

ORDNANCE FACTORY KATNI
A UNIT OF YANTRA INDIA LIMITED
(GOVT. OF INDIA ENTERPRISE, MINISTRY OF DEFENCE)

Detailed Advertisement for the post of 'Executive (Finance & Accounts) on Contractual basis

Ordnance Factory Katni, A Unit of Yantra India Limited (YIL), a schedule 'A' Defence Public Sector Undertaking under Ministry of Defence, Government of India with Corporate Headquarters at Nagpur, Maharashtra in incorporated vide MOD Order No. 1(5)/2021/OF/DP(Plg-V)/02 dated 24.09.2021 formed by transferring 08 production units and 02 non production units of erstwhile Ordnance Factory Board.

It has vast core competency, resources, strength and expertise in manufacturing of ammunition hardware i.e various type of Brass and Gilding metal Cups ,different types and various sizes of Copper & Gilding Metal tubes,high Caliber Brass cartridge Cases, Cases, Die casting Components etc.

The company has promising future, its turnover and its paid up capital are on rise. It offers great work environment & challenging opportunities for professionals to prove their mettle.

Ordnance Factory Katni, A Unit of Yantra India Limited is looking for an enterprising, dynamic and achievement-oriented professional to work as **Executive (Finance & Accounts)** in Ordnance Factory Katni-483504 District Katni, M.P. on Fixed Term contract basis. Applications in the prescribed format are invited for the below indicated Post from Indian Nationals. The engagement shall be purely on temporary & contract basis for a specific period.

The contractual period may be further extended depending on the requirement as well as performance of the individual. The engagement will not entitle anyone to claim for regular employment in Ordnance Factory Katni, A Unit of Yantra India Limited or any relaxation in case of any requirement for regular posts in Ordnance Factory Katni, A Unit of Yantra India Limited.

2. At present, the billing vouchers, inventory management etc, operations are being carried out using Informix RDBMS based software on Unix platform in our unit. In addition, MySQL /FoxPro/PHP are also utilized for certain reports etc. The main accounts are maintained in Tally software. The financial statements are prepared in line with Ind AS from Tally.

A. DETAILS OF VACANCY :-

Name of the Post:	EXECUTIVE (FINANCE & ACCOUNTS)
Number of Post :	01 (One)
Remuneration :	Rs. 1,00,000/- (Fixed/Consolidated)
Nature of Appointment :	On Full time contractual basis

B. TERM OF APPOINTMENT: - Two Years (if required by the Company, can be extended further by one year at a time i.e. maximum up to Four years (after appraisal & review).

C. TOTAL EMOLUMENT :- Total consolidated monthly emolument shall be Rs.1,00,000/- (Fixed) for first two years & Rs.1,10,000/- (fixed) for 3rd & 4th year.

D. ACCOMMODATION : -Company accommodation, if available, will be provided. However, License for Quarters including Water, Electricity charges, etc will be deducted as per Rules. No HRA will be payable under any circumstances.

E. QUALIFYING REQUIREMENTS :-

1. ESSENTIAL EDUCATIONAL QUALIFICATION :-

The Candidate should be Member of Institute of Chartered Accountants of India (ICAI) Or Member of Institute of Cost Accountants of India (ICMAI)

2. POST QUALIFICATION EXPERIENCE:-

Nature of work Experience :- Candidates should be well versed in financial management Indian Accounting standards, Accounting, Audit, Cost and Budgetary Control, Working Capital Management, Taxation, Treasury Management , Tender Evaluation, Vetting of Contracts etc. Candidates should be well versed with working in computerized environment. The candidates should be well conversant with TALLY. The incumbent should have minimum **2 (Two) years** relevant experience (post qualification) in any organization after becoming member of ICAI/ICMAI.

3. AGE LIMIT :- Maximum 45 years (as on closing date of advertisement)

4. NATIONALITY :- Candidate must be Citizen of India.

5. PLACE OF POSTING :- **Ordnance Factory Katni, Dist- Katni (M.P.) Pin-483504, A Unit of Yantra India Limited.** However, may be deputed for official work to any of the units of YIL/YIL HQ. The Hotel Charges / Local conveyance charges shall be equivalent to JTS/STS level Officers of YIL during official tour.

