

 यंत्र इंडिया लिमिटेड की इकाई A UNIT OF YANTRA INDIA LIMITED	आयुध निर्माणी मुरादनगर (भारत सरकार का उद्यम, रक्षा मंत्रालय) ORDNANCE FACTORY MURADNAGAR (A GOVT. OF INDIA ENTERPRISE, MINISTRY OF DEFENCE)	 सशक्त सेनाओं का सशक्तिकरण EMPOWERING THE ARMED FORCES
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Detailed Advertisement for the post of Assistant Executive (Finance & Accounts) on contractual basis.

Last date for receipt of applications 21 days from date of advertisement in employment news.

ORDNANCE FACTORY MURADNAGAR (OFM) is a production Unit under the control of Yantra India Limited, a Defence Public Sector Undertaking, Ministry of Defence, Government of India, incorporated vide MOD Order No.1 (5)/2021/OF/DP (Plg-V)/02 dated 24/09/2021, formed by transferring 08 production units and 05 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 professional to prove their mettle.

ORDNANCE FACTORY MURADNAGAR (OFM) (a unit of Yantra India Limited) is looking for enterprising, dynamic and achievement-oriented professional to work as "Assistant Executive (Finance & Accounts)" in Ordnance Factory Muradnagar, Distt. Ghaziabad, Uttar Pradesh - 201206 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 Ordnance Factory Muradnagar (a unit of YIL) or any relaxation in case of any requirement for regular basis in Ordnance Factory Muradnagar (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 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 Post	Number of Post (Alongwith reservation status as per extant rules)	Salary/Remuneration	Nature of Appointment
Assistant Executive (Finance & Accounts)	01	Rs. 45,000/- (Fixed/Consolidated)	On full time contractual basis

B. Terms of Appointment: - 02 Years (if required by the Company, can be extended further by 01 year at a time, i.e. Maximum up to 04 years (after appraisal & review).

C. Total Emolument: - Total consolidated monthly emolument shall be Rs. 45,000/- (Fixed) for first two years & Rs. 55,000/- (Fixed) for 3rd & 4th year.

- D. **Accommodation:-** Suitable Company accommodation (on payment of stipulated normal license fee as per Company's Quarter Allotment Policy). However, License for quarter including Water, Electricity charges, etc. will be deducted as per rules. **No HRA will be payable under any circumstances.**
- E. **Qualification Requirement:-**
- (1) **Essential Educational Qualification:-** Must have passed HSSC with minimum 60% marks and passed intermediate Chartered Accountancy/Cost & Management Accountancy Exam.
 - (2) **Post Qualification Experience:**
Candidates should be well versed in financial management, Indian Accounting Standards, Accounting, Audit, Cost and Budgetary Control, Working Capital Management, Taxation, Treasure 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 completed at least one year relevant experience in the above.
 - (3) **Age Limit: - Maximum 40 Years (as on 01/07/2025).**
 - (4) **Nationality: - Should be Citizen of India.**
- F. **Place of Posting:** Ordnance Factory Muradnagar (A unit of YIL). However, they may be deputed for official work to any of the units of YIL/YIL(HQ) as per their place of posting. The Hotel charges/local conveyance charges payable shall be equivalent to Level-07 officers of Ordnance Factory Muradnagar during official tour.
- G. **Working Hours:** Working yours will be as per the office timing of Ordnance Factory Muradnagar (A unit of YIL). If required, as per exigencies of work, he/she may be asked to attend the office on Sundays or other Holidays without any additional compensation.
- H. **Job Profile:-** The roles and responsibilities shall broadly cover the following:-
1. He/She shall assist the Executive(s) who are responsible for looking after the overall activities related to Finance and Accounts of Ordnance Factory Muradnagar (A unit of YIL).
 2. Shall assist the Executive(s) in Maintaining the books of accounts including accounting and consolidation of accounts at the respective units in the required format, prepare periodical reports and returns as per the requirement of Indian Accounting Standards (Ind-AS), Commercial accounting best practices of Companies Act 2013.
 3. Shall assist the Executive(s) in Passing and verifying the accounting entries, related to receipt, payment expenses and revenue and sales on a periodical basis.
 4. Assist the Executive(s) for Co-ordinating with concerned unit under YIL/YIL HQ on discrepancies noticed in the accounting entry.
 5. Assist the Executive(s) in 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.
 6. Shall assist the Executive(s) for Co-ordinating with all units under YIL/YIL HQ for reconciliation of Account and final compilation of accounts.
 7. Shall assist the Executive(s) for Co-ordinating with Auditors and ensure timely completion of Statutory Audit or any other ad-hoc audits by banks, financial institutions or by government.
 8. He/She shall sign Non-Disclosure Agreement with the Ordnance Factory Muradnagar (A unit of YIL) and exercise strict confidentiality of Ordnance Factory Muradnagar (A unit of YIL) data.
 9. Assist the Executive(s) in preparation of memos, checklist as per applicable accounting standards and Schedule III.
 10. Assist in completion of financial statements disclosure checklist.

