability
- Remains calm, in control and good humored even under pressure

Minimum Qualifications

- MBA in Rural Management / PGDRD/PGDRM/ Master of Rural Studies/ MRM/ M.A. in Social Work/ MSW from a reputed institute and recognized university with 2 or more years of experience (experience in govt. projects is preferable)

No. of Vacancy & duration of Contract

- Total number of vacancies for the post of Project Officer (Planning and Monitoring) at State Level shall be four.
- He/she shall be recruited on contractual basis for a period of 11 months which is extendable (subject to performance of candidate).

Fixed Monthly Salary

- Fixed Monthly Salary for the post of Project Officer (Planning and Monitoring) shall be INR 35,000 per month.

Position: Project Officer (Accounts & Admin), District Mineral Foundation

Job summary

Project Officer (Accounts & Admin), District Mineral Foundation shall be recruited for state level unit of District Mineral Foundation within Gujarat Mineral Research and Development Society and shall work under the direct supervision and guidance of Director, District Mineral Foundation time to time. He shall be based at Gandhinagar and shall be responsible for the oversight of the accounts and administration activities of the District Mineral Foundation.

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Job Responsibilities

Project Officer (Accounts and Admin), District Mineral Foundation shall be responsible towards following activities (but not limited to):

- Ensure maintenance of accounts upto District Mineral Foundation and ensuring appointment of Audit agency and making sure the arrangements of pre-audit
- Ensure system development in accounting vertical in all District Mineral Foundation and state DMF cells
- Establishing holistic system of funds transfer/ exchange
- Maintaining Single entry accounting system
- Ensuring measures to be adopted to meet compliances issues of major and minor minerals
- Pass necessary journal entries & prepare cash trial and bank reconciliation statement
- Ensure that necessary books of accounts like cash book, ledger etc. are prepared and compare with exchange bank statement
- Compile & record the revenue statement and reconcile the balance with branch
- Record the fund transferred from various exchanges and crosscheck with the revenue ledgers and if necessary correspond with the bank
- Update the fixed asset register for each addition of assets on the basis of disbursement or Journal voucher
- Record the detail of transfer in the fixed asset register at the headquarter
- Calculate depreciation at the end of each month as per the rates prescribed by the statute
- Prepare Bank reconciliation statement every month
- Posting to General ledger and sub ledger
- Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
- Prepare payroll & make remittances including salary forwarding.
- Maintain various registers like Investment register, Earnest money deposit register, TA/DA register, Inward bill register etc.
- Carry out annual physical verification of fixed assets with reference to the fixed asset register. Prepare physical verification report and submit to the management.
- Prepare the details of the fully depreciated assets at the end of the year.
- Administer and monitor the financial system in order to ensure that the District Mineral Foundation's finances are maintained in an accurate and timely manner.
- Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys
- Administer employee files and records in order to ensure accurate payment of benefits and allowances

JOB DESCRIPTION

Skills

- Administrative capability
- Problem Solving Skills
- Team Leadership skills
- Focused approach
- Strong Communication Skills
- Ready to perform under pressure situations

Minimum Qualifications

- B.B.A./B.Com. with 2 or more years of experience in handling accounts and admin activities in a large sized organizations or
- MBA/PGDM from a reputed institute and recognized university

No. of Vacancy & duration of Contract

- Total number of vacancies for the post of Project Officer (Accounts & Admin), at State Level shall be one. He/she shall be recruited on contractual basis for a period of 11 months which is extendable (subject to performance of candidate).

Fixed Monthly Salary

- Fixed Monthly Salary for the post of Project Officer (Accounts & Admin) shall be INR 35,000 per month.

Position: Project Officer- IT, District Mineral Foundation

Job summary

Project Officer (IT), District Mineral Foundation shall be recruited for state level unit of District Mineral Foundation within Gujarat Mineral Research and Development Society and report to Director, District Mineral Foundation time to time. He/ She shall be responsible for coordinating and supervising the work related with computer systems/IT and ensuring users get maximum benefits from these facilities in District Mineral Foundation. He will be based at Gandhinagar state office of District Mineral Foundation.

