



## NOTICE

### ADVERTISEMENT FOR RECRUITMENT

The Commissioner of Geology and Mining (CGM) is working under the Industries and Mines Department Government of Gujarat. Its working head office is at Udhog Bhavan, Gandhinagar. Its 32 mineral offices are working at respective districts. The CGM is desirous to recruit for **Junior IT Executive** posts on contract basis for 11 months or till regular employees are allotted relevant posts, whichever is earlier. Written applications in prescribed format (application form attached herewith) are invited from the eligible candidates having the required qualifications for the above posts in five zones of Gujarat comprising a total of 33 districts. The candidates are required to apply for only one of the five zones and give preference of district in the application form. The details regarding the job are given below.

Post	Minimum Educational Qualification	Experience Requirement	Vacancies	Zones	Age Limit (In Years)	Monthly Remuneration In Rs.
Junior IT Executive	B.E - IT / B.sc - IT / equivalent	1 to 3 years of relevant Experience in IT Helpdesk Support. Preferable in knowledge in Computer Hardware, Configure & troubleshoot hardware and software programs	33	North, South, Saurashtra, Kachchh and Central	30 or less as on 01.01.2018	15000 - 18000 based on qualification, experience, others parameters

#### Additional qualifications and skills:

- Respective Degree/Diploma must be approved by AICTE/UGC and it should be fulltime.
- Candidates must have minimum 55% (6 CGPA out of 10) in his/her respective degree.
- The candidates should have good communication and presentation skills.



- Preference will be given to Gujarat domicile and local candidates for the respective zones and districts.

The zone-wise district headquarters of CGM are given in the table below:

Sl. No.	Zone	District Headquarters
1.	North	Aravalli, Banaskantha, Mehsana, Patan, Sabarkantha
2.	Central	Ahmedabad, Anand, Chhota Udepur, Dahod, Gandhinagar, Kheda, Mahisagar, Panchmahal, Vadodara
3.	South	Bharuch, Narmada, Navsari, Surat, Tapi, Valsad
4.	Kachchh	Kachchh
5.	Saurashtra	Amreli, Bhavnagar, Botad, Devbhumi Dwarka, Gir Somnath, Jamnagar, Junagarh, Morbi, Porbandar, Rajkot, Surendranagar

Summaries of responsibilities and activities under the IT branch followed by brief scope of the job are given below:

#### Brief summary of activities undertaken under IT branch:

The IT branch is responsible for designing, maintaining and supporting the IT infrastructure, troubleshooting and resolving network and other system related issues, managing documentation and records and maintaining them to aid the management for inputs in decision making.

#### Brief scope of Junior IT Executive:

- Managing, upgrading and maintaining hardware, software and records
- Diagnose and resolve IT related issues promptly and effectively.
- Network troubleshooting
- Ensure information security
- End user training for IT systems
- IT inventory management
- Vendor management
- Other activities related to IT as required from time to time



# Gujarat Mineral Research & Development Society

Industries & Mines Department  
Commissioner of Geology & Mining, Gandhinagar  
Govt. Of Gujarat.

Candidates should submit their applications along with all relevant documents duly certified copies by registered post/ speedpost so as to reach GMRDS office (during office hours 10:30 to 18:10) till 22/06/2018. The application should be clearly titled on the cover as “**Application for the post of Junior IT Executive for (Zone)**”. Application in person, through E-mail or any other medium will not be entertained). In case of any queries, kindly reach us at [mo-gmrds@gujarat.gov.in](mailto:mo-gmrds@gujarat.gov.in).

Director (Adm.)  
GMRDS



**EMPLOYMENT APPLICATION FORM**

PASTE YOUR  
RECENT  
COLOURED  
PASSPORT SIZE  
PHOTO HERE

POST APPLIED FOR: \_\_\_\_\_ ZONE \_\_\_\_\_

PREFERRED DISTRICT HEADQUARTER: 1 \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

BIRTH DATE (DD/MM/YYYY): \_\_\_\_\_

AGE (YEARS): \_\_\_\_\_ GENDER: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ NATIVE PLACE: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ CATEGORY: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ MOTHER TONGUE: \_\_\_\_\_

FATHER/HUSBAND'S NAME: \_\_\_\_\_

FATHER/HUSBAND'S OCCUPATION: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

MOTHER'S OCCUPATION: \_\_\_\_\_

BLOOD GROUP: \_\_\_\_\_

PERSONAL ACCOUNT NUMBER (PAN): \_\_\_\_\_

WHETHER CANDIDATE'S STATE OF DOMICILE IS GUJARAT (YES/NO): \_\_\_\_\_



# Gujarat Mineral Research & Development Society

Industries & Mines Department  
Commissioner of Geology & Mining, Gandhinagar  
Govt. Of Gujarat.

