



# CONTRACTUAL APPOINTMENTS UNDER SAPTI



**GUJARAT CSR AUTHORITY**  
**(On behalf of Commissioner of Geology and Mining)**

**Information Pack & Detailed Job Description - SAPTI**

## **About CGM**

The Commissioner of Geology and Mining is working under the Industries and Mines Department Government of Gujarat. Its working head office is at Udhog Bhavan, Gandhinagar . It's 32 mineral offices are working at respective districts. Mineral exploration circle are working at Vadodara, Ahmedabad and Rajkot. Flying Squad officers are working at Rajkot and Gandhinagar. It comprises a core team of Commissioner Additional Directors. Dy. Director, Sr. Geologist, Geologist, Assistant Geologist, Chemist with technical & officestaff.

## **Functions and Objectives of CGM**

The main functions of Commissioner of Geology and Mining are:

- Search and Exploration of Mineral wealth of the State by adopting state-of-the-art exploration techniques.
- Mineral Administration with conservation and preservation.
- Increase State's mineral revenue through higher production of minerals & their sustainable development framework.
- Encourage value addition of minerals usage through promotion of mineral based industries in the State.
- Prevention of illegal mining.

## **About SAPTI**

SAPTI is an autonomous body formed under the office of the Commissioner of Geology and Mining, Government of Gujarat with a purpose to support local artisans to enhance livelihood opportunities for them. The main aim is to Harness the tremendous Potential of State's Stone Industry and carry forward its valuable heritage of Stone Art and Architecture. SAPTI (Stone Artisan Park Training Institute) has its two centres at (i) Ambaji and(ii) Dhrangadhra. SAPTI owns state of the art facility at Ambaji and Dhrangadhra which comprises training centre, tool room, classroom, hostel and other required basic amenities.

## **Role of GCSRA**

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 office of the Commissioner of Geology and Mining. The entire process of the recruitment will be jointly carried out by GCSRA and CGM. 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 CGM. Appointment Orders to the candidates will be issued by SAPTI.

## Engagement of Staff

Engagement of staff at State Nodal Unit shall be as under:

Sr. No	Name of Post	No. of Posts	Minimum Qualifications	Fixed Monthly Salary	Type of Appointment
1	Project Officer – Marketing & Branding	1	MBA / PGDM in Marketing from a reputed institute and recognized university  and  Experience of atleast 2 years in handling marketing assignments of a social sector organization	INR 30000-35000 p.m.  (depending upon the qualification and relevant experience)	11 months contract*
2	Officer – Placement and partnership development	1	MSW/MBA/PGDRD/PGDRM/ MRS/ MRM from a reputed institute and recognized university  and  Experience of atleast 2 years in handling partnership development assignments	INR 30000-35000 p.m.  (depending upon the qualification and relevant experience)	11 months contract*
3	Project Officer – Accounts & Admin	1	MBA / PGDM in Finance from a reputed institute and recognized university  and  Experience of atleast 2 years in handling finance related assignments of an organization	INR 30000-35000 p.m.  (depending upon the qualification and relevant experience)	11 months contract*
4	Office Assistant	1	Any Graduate  and  Experience of atleast 2 years in handling office management tasks	INR 15000-20000 p.m.  (depending upon the qualification and relevant experience)	11 months contract*

\*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.

SAPTI 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 SAPTI. Contracts can be extended based on the continuing need of the SAPTI and performance of the contractual appointee. SAPTI 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)**

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. Candidates 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 **20<sup>th</sup> November'18.**

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.

## **Position:Project Officer - Marketing& Branding, SAPTI**

### **Job summary**

Project Officer (Marketing & Branding), SAPTI shall be recruited for state level unit of SAPTI and shall work under the direct supervision and guidance of Director, SAPTI. He shall be based at Gandhinagar(state level) and shall be responsible for the marketing and branding related activities of SAPTI.

### **Job Responsibilities**

Project Officer (Marketing & Branding), SAPTI shall be responsible towards following (but not limited to):

- Overseeing and developing marketing strategies
- Facilitate the development of promotional activities and build tie ups
- Maintaining websites and looking at data analytics
- Organising events and product exhibitions
- Managing campaigns on social media.
- Ensure quality of production at SAPTI Ambaji&Dhrangadhra
- Ensure branding of SAPTI as a whole.
- Maintaining websites and other social media platforms

### **Skills**

- Good teamwork skills
- Communication skills and networking ability
- Adaptability
- Strong attention to detail
- Good organization and planning skills
- Creativity and writing skills

### **Minimum Qualifications**

- MBA/PGDM in Marketing from a reputed institute and recognized university and
- Experience of atleast 2 years in handling marketing assignments of a social sector organisation

## **No. of Vacancy & duration of Contract**

- Total number of vacancies for the post of Project Officer (Marketing & Branding) 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 (Marketing & Branding) shall be INR 30,000- 35,000 per month depending upon the qualification and relevant experience.

