



आयुध निर्माणी कटनी

(भारत सरकार का उद्यम, रक्षा मंत्रालय)

ORDNANCE FACTORY KATNI

(A UNIT OF YANTRA INDIA LIMITED)

A GOVERNMENT OF INDIA ENTERPRISE

MINISTRY OF DEFENCE

CIN-U35303MH2021GOI365890



Detailed Advertisement for the post of Assistant Executive (Finance & Accounts) for Ordnance Factory Katni, on Contractual Basis. [EN No. 30/9]

Ordnance Factory Katni is 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, 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 types of Brass and Gilding Metal Cups, different types and various sizes of Copper & Gilding Metal tubes, High Caliber Brass Cartridge 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 (YIL), is looking for an enterprising, dynamic and achievement - oriented people who has passed Intermediate Chartered Accountancy Exam to work as Assistant Executive (Finance & Accounts), in Ordnance Factory Katni, 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 & contractual 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 Katni or any relaxation in case of any requirement for regular posts in Ordnance Factory Katni.

2. At present, the billing vouchers, inventory management etc. operations are being carried out using Informix RDBMS based software on Unix platform in Ordnance Factory Katni. 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	. Assistant Executive (Finance & Accounts)
Number of Post:	01 (One)
Remuneration:	Rs. 45,000- (Fixed/Consolidated)
Nature of Appointment:	On Full time contractual basis

B. TERMS 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. 45,000 - (Fixed) for first two Years & Rs.55,000 - (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 REQUIREMENT: -

(1) ESSENTIAL EDUCATIONAL QUALIFICATION: -

Must have passed HSSC with minimum 60% marks and passed intermediate Chartered Accountancy exam.

(2) 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 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.

(5) PLACE OF POSTING: - Ordnance Factory Katni, 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 YIL during official tour.

F. WORKING HOURS: - Working hours will be as per the office timing of Ordnance Factory Katni, 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.

G. 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 the unit.
2. Shall assist the Executive 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 & The Companies Act 2013.
6. Shall assist the Executive(s) for Co-ordinating with all units 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 Katni, a unit of YIL and exercise strict confidentiality of YIL data.
9. Assist the Executive(s) in preparation 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 Katni, a Unit of Yantra India Limited (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 Katni, a Unit of Yantra India Limited (YIL).

HOW TO APPLY:-

- a) 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 Katni, Distt. Katni (M.P.), PIN -483504. In addition to the hard copy of application sent by speed post/courier, an advance scanned copy of the application form along-with the enclosures must be sent to careers@yantraindia.co.in and ofkat@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 Katni 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.

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:-

- i. HSSC Certificate along with Marks sheet.
- ii. Document showing the candidate has passed intermediate Chartered Accountancy exam.
- iii. 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.
- iv. Documents in support of experience (in chronological order). Training/Internship period will not be counted as experience.
- v. 10th Standard Passing Certificate/Matriculation Certificate/School leaving certificate indicating Date of Birth.
- vi. Any one of the Photo identity proofs viz. Aadhar Card/Valid Driving License / Voter ID/Government issued ID.
- vii. 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.

D. GENERAL INSTRUCTION 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 Katni.
3. The Contract shall not confer any rights or claim of extension/absorption in the Company.
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 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 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. The Assistant Executive (Finance & Accounts) will maintain highest standards of integrity, transparency, competitiveness economy and efficiency while working as Assistant Executive (Finance & Accounts) in Ordnance Factory Katni.
8. 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.
9. 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 Katni.
10. The normal working hours shall be from 09:00 A.M. to 06:00 P.M. from Monday to Saturday. However, in exigencies, he/she may be called for services on Weekly Off Day /Holidays or beyond normal working hours, for which, no extra compensation, shall be admissible.
11. Paid leave of absence shall 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.
12. Female personnel will be entitled to maternity benefits as per the provisions under the Maternity Benefit Act, 1961.
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 Assistant Executive (Finance & Accounts)'s 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 a contractual agreement with Ordnance Factory Katni, which shall interalia contains 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 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. No correspondence will be entertained in this regard.
 20. The candidates called 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 incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated cancelled.
 21. 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.
 22. LAST DATE TO APPLY:- Within 21 days from the date of publication of advertisement in Employment News.
 23. CONTACT US:- In case of any problem faced by the candidates in filling up the application, they may contact to Finance & Accounts department of Ordnance Factory Katni over phone number: 08319791387(Sanjay Kumar Wankhede /Junior Works Manager), 07622 221621-25 (Telephone exchange OF Katni), between 09:00 AM to 06:00PM on any working day, i.e., Monday to Saturday.
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Executive Director
Ordnance Factory Katni
(a Govt. of India enterprises)
Ministry of Defence
Distt. Katni (M.P.),
PIN - 483504

APPLICATION FORM FOR THE POST OF ASSISTANT EXECUTIVE (Finance & Accounts)

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
Class 10th					
Class 12th					
Graduation					
Post Graduation					
Intermedi ate Chartered Accountan cy					

Post Qualification Experience

Sl. No.	Name of the Organization	Central Govt./State Govt./PSU/Autonomous Body/Private	Grade/ Desig nation	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