

आयुध निर्माणी दम दम, कोलकाता-700 028
ORDNANCE FACTORY DUM DUM, KOLKATA-700 028
यंत्र इंडिया लिमिटेड के एकाई
(A unit of Yantra India Limited)

Advertisement NO. 01/Contractual Hiring/Executive/Asst. Executive(Finance & Accounts) /OFDC

Ordnance Factory Dum Dum is a Production Unit under the control of Yantra India Limited, a Defence Public Sector Undertaking, Ministry of Defence, Govt. 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.

Ordnance Factory Dum is looking for enterprising, dynamic and experienced Indian National to work on tenure basis in the following posts'

A. DETAILS OF VACANCIES:

Name of the Post	Executive (Finance & Accounts)	Assistant Executive (Finance & Accounts)
Nature of Appointment	On Full time contractual basis	On Full time contractual basis
Remuneration	₹1,20,000/- (Fixed/Consolidated)	₹45,000/- (Fixed/Consolidated)
Number of posts to be filled	01 (One)	01 (One)

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 and review).

C. TOTAL EMOLUMENT :-

Name of the Post	Emoluments
Executive (Finance & Accounts)	Total consolidated monthly emolument shall be ₹1,20,000/- (Fixed) for first two Years and ₹1,30,000/- (Fixed) for 3 rd & 4 th Year.
Assistant Executive (Finance & Accounts)	Total consolidated monthly emolument shall be ₹45,000/- (Fixed) for first two Years and ₹55,000/- (Fixed) for 3 rd & 4 th Year.

D. ACCOMMODATION : Suitable Factory accommodation on payment of stipulated normal license fee (including Water & Electricity charges, etc) as per Quarter allotment Policy of the company). No HRA shall be payable

E. QUALIFYING REQUIREMENTS :-

i. ESSENTIAL EDUCATIONAL QUALIFICATION :-

Name of the Post	Qualification
Executive (Finance & Accounts)	Member of Institute of Chartered Accountants of India (ICAI) Or Member of Institute of Cost Accountants of India (ICMAI)
Assistant Executive (Finance & Accounts)	Must have passed HSSC with minimum 60% marks and passed intermediate Charter Accountancy/Cost and Management Accountancy exam.

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POST QUALIFICATION EXPERIENCE

Name of the Post	Nature of Work Experience
Executive (Finance & Accounts)	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 conversant with TALLY. The incumbent should have minimum 5 (Five) years relevant experience (post qualification) in any organization after becoming member of ICAI/ICMAI.
Assistant Executive (Finance & Accounts)	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 conversant with TALLY. The incumbent should have completed at least one year relevant experience in the above

F. AGE LIMIT

Name of the Post	Age Limit
Executive (Finance & Accounts)	Maximum 45 years (as on 01-07-2025)
Assistant Executive (Finance & Accounts)	Maximum 40 years (as on 01-07-2025)

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

H. PLACE OF POSTING :- Ordnance Factory Dum Dum, Jessore Road, Kolkata-700 028 (a unit of Yantra India Limited). However, may be deputed for official work to any of the units of IL/YIL, HQ. The Hotel charges/local conveyance charges payable shall be equivalent to JTS/STS Level Officers of YIL during official tour.

I. WORKING HOURS :- Working hours will be as per the working hours of Ordnance Factory Dum Dum. If required, as per exigencies of work, he/she would be asked to attend office on Sundays or other Holidays without any additional compensation.

J. LEAVE :- Sall be allowed leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

K. JOB PROFILE OF EXECUTIVE (FINANCE & ACCOUNTS)

Name of the Post	
Executive (Finance & Accounts)	
Assistant Executive (Finance & Accounts)	

1. He/She is responsible for looking after the overall activities related to Finance and Accounts of Ordnance Factory Dum Dum (a unit of Yantra India Limited), Jessore Road, Kolkata-700028.
2. Maintaining the books of accounts 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 of accounting entries, related to receipt, payment expenses and revenue and sales on 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 Dum Dum/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 advice the management to financial planning and forecasting coordinating with the operations, sale and other functions of Ordnance Factory Dum Dum /a unit of Yantra India Limited .
11. Facilitate audit from external auditors as per the requirements of Companies Act 2013.
12. Guide Ordnance Factory Dum Dum/ a Unit of YIL in the CAG audit and prepare replies to the queries raised during the CAG Audit and assist Ordnance Factory Dum Dum/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 Dum Dum/ a unit of YIL and exercise strict confidentiality of Ordnance Factory Dum Dum/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 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 Dum Dum/ a unit of YIL.
20. Ensure meeting the requirement with regards to the potential differences between the relevant accounting standards applicable at Ordnance Factory Dum Dum/a unit of YIL and the existing accounting policies followed by YIL and assisting Ordnance Factory Dum Dum/a unit of YIL in documenting significant 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 gather by Ordnance Factory Dum Dum/a unit of YIL to apply these applicable accounting standards.
22. Providing comments and observations in response to Ordnance Factory Dum Dum/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 Dum Dum/ 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.
29. The services of Executive (Finance & Accounts) appointed may also be utilized at YIL-HQ as and when required.