## **Position: Officer (Placement and Partnership Development), SAPTI**

### **Job summary**

Officer (Placement and Partnership Development) shall be recruited for state level unit of SAPTI and shall work under the direct supervision and guidance of Director, SAPTI. He shall be based at Gandhinagar and shall be responsible for managing the placement of the trainees and partnership development activities of SAPTI.

### **Job Responsibilities**

Officer (Placement and Partnership Development) SAPTI shall be responsible towards following activities (but not limited to):

- Generate employment opportunities for trainees and alumni by establishing and maintaining productive employer partnerships.
- Help students identify employment options that match their interests. Assist students in all aspects of the job search including interviewing techniques and job referrals.
- Schedule and follow up on student interviews with prospective employers.
- Assist with maintaining employer database(s). Maintain student files as needed.
- Plan seminars and other training opportunities for professional development of trainees.
- Develop tie ups – National & International for quality extension of SAPTI activities.

### **Skills**

- Able to take initiative and gathering of ideas
- Be flexible to the varied demands of the post
- Be able to work independently
- Ability to work with a wide range of personnel
- Be persuasive and diplomatic
- Team Leadership skills
- Focused approach

- Strong Communication Skills
- Ready to perform under pressure situations

### **Minimum Qualifications**

- MSW/MBA/PGDRD/PGDRM/MRS/MRM from a reputed institute and recognized university and
- Experience of atleast 2 years in handling partnership development assignments

### **No. of Vacancy & duration of Contract**

- Total number of vacancies for the post of Officer (Placement and Partnership Development) SAPTI shall be one. He/she 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 Officer (Placement and Partnership Development) shall be INR 30,000- 35,000 per month depending upon the qualification and relevant experience.

## **Position: Project Officer (Accounts & Admin), SAPTI**

### **Job summary**

Project Officer (Accounts & Admin), SAPTI shall be recruited for state level unit of SAPTI and shall work under the direct supervision and guidance of Director, SAPTI. He shall be based at Gandhinagar and shall be responsible for the oversight of the accounts and administration activities of the SAPTI.

### **Job Responsibilities**

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

- Ensuring appointment of Audit agency and making sure the arrangements of pre-audit
- Maintaining Single entry accounting system
- 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 SAPTI'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

### **Skills**

- Administrative capability and understanding of accounts
- Problem Solving Skills
- Team Leadership skills
- Focused approach
- Strong Communication Skills
- Ready to perform under pressure situations
- Tally fluency

### **Minimum Qualifications**

- MBA/ PDGMin Finance from a reputed institute and recognized university  
And
- Experience of atleast 2 years in handling finance related assignments of an organisation.

### **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 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 30,000- 35,000 per month depending upon the qualification and relevant experience.

## **Position: Office Assistant, SAPTI**

### **Job summary**

Office Assistant, SAPTI shall be recruited for state level unit of SAPTI and shall report to Director, SAPTI. He/ She shall be responsible for coordinating and supervising the work of office and assisting associates to optimize processes. He will be based at Gandhinagar state office of SAPTI.

### **Job Responsibilities**

Office Assistant, SAPTI shall be responsible towards smooth functioning of following (but not limited to):

- Managing filing system/registers
- Recording information as needed
- Maintaining office equipment as needed under guidance of Director
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor and maintain office supplies

### **Skills**

- Organization and Planning Skills
- Work Management and Prioritizing Skills
- Verbal And Written Communication Skills
- Problem Solving Ability
- Attention To Detail
- Accuracy
- Flexibility
- Reliability
- Teamwork

### **Minimum Qualifications**

- Any graduate  
and
- Experience of atleast 2 years in handling office management tasks

### **No. of Vacancy and Duration of Contract**

- Total number of vacancies for the post of Office Assistant, SAPTI shall be one. Office Assistant, SAPTI 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 Office Assistant, SAPTI shall be INR 15,000-20,000 per month depending upon the qualification and relevant experience.

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