F. WORKING HOURS :- Working hours will be as per the office timing of **Ordnance Factory Katni, Dist- Katni (M.P.)**. If required, as per exigencies of work, he/she may be asked to attend office on Sundays or other /Holidays without any additional compensation.

G. Leave : Executive shall be allowed leave at the rate of 1.5 days of each completed month of service. Accumulation of leave beyond calendar year may not be allowed.

H. JOB PROFILE :-

The roles and responsibilities shall broadly cover the following :

1. He / She is responsible for looking after the overall activities related to Finance and Accounts of Ordnance Factory Katni, A Unit of Yantra India Limited.
2. Maintaining the books of accounts in the required format, prepare periodical reports and returns as per requirements of India Accounting Standards (Ind-AS), Commercial Accounting best practices of Companies Act 2013.
3. Passing and verifying the accounting entries, related to receipt, payment expenses and revenue and sales on a periodical basis.
4. Verifying the correct classification of the transactions as per COA (Chart of Accounts).
5. Checking the Bank Reconciliation statement periodically.
6. Shall prepare the Accounts Receivable and Accounts Payable statements and assist Ordnance Factory Katni, A Unit of Yantra India Limited in monitoring for accuracy and completion.
7. All works related to accounting and capitalization of Assets.

8. Monthly Financial Reporting and preparation and finalization of monthly (by 8th of succeeding month) quarterly, half-yearly and annual financial statements including Notes to Accounts as per Ind-AS & The Companies Act 2013.
9. Co-ordinate with Auditors and ensure timely completion of Statutory Audit or any other ad-hoc audits by banks, financial institutions or by government.

10. He / She shall have to advise the management on financial planning and forecasting coordinating with the operations, sale and other functions of Ordnance Factory Katni, A Unit of Yantra India Limited.
11. Facilitate audit from external auditors as per the requirements of Companies Act 2013.
12. Guide Ordnance Factory Katni, A Unit of Yantra India Limited in the CAG audit and prepare replies to the queries raised during the CAG Audit and assist Ordnance Factory Katni, A Unit of Yantra India Limited in responding to the queries with respect to accounting.
13. Provide consultancy to ensure compliance to all statutory requirements under the relevant Accounting Standards as required by the Companies Act.
14. Attend meeting with/support Internal Audit, Statutory Audit, Tax Audit, Supplementary Audit, Transaction Audit and prepare financial statements.
15. He/She shall sign Non-Disclosure Agreement with the Ordnance Factory Katni, A Unit of Yantra India Limited and exercise strict confidentiality of Ordnance Factory Katni, A Unit of Yantra India Limited data.
16. Preparation of memos, checklists as per applicable accounting standards and schedule III.
17. Ensure compliance in Chart of Accounts, Groupings, Accounting Framework and compilation.
18. Internal financial control framework for financial statements closure process under the applicable accounting standards.
 - (a) Audit support with respect to work on the applicable accounting standards and internal financial Control implementation.
 - (b) Any other related activity as may arise during the period of engagement.
19. Ensure meeting the requirements of the applicable accounting standards and the related concepts and interpretations, terminology and implementation issues including specific transitional provisions applicable to Ordnance Factory Katni, A Unit of Yantra India Limited.
20. Ensure meeting the requirement with regards to the potential differences between the relevant accounting standards applicable at Ordnance Factory Katni, A Unit of Yantra India Limited and the existing accounting policies followed by YIL and assisting Ordnance Factory Katni, A Unit of Yantra India Limited in documenting significant GAAP differences summarized in the form of an "Issues Log".
21. Providing observations and ensure the application of the applicable accounting standards and on the information and data compiled and gathered by Ordnance Factory Katni, A Unit of Yantra India Limited to apply these applicable accounting standards.
22. Providing comments and observations in response to Ordnance Factory Katni, A Unit of Yantra India Limited queries while it is adapting existing processes, controls and systems to move towards reporting under the applicable accounting standards and ensure its compliance.
23. Providing comments on the draft financial statements and related disclosures requirements of the applicable accounting standards and ensure its compliance.
24. Preparation of financial statements disclosure checklist.
25. Assisting in filling up of various data in the Ministry website / dashboard, assisting in preparation of report containing financial data required by any Govt./Statutory/Financial/Non- Financial institutions.
26. Any other matters relating to the financial accounting assignment of Ordnance Factory Katni, A Unit of Yantra India Limited.
27. All the activities related to Income Tax / Goods & Service Tax / Professional Tax and any other direct or indirect tax related work.
28. Liaisoning with YIL / Headquarters (Finance Division) whenever required.