11. Assisting the Executive(s) 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.
12. Assist the Executive(s) in any other matters relating to the financial accounting assignment of Ordnance Factory Muradnagar (A unit of YIL).
13. Assist the Executive(s) in all the activities related to Income Tax/Goods & Service Tax/Professional Tax and any other direct or indirect tax related work.
14. Any other work being assigned by the concerned officers of Finance & Accounts Division of Ordnance Factory Muradnagar (a unit of YIL).
15. The services of Assistant Executive (Finance & Accounts) appointed at Ordnance Factory Muradnagar, a Unit of YIL may also be utilized at YIL-HQ as and when required.

I. How to apply:-

- a) Interested candidates shall submit their application from (in **Hard copy**) as per the prescribed format attached hereto, and post them through speed post/courier service to the Ordnance Factory Muradnagar, District : Ghaziabad, Uttar Pradesh, PIN- 201206. In addition to application form along-with the enclosures must be sent to <ofm@ord.gov.in> and <ofmestt@ord.gov.in> clearly mentioning in the subject heading '**APPLICATION FOR THE POST OF Assistant Executive (Finance & Accounts)**'.
- b) Hard copy of the Application is to be submitted along-with the **self-attested recent passport size photograph** to be fixed 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.**
- 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 Muradnagar (A unit of YIL) in all matters relating to eligibility, acceptance or rejection of application, penalty for false information, mode of selection, conduct of examination (s) and interview (s) and posting of selected candidates will be final binding on the candidates and no enquiry/correspondence will be entertained in this regards.

J. 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:-

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 proofs viz. Aadhaar Card/Valid Driving License/Voter ID/Government issued ID.
5. Any other documents (as per requirement).
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.

K. General Instruction to the Candidates:-

1. The appointment shall be on full time contract basis for **02 years** (extendable further by 01 year and maximum up to 02 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 the one month in lieu of notice.
2. The finally selected candidates will have to sign a contractual agreement with Ordnance Factory Muradnagar (A unit of YIL).
3. The Contract shall not confer any rights or claim of extension/absorption in the Ordnance Factory Muradnagar (A unit of YIL).
4. The decision of the Ordnance Factory Muradnagar (A unit of YIL) about the mode of selection, short listing of candidates for 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 Muradnagar (A unit of YIL).
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 Yantra India Limited and/or;
 - b) Removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services at Ordnance Factory Muradnagar.
7. During the contract period, other assignment/consultancy of any type will not be permitted.
8. The Assistant Executive (Finance & Accounts) will maintain highest standards of integrity, transparency, competitiveness economy and efficiency while working as the Assistant Executive (Finance & Accounts) in Ordnance Factory Muradnagar.
9. The Assistant 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 Assistant Executive (Finance & Accounts) will be liable for suitable action.
10. The Assistant 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 'Assistant Executive (Finance & Accounts)' in the Ordnance Factory Muradnagar.

11. The normal working hours shall be from 08:00 am to 05:00 pm. 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 Muradnagar reserves the right to terminate the Assistant 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 Muradnagar 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 a contractual agreement with Ordnance Factory Muradnagar, which shall, interalia, contain the clause of confidentiality and non-disclosure. **(Sample confidentiality Agreement enclosed as Annexure 'D').**
 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.
- L. **Last date to apply:- Within 21 days** from the date of publication of advertisement in employment news.
- M. **Contact us:-** In case of any problem faced by the candidates in filling up the application, they may contact to HR department of Ordnance Factory Muradnagar over phone number 9412223640, 09812551617, 9756329886 between 09:00 AM to 04:00 PM on any working day, i.e., Monday to Friday.


Executive Director
Ordnance Factory Muradnagar
(A unit of Yantra India Limited)
Distt: Ghaziabad, PIN - 201206
Uttar Pradesh

APPLICATION FORM FOR THE POST OF ASSISTANT EXECUTIVE (FINANCE & ACCOUNTS)

Name (in full and Block Capitals)		Please paste a recent colour passport size photograph	
Father's/Spouse Name (in full and Block Capitals)			
Gender			
Category			
Nationality		Age (in yyyy/mm/dd) as on 01/07/2025	
Date of Birth		Languages Known	
Aadhaar No.		Identification Proof	

Address for Communication:-

House No./Flat No.			
Street No.			
Nearest Rly. Station			
Post Office		PIN code	
District		State	
Mobile No.		E-mail ID	

Permanent Address:-

House No./Flat No.			
Street No.			
Nearest Rly. Station			
Post Office		PIN code	
District		State	
Mobile No.		E-mail ID	

Educational Qualification:-

Qualification	Specialization (if applicable)	Year of Passing	Name of the Institute	Board/University	% of Marks
10 th					
12 th					
Graduation					
Post-Graduation					
Any other					

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	

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

CONFIDENTIALITY AGREEMENT

This agreement is made on day of the month and year between, one hand, Executive Director Ordnance Factory Muradnagar acting through (Name & Designation) of the officer signing the agreement) Ordnance Factory Muradnagar, a unit of Yantra India Limited HQ, Ministry of Defence, Gol and Shri/Smt (Name of appointed person), Assistant Executive (Finance & Accounts) on **Contractual Basis**.

