



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



**DETAILED ADVERTISEMENT FOR THE POST OF 'ASSISTANT EXECUTIVE (FINANCE & ACCOUNTS)' ON CONTRACTUAL BASIS**

**ORDNANCE FACTORY AMBAJHARI, NAGPUR** 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(PIg-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 and expertise in manufacturing of ammunition hardware.

**ORDNANCE FACTORY AMBAJHARI, NAGPUR** is looking for enterprising, dynamic and experienced Indian National to work as '**ASSISTANT EXECUTIVE (FINANCE & ACCOUNTS)**'.

**Ordnance Factory Ambajhari / a unit of Yantra India Limited (hereinafter referred as YIL), DPSU under Ministry of Defence** is looking for enterprising, dynamic and achievement – oriented professional to work as '**Assistant Executive (Finance & Accounts)**' in **Ordnance Factory Ambajhari, Nagpur, Maharashtra** 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 Ambajhari / a unit of YIL** or any relaxation in case of any requirement for regular posts in **Ordnance Factory Ambajhari / 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 the Post:	<b><u>Assistant Executive (Finance &amp; Accounts)</u></b>
Number of Post:	<b>01</b>
Salary/Remuneration:	<b>Rs. 45,000/-</b>
Nature of Appointment:	<b>On Full time contractual basis</b>

**B. TERMS OF APPOINTMENT: -**

**Two years** (if required by the Company, can be extended further by 01 year at a time for 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: (only if required):-**

Company accommodation, if available, will be provided. However, License fee 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/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, 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 01/01/2026)

**(4) NATIONALITY:-** Should be Citizen of India.

**(5) PLACE OF POSTING:-**

**Ordnance Factory Ambajhari, Nagpur** / a unit of YIL. However, 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-7 officers of YIL during official tour.

**F. WORKING HOURS:-** Working hours will be as per the office timings of **Ordnance Factory Ambajhari** / a unit of YIL. If required, as per exigencies of work, he/she would 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 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(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 & 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 Ambajhari** / 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 Ambajhari** 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 Ambajhari** / a unit of YIL.
15. The services of Assistant Executive (Finance & Accounts) appointed at **Ordnance Factory Ambajhari** / a Unit of YIL, may also be utilized at YIL-HQ as and when required.

#### **H. 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 Ambajhari, Ambajhari, Nagpur-440021. In addition to application by Speed Post/Courier, an advance scanned copy of the application form along-with the enclosures must be sent to **ofaj.ofb@ord.gov.in** clearly mentioning in the subject heading as '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 Ambajhari** 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) Documents in support of educational qualification.
- b) Documents in support of experience.
- c) 10<sup>th</sup> Standard Passing Certificate/Matriculation Certificate/School Leaving Certificate indicating Date of Birth.



d) Any one of the Photo identity proofs viz., Aadhar Card/Valid Driving License/Voter ID/Government issued ID.

e) Any other documents (as per requirement)

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 INSTRUCTION TO THE CANDIDATES: -**

1. The appointment shall be on full time contract basis for 02 years (extendable further by 02 year and maximum up to 04 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 Ambajhari**.
3. The Contract shall not confer any rights or claim of extension/absorption in the **Ordnance Factory Ambajhari**.
4. The decision of the **Ordnance Factory Ambajhari** 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 Ambajhari**.
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;

**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 to **Ordnance Factory Ambajhari**.
7. During the contract period, other assignment/consultancy of any type will not be permitted.
  8. The Assistant Executive (F&A) will maintain highest standards of integrity, transparency, competitiveness economy and efficiency while working as Assistant Executive (Finance & Accounts) in **Ordnance Factory Ambajhari**.
  9. The Assistant Executive (F&A) 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 (F&A) will be liable for suitable action.
  10. The Assistant Executive (F&A) 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 Ambajhari**.
  11. The normal working hours shall be from 09 AM to 06 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 Ambajhari** reserves the right to terminate the **Assistant Executive(F&A)**'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 Ambajhari** 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 Ambajhari**, which shall, interalia, 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 past 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.

**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 being faced by the candidates in filling up the application, they may contact to HR department of **Ordnance Factory Ambajhari** over phone number: **0712-239-3313/14/15** on any working day from Monday to Friday between 09.30 AM to 05.30 PM or between 09.30 AM to 12.30 PM on Saturday.

**Executive Director  
Ordnance Factory Ambajhari,  
Nagpur - 440021**



**APPLICATION FORM FOR THE POST OF**

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Name (in full and BLOCKCAPITALS)		<div style="border: 1px solid black; padding: 10px; text-align: center;">Please paste a recent colour passport size photograph</div>	
Father's/Spouse Name			
Gender			
Category (where posts are reserved for a particular category)			
Nationality		Age as on ..... (Cut off date as mentioned in Advt.)	
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	

**Signature of the applicant**



**EDUCATIONAL QUALIFICATION:**

Qualification	Specialization (if applicable)	Year of Passing	Name of the Institute	Board/ University	% of Marks
10 <sup>th</sup>					
12 <sup>th</sup>					
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	

**Signature of the applicant**



**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**