Job Responsibilities

Project Officer (IT), District Mineral Foundation shall be responsible towards smooth functioning of following (but not limited to):

- Ensure updating the web portal of District Mineral Foundation
- Ensure uploading of data and scrutiny of data on monthly basis
- Responsible to ensure updating the District Mineral Foundation website
- Ensuring uploading(periodically) and maintaining flow of data from different districts
- Developing MIS formats

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- Ensuring to develop weekly/ monthly report and submit it to Director, District Mineral Foundation
- Ensuring development of MIS mobile application for District Mineral Foundation
- Ensuring development of M&E system for District Mineral Foundation
- Ensuring to develop GIS integration system for District Mineral Foundation

Skills

- Excellent IT skills
- Strong problem solving and interpersonal skills
- Logical and Reasoning skills
- Attention in details
- Team co-ordination skills
- Administrative capability

Minimum Qualifications

- B. Tech. in IT/ B.C.A. or equivalent and having 1 or more years of experience of the web portal management/ Data Management/ MIS handling of substantial sized programmes

No. of Vacancy and Duration of Contract

- Total number of vacancies for the post of Project Officer (IT), at State Level shall be one. Project Officer (IT), District Mineral Foundation shall be recruited for a period of 11 months which is extendable (subject to performance of candidate).

Fixed Monthly Salary

- Fixed Monthly Salary for the post of Project Officer (IT), District Mineral Foundation shall be INR 35,000 per month.

Position: Project Assistant- Admin & IT, District Mineral Foundation

Job summary

Project Assistant (Admin and IT), District Mineral Foundation shall be working at the State level and report to Director, District Mineral Foundation time to time. He/ She shall be responsible for coordinating and supervising the work related administration and IT in District Mineral Foundation. He will be based at Gandhinagar state office of District Mineral Foundation.

Job Responsibilities

Project Assistant (Admin and IT), District Mineral Foundation shall be responsible towards smooth functioning of following activities (but not limited to):

JOB DESCRIPTION

- Responsible for performance appraisal of team
- Developing procurement guidelines
- Ensuring sample audit check
- Developing half yearly and yearly report of plan activities
- Ensuring housekeeping and file recording
- Ensuring co-ordination with Line Department including logistics arrangement, office arrangement etc.
- Assist Project Officer (IT) in smooth functioning of IT activities.

Skills

- Strong IT and Administrative capability
- Individual and Team Co-ordination skills
- Strong problem solving and interpersonal skills
- Logical skills
- Team co-ordination skills

Minimum Qualifications

- B.Com. / B.B.A. with 2 or more years of relevant experience or
- M.B.A./ PGDM from a reputed institute and recognized university

No. of Vacancy & Duration of Contract

- Total number of vacancies for the post of Project Assistant (Admin & IT), at State Level shall be one. Project Assistant (Admin and IT), District Mineral Foundation shall be recruited contractual basis for a period of 11 months which is extendable (subject to performance of candidate).

Fixed Monthly Salary

- Fixed Monthly Salary for the post of Project Assistant (Admin and IT), District Mineral Foundation shall be INR 25,000 per month.

Position: Co-ordinator, District Mineral Foundation

Job summary

Coordinator, District Mineral Foundation shall be working at the District level and report to Director, District Mineral Foundation time to time. He/ She shall be responsible for coordinating and supervising the work related with the smooth functioning of District Mineral Foundation. He will be based at District office of District Mineral Foundation.

Job Responsibilities

Co-ordinator, District Mineral Foundation shall be responsible towards smooth functioning of following (but not limited to):

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- Co-ordinate and develop yearly plan in consultation with state District Mineral Foundation and Commissioner of Geology and Mining
- Ensure meeting the compliances and different guidelines laid down by District Mineral Foundation rules time to time
- Ensure monitoring of project activities at District Mineral Foundation cell
- Submit the report to District Mineral Foundation cell
- Carry out exercise for regular updation of the database i.e. 'affected family', and 'affected villages'
- With the support of third party agency, carry out survey for execution of annual plan and prepare the database of affected family and affected villages
- Ensure action on the recommendations of committee at District level.
- Participate in monthly meetings at state level
- Ensure approval and execution of projects
- Setting up monthly review meetings with Director, District Mineral Foundation
- Training and capacity building of staffs at District Level
- Managing the matter of administration of the entire District Mineral Foundation at District Level.
- Ensuring that the routine requirements of a District Mineral Foundation are adequately fulfilled in timely manner.
- Ensuring the multifaceted tasks that a District Mineral Foundation has with a great efficiency.

Skills

- Good communication skills.
- Ability to ensure the smooth running of the organization.
- Knowledge of different rules and regulations pertaining to the operating of a company.
- Maintaining of interpersonal good will and cordial relation.
- Administrative capability.

Minimum Qualifications

- MBA in Rural Management/PGDRD/ PGDRM/ Master of Rural Studies / M.A. in Social Work/ MSW from a reputed institute and recognized university with 2 or more years of experience (experience in govt. projects is preferable)

Duration of Contract

- Coordinator shall be recruited for a period of 11 months which is extendable (subject to performance of candidate).

Fixed Monthly Salary

- Fixed Monthly Salary for the post of Coordinator shall be INR 35,000 per month.