L. JOB PROFILE OF ASST. EXECUTIVE (FINANCE & ACCOUNTS)

1. He/She shall assist the Executive(s) who are responsible for looking after the overall activities related to Finance and Accounts of the unit.
2. He/She 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 requirements 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 & Companies Act 2013.
6. Shall assist the Executive(s) for Co-ordinating with concerned unit under YIL/YIL HQ for reconciliation of Accounts 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 Dum Dum/ a unit of YIL and exercise strict confidentiality of YIL data.
9. Assist the Executive(s) in preparing of memos, checklists 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 or other financial assignment of Ordnance Factory Dum Dum/ 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 Dum Dum/ a unit of YIL.
15. The services of Assistant Executive (Finance & Accounts) appointed may also be utilized at YIL-HQ as and when required.

M. 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 Dum Dum, Jessore Road, Kolkata-700 028'**

In addition and advance scanned copy of the application form along-with the enclosures is to be sent in email address **ofdc@ord.gov.in** , clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF "Executive (Finance & Accounts)" or "Assistant Executive (Finance & Accounts)" whichever is applicable.

2. 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 back side 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.
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, application will be liable to be cancelled subject to confirmation of forgery.
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 Unit 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) will be final and binding on the candidates and no inquiry/correspondence will be entertained in this regard.

N. SELECTION PROCESS:-

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

Documents to be attached with the Application: -

- a) Documents in support of educational qualification
- b) Documents in support of experience
- c) 10th Standard Passing Certificate /Matriculation Certificate indicating Date of Birth.
- d) Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/Government issued ID.
- e) Any other documents (as per requirement)
- f) 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.

O. GENERAL INSTRUCTION TO THE CANDIDATES:-

1. Candidate must be a citizen of India.
2. The appointment shall be on full time contract basis for two years, if required, by the Company can be extended further by one year at time, i.e maximum upto four years(after appraisal and review). The Candidate's services can be terminated by YIL by giving one month notice by either party or through payment of consolidated remuneration of one month in lieu of the notice.
3. The finally selected candidates will have to sign a contractual agreement with Ordnance Factory Dum Dum
4. The Contract shall not confer any rights or claim of extension/absorption in the Company.
5. The decision of Ordnance Factory Dum Dum about the mode of selection, short listing of candidate for Interview, etc. shall be final and binding.
6. The process of engagement/recruitment can be cancelled at any stage on the discretion of the competent authority.
7. At any stage of appointment or later, if a candidate is or has been found guilty of any misconduct such as:
 - 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 as specified period from any examination/recruitment in Yantra India Limite and/or;
 - (b) Removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services in Ordnance Factory Dum Dum.
8. During the contract period other assignment/consultancy of any type shall not be permitted.

9. The Executive (Finance & Accounts)/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 Executive (Finance & Accounts)/Assistant Executive (Finance & Accounts) will be liable for suitable action.
10. The Executive (Finance & Accounts)/Assistant Executive (Finance & Accounts) will be governed by the Official Secret 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
- P. Candidates shortlisted for Interview on the basis of the applications received shall be informed of the date of Interview through e-mail/Intimation letter. Candidates must invariably forward the soft copy of the applications through e-mail.**
- Q. CONTACT US:-** In case of any problem faced by the candidates in filling up the application, they may contact HRM&A Section of this factory over phone number: 033-25694050/4151 between 9AM to 05.30 PM on any working day, i.e. Monday to Friday.
- R. LAST DATE TO APPLY:-21days from the date of publication of advertisement in Employment News.**

Attachment : Format of Application.

Head of Office
Ordnance Factory Dum Dum
Jessore Road, Kolkata-700028

**APPLICATION FORM FOR THE POST OF
(NAME OF THE POST FOR WHICH APPLYING)**

Name (in full and Block Capitals)			
Father's/Spouse Name			
Gender			
Category (where posts are reserved for a particular category)			
Nationality		Age as on (01-07-2025)	
Date of Birth		Languages Known	
Aadhar 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					
12 th					
Graduation					
Post-Graduation					
Any other					

Post Qualification Experience (if applicable)

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	

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidates 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 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 and two copies (self-attested) at the time of 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 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