

## **ADVERTISEMENT**



### **The Andhra Pradesh Mineral Development Corporation Limited**

Door No. 294/1D, 100 feet Road (Tadigadapa to Enikepadu Road), Kanuru,  
Vijayawada – 521137, Andhra Pradesh, India

Tel: +91-866-2429999 Fax: +91-866-2429977

Email: [apmdchrdrecruitments@gmail.com](mailto:apmdchrdrecruitments@gmail.com)

### **EMPLOYMENT NOTIFICATION FOR VARIOUS POSITIONS ON CONTRACT BASIS**

APMDC invites applications for Certain managerial positions. In various disciplines from the eligible candidates with requisite qualifications. The detailed description for each post along with the prescribed format of application can be downloaded from our website **[www.apmdc.ap.gov.in/Tender](http://www.apmdc.ap.gov.in/Tender)**. The Corporation has right to modify the conditions or cancel the advertisement without assigning any reason and further notice. The last date for submission of applications by online to e-mail: [apmdchrdrecruitments@gmail.com](mailto:apmdchrdrecruitments@gmail.com) / Registered Post shall be on or before **03.12.2021** by 5.00 PM.

Place: Vijayawada  
Date: 03.11.2021

V. G. Venkata Reddy  
Vice - Chairman and 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](http://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 and may lead to civil case.
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. Applications received after prescribed date will not be entertained even if the applications are posted before the last date.
8. Shortlisted candidates will be called for Interview.
9. Selection is based on marks awarded by the Interview Panel Members.
10. No TA / DA will be provided for attending the interviews.
11. 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.
12. 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.
13. Transferable to any APMDC Projects across the Country as per the Corporation requirements.
14. Reporting structure may undergo changes as per Corporation requirements.

## Annexure - II

S. No.	Name of the Post	No. of post	Description
1	General Manager (F&A)	01	<p><b>Location:</b> Head Office.</p> <p><b>Term of Appointment:</b> Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p><b>Pay:</b> Rs.1,00,000/- Per Month.</p> <p><b>Reporting:</b> The VC &amp; MD, Head Office, Vijayawada.</p> <p><b>Job Description:</b> Driving the Company's financial planning, performing risk management by analysing the Organization's liabilities and investments, deciding on investment strategies by considering cash and liquidity risks, control and evaluate the Organization's fundraising plans and capital structure, ensure cash flow is appropriate for the organization's operations, supervise all finance controls, treasury, prepare current and forecasting reports, set up and oversee the companies IT and ERP systems, ensure compliance with the law and companies policies, manage financial controls and financial analytics. Shall carryout Financial Systems and Process Audit, Compliances, Taxation etc.</p> <p><b>Qualification:</b> CA, Institute of Company Secretaries of India (ICSI) Certificate is added advantage.</p> <p><b>Age:</b> Not exceeding 54 years as on 30<sup>th</sup> Oct 2021.</p> <p><b>Experience:</b> Post Qualification 20 years, out of which 10 years in relevant field.</p> <p><b>Skills:</b> In depth knowledge of Corporate financial law and risk management practices. Excellent knowledge of data analysis and forecasting methods, proficient in the use of MS Office and financial management software and ERP. Good knowledge of Microsoft suite.</p>

2	Addl. General Manager (F&A)	02	<p><b>Location:</b> Head Office/Suliyari Coal Mine Project, Madhya Pradesh.</p> <p><b>Term of Appointment:</b> Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p><b>Pay:</b> Rs.80,000/- per month. Coal field allowances Rs.25,000/- Per Month will be paid if posted at Suliyari Coal Mine Project.</p> <p><b>Reporting:</b> HOD/ Project Officer.</p> <p><b>Job Description:</b> Dealing with finalisation of Accounts, Payments, receivables, Trail balance, Ledger, Annual accounts, working knowledge on direct and indirect tax matters, BRS and compilation of accounts with working knowledge in the tax matters.</p> <p><b>Qualification:</b> Degree in any Branch with CA.</p> <p><b>Age:</b> Not exceeding 50 years as on 30<sup>th</sup> Oct 2021.</p> <p><b>Experience:</b> Post Qualification 15 years, Out of Which 10 years in relevant field.</p> <p><b>Skills:</b> Good knowledge of Microsoft suite&amp; ERP.</p>
3	Dy. General Manager (F&A)	02	<p><b>Location:</b> Head Office/ Suliyari Coal Mine Project.</p> <p><b>Term of Appointment:</b> Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p><b>Pay:</b> Rs.70,000/- per month. Coal field allowances Rs.25,000/- Per Month will be paid if posted at Suliyari Coal Mine Project.</p> <p><b>Reporting:</b> HOD/ Project Officer.</p> <p><b>Job Description:</b> Dealing with payments and receipts. Dealing with all Audits such as monitoring, finalisation of Accounts, well versed with all accounting standards, auditing standards and provision of the Company Law 2013. Expert knowledge in dealing with Direct Taxes and Indirect Taxes. Experience in finalisation of accounts in ERP system. Timely submission of MIS and filing the returns and dealing with financial matters etc.</p> <p><b>Qualification:</b> Degree in any Branch with CA.</p> <p><b>Age:</b> Not exceeding 45 years as on 30<sup>th</sup> Oct 2021.</p> <p><b>Experience:</b> Post Qualification 10 years, out of</p>

