



The Andhra Pradesh Mineral Development Corporation Limited

(A State Government of A.P. Undertaking)

Door No. 294/1D, 100 Feet Tadigadapa to Enikepadu Road, Kanur, Vijayawada – 521 137

Andhra Pradesh. Tel: 0866 - 2429999 Fax: 0866 - 2429977

E-Mail : info@apmdc.ap.gov.in : Website: www.apmdc.ap.gov.in

APMDC/HRD/Recruitments on Contract/CSR and F & A/2017/ 1140 Dated 13.11.2017

EMPLOYMENT NOTIFICATION

Applications from the eligible candidates are invited for the posts as detailed below on **Contract basis** for a period of 2 years. The details are as follows:

Sl. No.	Name of the Post	No. of Vacancies	Qualifications & Experience
1	Manager (F&A) For Corporate Office, APMDC	1	<ul style="list-style-type: none">• Qualified Chartered Accountant• The minimum post qualification experience shall be 10 years in dealing with Direct & Indirect Taxes including GST and finalization of accounts under IND AS.• The age shall not exceed 45 years as on the date of notification.
2	Assistant Manager (F&A), For Corporate Office, APMDC	1	<ul style="list-style-type: none">• B.Com. with Inter (CA)• Minimum experience 5-7 years.• Sound knowledge in reconciliation of ledgers, Liasoning with banks for funds transfer.• Filing of TDS & GST returns.• Preparation of miscellaneous reports, ERP knowledge be a must.

The candidates fulfilling the above conditions may apply. The instructions along with prescribed format of application can be downloaded from our website www.apmdc.ap.gov.in. The last date for receipt of the application shall be 24.11.2017. The Corporation has right to modify the conditions or cancel the advertisement without any reason and further notice.

S/d
VICE-CHAIRMAN & MANAGING DIRECTOR

A.P. Mineral Development Corporation Limited:: Head Office, Hyderabad
APPLICATION for MANAGER (F&A) on contract basis

Last Date for submission of application is

Paste your recent
passport size
photograph

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 th Class (SSC)				
Intermediate				
DEGREE				
FCA				

A.P. Mineral Development Corporation Limited:: Head Office, Hyderabad
APPLICATION for MANAGER (F&A) on contract basis

11	Other Qualifications if any	
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13. **Work Experiences (The Minimum post qualification experience shall be 10 years in dealing with direct and Indirect taxes including GST and finalization of accounts under IND AS.**

S.No	Name of the Organization	Period		Post Held & JOB Profile
		From	To	

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

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. 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.

A.P. Mineral Development Corporation Limited:: Head Office, Hyderabad
APPLICATION for ASSISTANT MANAGER (F&A) on contract basis

Paste your recent
passport size
photograph

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 th Class (SSC)				
Intermediate				
B.Com				
Inter CA				

11	Other Qualifications if any	
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13. **Work Experiences** (Minimum experience with 5 to 7 years. Sound knowledge in reconciliation of ledgers, liasoning with banks for funds transfer. Filing of TDS & GST Returns, Preparation of miscellaneous reports, ERP knowledge be a must)

		Period		Post Held & JOB Profile
S.No	Name of the Organization	From	To	

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.

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