3. HOW TO APPLY :-

- a) Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, through speed post/ courier service addressed to '**The Executive Director, Ordnance Factory Katni, Dist- Katni (M.P.) Pin-483504, Unit of Yantra India Limited**' and clearly mentioning in the subject heading on the envelop '**APPLICATION FOR THE POST OF**

EXECUTIVE (FINANCE & ACCOUNTS) to be received within **15 days** from the date of publication of advertisement in Employment News. In addition to application by speed post /courier, an advance scanned copy of the application form along-with the enclosures must be sent to ofkat@ord.gov.in clearly mentioning in the subject heading '**APPLICATION FOR THE POST OF EXECUTIVE (FINANCE & ACCOUNTS)**'.

- b) Hard copy of the Application is to be submitted along-with 2 self-attested recent passport size photographs. The applicant should affix his/her one photograph on the application in the space provided and the second one should be attached with application form but not pasted (with full name written on the backside for identification). Self-attested copies of documents/ certificates in support of claim regarding age, Qualification, experience etc. are also to be attached with application form.
- c) It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.
- d) In case of any variation in Name / surname/name spelling mentioned in the Application cum Bio-data and in educational / professional qualification certificates, must be supported by Affidavit, failing which the application will be cancelled.
- e) Applicant is requested to enter his/her active email address and mobile phone number which should be valid at least till the interviews are held, as all important communications i.e. schedule of interview, queries will be sent to this email id / mobile number.
- f) The decision of Ordnance Factory Katni, A Unit of Yantra India Limited in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination (s) and interview (s) and posting of selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- g) Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.

4. SELECTION PROCESS:-

Selection to the above post will be based on performance in Personal Interview and meeting of required Educational Qualification and Experience criteria.

5. Documents to be attached with the Application:-

- 1) Documents in support of educational qualification.
- 2) Documents in support of Experience.
- 3) 10th Standard Passing Certificate / Matriculation Certificate / School Leaving certificate / indicating Date of Birth.
- 4) Any one of the Photo identity proof viz. Aadhar Card/PAN Card / Valid Driving License/ Voter ID/Government issued ID.
- 5) Any other documents (As per requirements)
- 6) Candidates are advised to enclose clear and legible documents/ certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview.

6. GENERAL INSTRUCTION THE CANDIDATES :-

1. The appointment shall be on full time contract basis for two years (extendable further by one year and maximum up to Four years). The services can be terminated at any time during the period of engagement by giving one month's notice by either party or through payment of Consolidated Remuneration of one month in lieu of the notice.
2. **The finally selected candidates will have to sign a contractual agreement with Ordnance Factory KATNI .**

3. The Contract shall not confer any rights or claim of extension / absorption in the Ordnance Factory Katni.
4. The decision of the Ordnance Factory Katni about the mode of selection, short listing of candidates for written test/interview etc. shall be final and binding.
5. The process of engagement / recruitment can be cancelled at any stage on the discretion of the Competent Authority of Ordnance Factory Katni.
6. At any stage of engagement /appointment or later, if a candidate is or has been found guilty of any misconduct as mentioned below he / she shall render himself/herself to legal/criminal prosecution and his/her candidature for the post will be rejected without accepting any further claim in this regards:
 - a) Impersonating or procuring impersonation by any person ; or
 - b) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - c) Using undue influence of his/her candidature by any means; or
 - d) Submitting of false certificates/documents/information or suppressing any information at any stage; or

