

ORDNANCE FACTORY JABALPUR
A UNIT OF YANTRA INDIA LIMITED
A GOVERNMENT OF INDIA ENTERPRISE
MINISTRY OF DEFENCE, VFJ ESTATE, JABALPUR (MP) - 482009

DETAILED ADVERTISEMENT FOR THE POST OF 'EXECUTIVE (FINANCE & ACCOUNTS)' AT ORDNACE FACTORY JABALPUR / YIL ON FIXED TERM CONTRACTUAL BASIS

Advt. No. OFJ/HR/Hiring/F&A/2025

Yantra India Limited (YIL), a Schedule 'A' Defence Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Headquarters at Nagpur, Maharashtra, 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, fuses, Rocket Launchers, Composites, Various Ferrous and non-ferrous castings and materials.

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 JABALPUR/a unit of YIL is looking for an enterprising, dynamic and achievement - oriented professional to work as **'EXECUTIVE (FINANCE & ACCOUNTS)'** in **Ordnance Factory Jabalpur, (OFJ) / a unit of YIL**, 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 specified 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 the **Ordnance Factory Jabalpur / a unit of YIL** or any relaxation in case of any requirement for regular post in **Ordnance Factory Jabalpur / a unit of YIL**.

2. At present, the billing vouchers, inventory management etc. operations are being carried out using Informix RDBMS based software on Unix platform in OFJ. 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 VACANCIES: -

Name of the Post :	<u>EXECUTIVE (FINANCE & ACCOUNTS)</u>
Number of Post	01(One)
Remuneration:	Rs. 1,20,000/- (Fixed/ Consolidated) per month
Nature of Appointment:	On full time contractual basis

B. TERMS OF APPOINTMENT :- Engagement on full time, contractual basis, initially for the period of 02 years (if required by the OFJ/YIL, can be extended further for the maximum period of 4 years on yearly basis after appraisal and review).

C. EMOLUMENT : Total consolidated monthly emolument shall be Rs. 1,20,000 /- (Fixed) for first two years & Rs. 1,30,000 /- (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 5 (Five) years relevant experience (post qualification) in any organization after becoming member of ICAI / ICAI.
3. **AGE LIMIT** : Maximum 45 years (as on 01.07.2025)
4. **NATIONALITY** :- Candidate should be citizen of India.
5. **PLACE OF POSTING** :- (**Ordnance Factory Jabalpur**) / a unit of YIL. However the candidates may be deputed for official work to any of the units of YIL/YIL HQ. The Hotel charges / local conveyance charges payable shall be equivalent to JTS/STS level officers of OFJ during official tour.

F. **WORKING HOURS** :- Working hours will be as per the office timing of **Ordnance Factory Jabalpur**, a unit of YIL. 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. 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 Jabalpur**, a unit of YIL.
2. Maintaining the books of accounts including accounting and consolidation of accounts at OFJ in the required format, prepare periodical reports and returns as per the requirements of Indian 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 Jabalpur**, a unit of YIL, in monitoring for accuracy & 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 Jabalpur, a unit of YIL.
11. Facilitate audit from external auditors as per the requirements of Companies Act 2013.
12. Guide Ordnance Factory Jabalpur, a unit of YIL, in the CAG audit and prepare replies to the queries raised during the CAG Audit and assist Ordnance Factory Jabalpur, a unit of YIL, 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 Jabalpur, a unit of YIL, and exercise strict confidentiality of Ordnance Factory Jabalpur, a unit of YIL data.
16. Preparation of memos, checklists as per applicable accounting standards and Schedule III.
17. Ensure compliance in Chart of Accounts, Groupings, Accounting Framework & 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 rise during the period of engagement.
19. Ensure meeting the requirement of the applicable accounting standards and the related concepts and interpretations, terminology and implementation issues including specific transitional provisions applicable to Ordnance Factory Jabalpur, a unit of YIL.
20. Ensure meeting the requirement with regards to the potential differences between the relevant accounting standards applicable at Ordnance Factory Jabalpur, a unit of YIL, and the existing accounting policies followed by Ordnance Factory Jabalpur, a unit of YIL and assisting Ordnance Factory JABALPUR, a unit of YIL, 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 Jabalpur, a unit of YIL, to apply these applicable accounting standards.
22. Providing comments and observations in response to Ordnance Factory Jabalpur, a unit of YIL, 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 financial 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 Jabalpur, a unit of YIL.
- 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.

