

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**

**PLACEMENT OPPORTUNITY @ JMS MINING PRIVATE**  
**LIMITED**

NOTICE NO.: AJU/T&P/UG/00124/21-22

DATE: 14/06/2022

NAME OF COMPANY: JMS MINING PRIVATE LIMITED

**Registration Deadline is 3:00 pm, 15<sup>th</sup> June 2022.**

**COMPANY PROFILE:**

JMS Mining Private Limited, hereafter referred as JMS, is the pioneer & market leader in implementation of Mass Production Technology in Underground Coal Mining in India. They have implemented world's latest technology – Continuous Miner & Bolter Miner in this country. It has presence in major Underground coal mining clusters in the country. Coal India Ltd. and Singareni Collieries Company Ltd., India's top two coal producing companies, are its esteemed clients.

They have introduced Bolter Miner first time in India. We have introduced system for Real Time Prediction of roof caving in developing operation. They maintain global safety standards in everyday activities at all places and levels. Our Life Cycle Management for underground mines is the best in its class. They manufacture support materials to maintain quality and in time availability of the same. We have also owned two Commercial Coal Blocks on auction.

Website : [www.jmsmining.com](http://www.jmsmining.com)

**Designation/Position vacant:**

1. Jr. Office Associate
2. Jr. Store Keeper

| PROFILE                      | Jr. Office Associate | Jr. Store Keeper |
|------------------------------|----------------------|------------------|
| Designation/Position vacant: | Jr. Office Associate | Jr. Store Keeper |

|   |  |   |
|---|--|---|
| <b>Job Role &amp; Responsibilities:</b>       | MIS report preparation for project / HO  | Take delivery of all incoming materials and reconcile with purchase orders  |
|   | Overall supervision of guest house facility  | Track, document, and resolve any discrepancies on received orders   |
|   | In-charge of the project vehicle   | Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns |
|   | Interaction with project personnel to understand their grievances and communicating them to project in charge for redress. | Manage inventory/supplies and ensure they are within the established minimum and maximum levels   |
|   | Processing of vendor invoices as per company SOP and sending them to HO for payment  | Keep up-to-date records of receipts, records, and withdrawals from the stockroom  |
|   | Liaising with customer for invoice payment collection  | Responsible for stock rotation and coordinate the disposal of surpluses   |
|   | Maintenance of project cash and its entry in accounting system   | Manage supplier relations and database as well as maintain high ethical relationships both internally and externally                    |
|   | Assisting the project manager and commercial officer/respective H.O.Ds in day-to-day activities                            | Oversee the handling of freight, the movement of equipment, and minor repairs   |
| <b>Eligible Courses &amp; Specialization:</b> | B.Com Freshers   | B.Com Freshers  |
| <b>Eligible Batch /Passing Year</b>           | 2022   | 2022  |
| <b>Annual CTC offered:</b>                    | Cash - Rs 3 lakhs + Performance Bonus + Non-cash Rs 2.4 lakhs = Rs 5.4 lakhs + Performance Bonus                           | Cash - Rs 3 lakhs + Performance Bonus + Non-cash Rs 2.4 lakhs = Rs 5.4 lakhs + Performance Bonus  |
| <b>Any Bond/Security deposit:</b>             | No   | No  |
| <b>Gender Eligible:</b>                       | Male   | Male  |
| <b>Job location:</b>                          | Chattisgarh, Madhya Pradesh and Telangana  | Chattisgarh, Madhya Pradesh and Telangana   |
| <b>Selection Process:</b>                     | Round 1: Written Examination   | Round 1: Written Examination  |
|   | Round 2: One to one interview  | Round 2: One to one interview   |

**JOINING:** Immediate

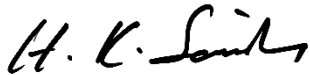
**PROCESS OF REGISTRATION:**

01. Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

<https://forms.gle/hpT6xWc65Zf9vYn79>

02. Students registered with the T&P Department for placements are only eligible.
03. Please note that it is mandatory to submit the above form to nominate successfully.
04. The form can be submitted only once, thus please be cautious while filling up the form.
05. The Resume File name must be the student's own name.
06. Registration Deadline is 3:00pm, 15<sup>th</sup> June 2022.
07. One student can Register only once, thus be cautious while registering.
08. Please Note: The Registration process will automatically turn off after the provided deadline.
09. You are advised to read & understand the disclaimer below before applying for this opportunity.
10. For queries you may What Sapp @ 7279900530 (Ms. Zeba - Sr. Executive Training and Placement Department)

Sd/-



HEAD – TRAINING & PLACEMENTS

Disclaimer: The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.