In addition to above, he/she shall also be :-

- a) Debarred permanently or for a specified period from any examination/recruitment in Yantra India Limited and/ or;
 - b) Removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services to Ordnance Factory Katni.
7. During the contract period, other assignment /consultancy of any type will not be permitted.
 8. The Executive (Finance & Accounts) will maintain highest standards of integrity transparency, competitiveness economy and efficiency while working as Executive (Finance & Accounts) at Ordnance Factory Katni.
 9. The Executive (Finance & Accounts) shall maintain absolute confidentiality and secrecy of the information handled by him / her during the contract and even after termination of contract, failing which the Executive (Finance & Accounts) will be liable for suitable action.
 10. The Executive (Finance & Accounts) will governed by the Official Secrets Act 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information / data that may come to their notice during the period of their engagement as Executive (Finance & Accounts) at Ordnance Factory Katni.
 11. The normal working hours shall be from 9:00 AM to 6:00 PM (the normal working hours of the Ordnance Factory Katni) However, in exigencies, he / she may be called for services on holidays or beyond normal working hours, for which no extra compensation, shall be admissible.
 12. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed. Here calendar year means one year of service from the appointment date.
 13. No work No pay will be applicable during the period of contract, if more than prescribed leave will be taken.
 14. Ordnance Factory KATNI reserves the right to terminate the Executive (Finance & Accounts) engagement at any stage in the event of serious failure to perform tasks assigned or on failure to observe any standards of conduct or giving one month's notice or pay in lieu thereof on either side.
 15. Ordnance Factory KATNI reserves the right to accept or reject in part or full or all the responses (applications) without assigning any reasons whatsoever.
 16. Decision of selection committee will be final and binding on all applicants.
 17. The finally selected candidate will have to sign contractual agreement with Ordnance Factory Katni, which shall, inter alia, contain the clause of confidentiality and non-disclosure.

18. The contract shall not confer any rights or claim of extension / absorption in the Company.
19. The candidates appeared for interview shall be required to produce original documents relating to educational qualifications, experience etc. for verification at the time of interview. If the Identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found ineligible for the post applied or any other claim made in his application if found to be incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated as cancelled.
20. Candidates are advised in their own interest that they should not furnish any documents or information that is / are false, tampered, fabricated and they should not suppress any material information while filling up the application form.

7. LAST DATE TO APPLY :-15 days from the date of publication of advertisement in Employment News.

8. CONTACT US :- In case of any problem faced by the candidates in filling up the application, they may contact to Admin.Section of Ordnance Factory KATNI over phone number 07622 – 221621-25) (Extn.2269,3269) between 9.00 AM to 5:00 PM on working day, i.e. Monday to Friday and between 09 AM to 12:45 PM on Saturday.

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EXECUTIVE DIRECTOR
Ordnance Factory Katni,
Dist- Katni (M.P.) Pin-483504

Ordnance Factory Katni
(A unit of Yantra India Limited)

**APPLICATION FORM FOR THE POST OF EXECUTIVE (Finance &Accounts) ON FULL TIME
CONTRACTUAL BASIS**

(Advertisement No. _____ Date _____)

Name (in full and CAPITAL letter)			Please paste a recent colour passport size photograph
Father's/Spouse Name			
Gender			
Nationality			
Date of Birth:		Age(As on closing date of advertisement)	
Aadhar No.		Languages Known	
PAN No.		Identification Proof	

Address for Communication

House No./ Flat no.			
Street			
Nearest Rly. Station			
Post office		Pin code	
District		State	
Mobile No.		Email ID	

Educational Qualification

Qualification	Specialization (if applicable)	Year of Passing	Name of the Institute	Board/ University	%of Marks
10 th Class					
12 th Class					
Graduation					
Post Graduation					
Membership (of ICAI or ICMAI)					

Post Qualification Experience

Sl. No.	Name of the Organization	Central Govt./State Govt./PSU/Autonomous Body/Private	Grade/ Designation	Pay level/ Basic Pay per month	Period		Total Period
					From	To	

Details of Computer/IT Skills: _____

Contd..3..

NOTE

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, 'N/A' should be mentioned. Incomplete and improperly filled in Applications are liable to be rejected. No further correspondence will be entertained in this respect.
3. Self-attested photocopies of all the documents specified in the notification should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies (self-attested) at the time of the interview.

DECLARATION

I, _____, do hereby declare that the above information as furnished by me is true to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

List of Enclosures:-

1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

Place: _____

Date: _____

Signature of the applicant