H. **HOW TO APPLY :-**

- 1. Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, and post them through speed post/courier service to the **Executive Director, Ordnance Factory Jabalpur, P.O. - VFJ Estate, Jabalpur (MP) - 482009**. In addition, an advance scanned copy of the application form along-with the enclosures is to be sent through email at **gif@ord.gov.in**, clearly mentioning in the subject heading **'APPLICATION FOR THE POST OF EXECUTIVE (FINANCE & ACCOUNTS)'** .
- 2. Hard copy of the Application is to be submitted along-with self-attested recent passport size photograph to be affixed on the application form in the space provided. Self-attested copies of documents/certificates in support of claim regarding age, qualification, experience etc. are also to be attached with application form.
- 3. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
- 4. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.
- 5. 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 liable to be cancelled.
- 6. 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.
- 7. The decision of the Ordnance Factory Jabalpur (OFJ) 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.

I. **SELECTION PROCESS :-**

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

Documents to be attached with the Application:

- a) Document showing the candidate is a member of Institute of Chartered Accountants of India (ICAI) or Member of Institute of Cost Accountant of India (ICMAI).
- b) Certificate issued by any Institute regarding Working Knowledge of Tally. In case, a candidate do not possess any certificate, issued by any Institute, a self-certificate of this effect shall be sufficient.
- c) Documents in support of experience (in chronological order). Training/Internship period will not be counted as experience.

- d) 10th Standard Passing Certificate/Matriculation Certificate/School leaving certificate indicating Date of Birth.
- e) Any one of the Photo identity proof viz. AADHAR CARD/PAN card/ Valid Driving license/Voter ID/ Government issued ID.
- f) Any other documents (as per requirement).
- g) 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.

J. GENERAL INSTUCTIONS TO THE CANDIDATES:-

1. Engagement on full time, contractual basis, initially for the period of 2 years (if required by the company, can be extended further for the maximum period of 4 years on yearly basis after appraisal and review). The candidate's 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 Jabalpur, a unit of YIL.
3. The Contract shall not confer any rights or claim of extension/absorption in the Ordnance Factory Jabalpur, a unit of YIL.
4. The decision of the Ordnance Factory Jabalpur about the mode of selection, shortlisting of candidates for written test/interview etc. shall be final and binding. No correspondence will be entertained in this regard.
5. The process of engagement/recruitment can be cancelled at any stage on the discretion of the Competent Authority of Ordnance Factory Jabalpur.
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 regard :
 - 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 the above he/she shall also be:
 - a) Debarred permanently or for a specified period from any examination/recruitment in OFJ/YIL and/or;
 - b) Removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services to Ordnance Factory Jabalpur.
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) in Ordnance Factory Jabalpur/a unit of YIL.
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 be 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) in the Ordnance Factory Jabalpur.

11. The normal working hours shall be factory working hours i.e. from 8.30 A.M. to 05.30 P.M. from Monday to Friday and from 8.30 A.M. to 1.30 P.M. on Saturdays. However, in exigencies, he/she may be called for services on Weekly Off Day/Holidays or has to stay 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 date of engagement.
 13. Female Personnel will be entitled to maternity benefits as per the provisions under the Maternity Benefit Act, 1961.
 14. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
 15. Ordnance Factory Jabalpur 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.
 16. Ordnance Factory Jabalpur reserves the right to accept or reject in part or full or all the responses (applications) without assigning any reasons whatsoever.
 17. Decision of selection Committee will be final and binding on all applicants.
 18. The finally selected candidate will have to sign a contractual agreement with Ordnance Factory Jabalpur, which shall, *interalia*, contain the clause of confidentiality and non-disclosure.
 19. The Contract shall not confer any rights or claim of extension/absorption in the Company.
 20. The decision of the Ordnance Factory Jabalpur, a unit of Yantra India Limited about the mode of selection, short listing of candidates for written test/interview etc. shall be final and binding. No correspondence will be entertained in this regard.
 21. The candidates called for interview shall be required to produce original documents relating to educational qualification, 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.
 22. Candidates are advised in their own interest that they should not furnish any document or information that is/are false, tampered, fabricated and they should not suppress any material information while filling up the application Form.
- K. **LAST DATE TO APPLY:-** Within **15 days** from the date of publication of advertisement in Employment News.
- L. **CONTACT US:-** In case of any problem faced by the candidates in filling up the application, they may contact Ordnance Factory Jabalpur over phone number **0761-2766471** between **9.30 AM to 4:30 PM on any working day, i.e. Monday to Friday or through email gif@ord.gov.in** .

**EXECUTIVE DIRECTOR
ORDNANCE FACTORY JABALPUR
PO-VFJ ESTATE, JABALPUR (MP) - 482009**

APPLICATION FORM FOR THE POST OF EXECUTIVE (FINANCE & ACCOUNTS)
ON FIXED TERM CONTRACT BASIS AT OFJ

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 01/07/2025	
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:

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).

Place: _____

Date: _____

Signature of the applicant