			<p>which 05 years in relevant field.</p> <p><b>Skills:</b> Good knowledge of Microsoft suite&amp; ERP.</p>
4	Asst. Manager (F&A)	02	<p><b>Location:</b> Head Office/Suliyari Coal Project.</p> <p><b>Term of Appointment:</b> Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p><b>Pay:</b> Rs.47,000/- per month. Coal field allowances Rs.10,000/- Per Month will be paid if posted at Suliyari Coal Mine Project.</p> <p><b>Reporting:</b> HOD/Project Officer.</p> <p><b>Job Description:</b> Good Knowledge of Ind AS. Preparation of quarterly and yearly financial statements and segment reporting and Consolidated Financial Statement of the Group. Review of monthly accruals booking, month end books closure activities and general ledger review and analysis and highlighting the key concerns. Sharing of inputs with management for monthly MIS reports. Inter-department coordination for data integrity and resolution of issues as part of monthly GL review process. Analysis of operational expenses, preparation of Balance Sheet and cash flow, inventory and receivable analysis, ratio analysis and budget preparation. Review of Internal Financial Controls over financial reporting. Shall be responsible for taking care of all the matters related to GST law (Waybill, GST Returns Filing/2A Matching with Purchase Register/Annual Return Working) &amp; TDS Compliances (TDS Returns Working &amp; TDS Certificate Processing).</p> <p><b>Qualification.</b> Degree in any branch with CA</p> <p><b>Age:</b> Not exceeding 40 years as on 30th Oct 2021.</p> <p><b>Experience:</b> Post Qualification 3-5 years.</p> <p><b>Skills:</b> Good knowledge of Microsoft Dynamics NAV ERP.</p>
5.	Chartered Accountant (Fresher)	02	<p><b>Location:</b> Head Office.</p> <p><b>Term of Appointment:</b> Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p><b>Pay:</b> Rs.30,000/- Per Month.</p> <p><b>Reporting:</b> HOD, Head Office, Vijayawada.</p>

			<p><b>Job Description:</b> Verification of Daily transactions of Sales, Purchase, Expenses, Debit notes, Credit notes and Journal entries. Shall be responsible for taking care of all the matters related to GST law(Waybill, GST Returns Filing/2A Matching with purchase Register/Annual Return Working) &amp; TDS Compliances (TDS Returns Working &amp; TDS Certificate Processing). Reconcile accounts payable and receivable and prepare BRS statements. Review of RTGS/NEFT prepared by executives &amp; able to prepare the same on this own. Visit the site and verification of Expenses made in cash at regular intervals. Preparation of documents regarding Bank Guarantee, LC, CC. Must work on any assignment given by the management from time to time.</p> <p><b>Qualification:</b> Degree in any Branch with CA.</p> <p><b>Age:</b> Not exceeding 35 years as on 30th Oct 2021.</p> <p><b>Experience:</b> Fresher.</p> <p><b>Skills:</b> Good knowledge of Microsoft Dynamics NAV ERP.</p>
6.	Company Secretary (Fresher)	01	<p><b>Location:</b> Head Office.</p> <p><b>Term of Appointment:</b> Initially for a period of three years. Extendable on the requirement of the Corporation.</p> <p><b>Pay:</b> Rs.30,000/- per month.</p> <p><b>Reporting:</b> HOD, Head Office, Vijayawada.</p> <p><b>Job Description:</b> Responsible for preparation of Director's report, Annual report, agendas and papers for board meetings, committees, and annual general meetings (AGMs) and follow up on action points. Responsible for ROC filing, registering any document including forms, returns and applications by and on behalf of the Company as an authorized representative. TO ensure compliance with all statutory laws of central, state, and local governments and relevant regulatory bodies such as the MCA. Specifically, ensure compliance with the Companies Act, 2013. Appoint and liaise with outside consultants and legal counsel as necessary. Draft, modify and implement to</p>

		<p>monitor enforcement of standards and regulations. To draft and vet agreements, affidavits, POAs, draft letters to ROCs, Authorities, Banks etc. Convene and service AGMs, take minutes, draft resolutions, and lodge required forms and annual returns with appropriate departments.</p> <p><b>Qualification:</b> Degree in any Branch with Company Secretary(ICSI Certificate).</p> <p><b>Age:</b> Not exceeding 35 years as on 30th Oct 2021.</p> <p><b>Experience:</b> Fresher.</p> <p><b>Skills:</b> Excellent communication skills and legal knowledge and drafting skills will be an added advantage.</p>
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Application for the post of

01	Name of the Candidate in full with Surname, as Mentioned in the SSC or its equivalent examination (in block Letter)	SURNAME  NAME
02	Parent's Name as mentioned in the SSC or its equivalent examination	
03	Address for communication with District and PIN Code	PIN CODE
04	Native place and District	
05	Telephone / Mobile No.	
06	Email ID	
07	Permanent Address with Pin Code	PIN CODE
08	Sex	
09	Date of Birth & Age	

## 10. Educational Qualifications

Name of Degree	Year of Passing	Class / Division	% of Marks	Name of the University
10 <sup>th</sup> Class (SSC)				
Intermediate				
UG (Discipline)				
PG (Discipline)				

11.	Other Qualifications if any	
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## 12. Work Experiences

[illegible]


**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**

### **SELF DECLARATION**

1. Have you ever been arrested by any enforcement agency?

Ans:\_\_\_\_\_

2. Have you ever been prosecuted under criminal or civil law?

Ans:\_\_\_\_\_

3. Is there any case pending against you in any court of law?

Ans:\_\_\_\_\_

4. Have you ever been fined by a court?

Ans:\_\_\_\_\_

5. Have you ever been convicted by any court for any offence?

Ans:\_\_\_\_\_

I give this information to the best of my knowledge and belief. I understand that in case any of the above information is not partially or completely true, my appointment in the Corporation would cease and I am liable for action under law.

SIGNATURE\_\_\_\_\_

NAME\_\_\_\_\_