**CURRENT ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMANENT ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT NUMBER:**

(M) \_\_\_\_\_ (R) \_\_\_\_\_ (O) \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**CURRENT SALARY (in Rs)** \_\_\_\_\_

**AVAILABILITY FOR JOINING: (IMMEDIATE/ MENTION NOTICE PERIOD)** \_\_\_\_\_

ACADEMIC RECORD ( STARTING FROM SSC OR EQUIVALENT)					
EXAM PASSED	INSITUTE	BOARD/ UNIVERSITY	YEAR OF PASSING	MARKS (in % or CGPA out of 10)	MAJOR SUBJECTS

(USE ADDITIONAL SHEETS IF REQUIRED)



**DETAILS OF EFFECTIVE DATE OF OBTAINING STATUTORY CERTIFICATE (IF**

**ANY):** \_\_\_\_\_

**LANGUAGE PROFICIENCY:**

LANGUAGE	SPEAKING	READING	WRITING
GUJARATI			
HINDI			
ENGLISH			
ANY OTHER _____			

**WORK EXPERIENCE (STARTING FROM CURRENT POSITION):**

ORGANIZATION	DESIGNATION	PERIOD			BRIEF PROFILE OF JOB
		FROM (MM/ YYYY)	TO (MM/ YYYY)	TOTAL (MM/ YYYY)	
1.					



# Gujarat Mineral Research & Development Society

Industries & Mines Department  
Commissioner of Geology & Mining, Gandhinagar  
Govt. Of Gujarat.

ORGANIZATION	DESIGNATION	PERIOD			BRIEF PROFILE OF JOB
		FROM (MM/ YYYY)	TO (MM/ YYYY)	TOTAL (MM/ YYYY)	
2.					
3.					

**NOTE:**

- 1. YOU CAN USE SEPARATE SHEET IF REQUIRED.**
- 2. REQUIRED PERSON SHOULD GIVE THEIR CADRE WISE/DESIGNATION WISE DETAILS.**
- 3. YOU SHOULD MENTION ONLY THOSE DETAILS FOR WHICH YOU CAN FURNISH DOCUMENTARY EVIDENCE.**



# Gujarat Mineral Research & Development Society

Industries & Mines Department  
Commissioner of Geology & Mining, Gandhinagar  
Govt. Of Gujarat.

COMPUTER SKILLS \_\_\_\_\_

\_\_\_\_\_

HAVE YOU WORKED IN GMRDS BEFORE? IF YES, GIVE DETAILS.

\_\_\_\_\_

REFERENCES (OTHER THAN YOUR RELATIVES):

NAME	OCCUPATION	ADDRESS AND CONTACT NO.

## UNDERTAKING

1. I DECLARE THAT ALL THE DETAILS 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.
2. I CONFESS THAT I AM NOT INVOLVED IN ANY CRIMINAL MATTER OR POLICE INQUIRY.
3. I AGREE THAT MY EMPLOYMENT WILL BE SUBJECT TO TRANSFER TO ANY PROJECT OR LOCATION BY GMRDS.
4. I DECLARE THAT ALL MY DEGREES AND EDUCATIONAL QUALIFICATIONS ARE FULLTIME AND AICTE/UGC APPROVED.

DATE: .....

PLACE: .....  
APPLICANT

SIGNATURE OF





**DOCUMENTS TO BE SUBMITTED ALONG WITH THIS FORM:**

- **PHOTOCOPY OF MARKSHEET AND PASSING CERTIFICATE OF SSC, ITI, HSC, DEGREE, DIPLOMA (AS APPLICABLE)**
- **CERTIFICATES FOR TALLY, MSOFFICE AND OTHER COMPUTER SKILLS (IF ANY) (TALLY AND MSOFFICE CERTIFICATES COMPULSORY FOR CANDIDATES APPLYING FOR ACCOUNTS BRANCH POSTS).**
- **PHOTOCOPY OF EXPERIENCE CERTIFICATE (IF APPLICABLE)**
- **PHOTOCOPY OF GOVERNMENT RECOGNISED IDENTIFICATION CARD WITH ADDRESS (ANY ONE OF AADHAAR CARD/PAN CARD/VOTER ID/DRIVING LICENCE/PASSPORT)**