1. Objective of the Agreement :

- 1.1 The objective of this agreement is to ensure non-disclosure of all official information by the Assistant Executive (Finance & Accounts), to which he/she will have access through his/her perusal of any official record, file document, presentation, electronic or telephonic exchange, as part of his/her functions.
- 1.2 "Official Information" shall mean all information as contained in any official document, file record and such other information as becomes available to the Assistant Executive (Finance & Accounts) by virtue of him/her engagement as Assistant Executive (Finance & Accounts).

2. Obligation of Assistant Executive (Finance & Accounts):

- 2.1 Assistant Executive (Finance & Accounts) shall make use of all official information made available to him/her by the Ordnance Factory Muradnagar and exclusively for the purpose of the duty assigned to the Assistant Executive (Finance & Accounts) and shall not, in any case, disclose any of such information to any third person whatsoever.
- 2.2 Assistant Executive (Finance & Accounts) shall not make copied of any official documents, file and record made available to him/her by the Ordnance Factory Muradnagar and shall not in any other way retain with himself/herself any of such information for a period longer than what is required for performing him/her functions as part of the Contract Period and soon after him/her purpose is served, all such official documents, file and record shall be returned by him/her to Ordnance Factory Muradnagar in the same form in which it was received by him/her.
- 2.3 Assistant Executive (Finance & Accounts) shall in all circumstances, not reveal or divulge any information to any third person whatsoever, which is passed on to him/her by Ordnance Factory Muradnagar either through electronic medium or through any form of communication.
- 2.4 Any official information, which comes in the knowledge of Assistant Executive (Finance & Accounts) in the performance of him/her function as Assistant Executive (Finance & Accounts) shall not be revealed or divulged by him/her to any third person whatsoever not only during him/her tenure as Assistant Executive (Finance & Accounts) but also during any point of time when he/she ceases to be such Assistant Executive (Finance & Accounts).
- 2.5 Assistant Executive (Finance & Accounts), having been provided with official files, records, documents etc., shall in all circumstances, ensure the safe custody of all such official records and documents till such time these are in him/her custody.

3. Obligations of the Ordnance Factory Muradnagar:

- 3.1 Ordnance Factory Muradnagar shall make available all files, records, documents pertaining to the case and sought by Assistant Executive (Finance & Accounts) in such a way as to deliver the same to the personal custody of Assistant Executive (Finance & Accounts).
- 3.2 Ordnance Factory Muradnagar shall make reasonable arrangement in its office premises to enable the Assistant Executive (Finance & Accounts) to peruse the files records, documents etc. as sought by him/her.

4. Penalties of Breach:

In case of breach of any of the clause of this Contract Agreement is committed by Assistant Executive (Finance & Accounts), he/she will himself/herself render liable to the following actions by the Ordnance Factory Muradnagar:-

- 4.1 The Assistant Executive (Finance & Accounts) shall forthwith be removed from such capacity, pending an Inquiry in the matter, as instituted by the Ordnance Factory Muradnagar.
- 4.2 The Assistant Executive (Finance & Accounts) shall fully cooperate with the inquiry as instituted by the Ordnance Factory Muradnagar, and shall provide such information as called for by the Inquiry Officer(s) and shall also make himself/herself available for personal appearance before the inquiry, as and when required.
- 4.3 In case of any breach of the provision of the Agreement is found by the Inquiry to have occurred, for which Assistant Executive (Finance & Accounts) is jointly or severely found responsible, then appropriate legal action as the extent civil and or criminal laws shall be taken against the Assistant Executive (Finance & Accounts).

5. Duration of this Agreement:

This agreement shall commence w.e.f. (date) and shall remain in force during the Contract Period.

6. Laws and Place of Jurisdiction:

The provision of the agreement shall be governed under the Indian Law as applicable in the territory of Union of India and the Courts of Law located in Ghaziabad shall have jurisdiction in the matter.

Having so set out the terms of this agreement, the parties to this Agreement hereby on this day of the month and year, at sign the Agreement with full intention of carrying out the provision thereof.

For and on behalf of Executive Director Ordnance Factory Muradnagar

(Name of the appointed Person)

(Name of the Officer)

[Designation of the appointed Person]

For Executive Director, Ordnance Factory Muradnagar

Witnesses:

1.

2.