सशस्त्र सेनाओं का सशक्तिकरण

EMPOWERING THE ARMED FORCES

YANTRA INDIA LIMITED
A GOVERNMENT OF INDIA ENTERPRISE
MINISTRY OF DEFENCE
CIN-U35303MH2021GOI365890

Detailed Advertisement for the post of Consultant (Budget) for Yantra India Limited Headquarters, Nagpur on Contractual Basis [EN No.27/88]

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.

YIL is looking for an enterprising, dynamic and achievement - oriented Retired Central Government Employee/Ministry/Department/CPSE/DPSU who has hold post of Level-7 or equivalent and above with Graduation degree in any discipline with relevant experience in Budgeting, in Corporate Headquarter at Nagpur (Maharashtra) or any of its unit 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 YIL or any relaxation in case of any requirement for regular posts in YIL.

A. DETAILS OF VACANCY:-

Name of the Post	Consultant (Budget)
Number of Post:	01 (One)
Remuneration:	As per Ministry of Finance Department of Expenditure OM No. 3-25/2020-E.IIIA, dated 09/12/2020 + Transport Allowance + TA/DA as admissible at the time of retirement (For official tours only)
Nature of Engagement:	On Full time contractual basis

B. TERMS OF APPOINTMENT:-

Engagement on full time contractual basis, initially for the period of 1 year [if required by the company, can be extended further for another one year and the maximum up to 2 years (01 year original and 01 year extension) on yearly basis after appraisal and review]

C. TOTAL EMOLUMENT:-

As per Ministry of Finance Department of Expenditure OM No. 3-25/2020-E.IIIA, dated 09/12/2020 + Transport Allowance + TA/DA as admissible at the time of retirement (For official tours only).

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 QUALIFICATION & EXPERIENCE

Only retired central government employee/Ministry/Department/CPSE/DPSU who has hold post of Level-7 or equivalent and above with graduation degree in any discipline having minimum 3 years experience in the field of Budgeting.

2. **AGE LIMIT:-** Maximum 64 Years as on date of Publication of Advertisement in the Employment News. (No extension would be given / applicable beyond 65 years of age)

3. **NATIONALITY:-** Should be Citizen of India.

F. PLACE OF POSTING:-

Yantra India Limited HQ, Nagpur, Maharashtra or any of its unit. However, he/she may be deputed for official work to any of the units. TA/DA shall be paid to incumbent as was admissible at the time of retirement (for official tour only).

G. WORKING HOURS:-

If posted at YIL HQ, working hours (Monday to Friday) will be as per the office timing of YIL Corporate Headquarter and if posted at any of the unit, working hour (Monday to Saturday) will be as per the office timing of that unit. If required, as per exigencies of work, he/she may be asked to attend the office on Saturday/Sunday or other Holidays without any additional compensation.

H. JOB PROFILE:-

i. The Budgetary Estimate, Revise Estimate and Modified Appropriation meeting are the regular meeting of Finance Division in which physical presence of a Consultant (Budget) at YIL-HQ for participation in the Budget Meetings and necessary interaction with the representatives of the factories & Finance Division of YIL-HQ is very much required, also the advice of Consultant F&A (Budgeting) is being taken on various issues related to working out of total budget requirement of all units under YIL and HQ.
ii. To assess and review the Budget fund requirement of factories against various heads of expenditure.
iii. To review the fund finalized by YIL HQ against various heads of expenditure for YIL units during Budget review meeting.
iv. Review & computation of month-wise utilization of funds in Revenue Expenditure for the YIL units
v. To access & review Stock position/Inventory, Value of Issue, reasons of shortfall of targeted VOI of YIL Units, Cost of Production and Profit & Loss of YIL Units etc.
vi. Review of trend of Income & Expenditure in respect of VOI, COP, FA, FC, WIP, SIH and Material Consumption to Cost of Production ratio.
vii. To assess and review the total outstanding Assets/Liabilities in Store and Non-Store purchase.
viii. Identification of new class code/ nomenclature for better identification of expenditure & income to make them functional.
ix. Preparation & reporting of Budget data for all YIL Units under YIL-HQ.

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A. HOW TO APPLY:-

i. 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 Director (HR), YANTRA INDIA LIMITED, Corporate HQ, Yantra India Limited, Ambajhari, Nagpur - 440021, Maharashtra. 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,** clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF CONSULTANT (BUDGET)'.

ii. 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.

iii. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.

iv. 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 canceled.

v. 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.

vi. The decision of YIL 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 inquiry/correspondence will be entertained in this regard.

B. SELECTION PROCESS:-

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

C. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:-

i. Document showing that candidate is a retired central Government employee /Ministry/Department/CPSE/DPSU, who has hold post of Level-7 or equivalent or above.

ii. Graduation Certificate.

iii. Documents in support of experience (in chronological order). (Training/Internship period will not be counted as experience). Candidate may submit Experience Certificate for experience in Budgeting for a period of minimum 03 years from his parent department or self-certified certificate for having experience of minimum 03 years in the field of Budgeting.

iv. 10th Standard Passing Certificate/Matriculation Certificate/School leaving certificate indicating Date of Birth.

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

vi. 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:-

i. Engagement on full time, contractual basis, initially for the period of 1 year [if required by the company, can be extended further for another one year and the maximum up to 2 years (01 year original and 01 year extension) 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.

ii. The finally selected candidates will have to sign a contractual agreement with YIL.

iii. The Contract shall not confer any rights or claim of extension/absorption in the Company.

iv. The decision of the YIL about the mode of selection, short listing of candidates for written test/interview etc. shall be final and binding.

v. The process of engagement/recruitment can be canceled at any stage on the discretion of the Competent Authority of Yantra India Limited.

vi. 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 afterhis/her appointment for services to YIL.

vii. During the contract period, other assignment/consultancy of any type will not be permitted.

viii. The Consultant (Budget) will maintain highest standards of integrity, transparency, competitiveness economy and efficiency while working as Consultant (Budget) in Yantra India Limited.

ix. The Consultant (Budget) 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 Consultant (Budget) will be liable for suitable action.

x. The Consultant (Budget) 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 his/her engagement as ' Consultant (Budget)' in the Yantra India Limited.

xi. The normal working hours shall be from 09:00 A.M. to 06:00 P.M. (Monday to Friday), if posted at YIL HQ and if posted at any of the unit, working hour (Monday to Saturday) will be as per the office timing of that unit. If required, as per exigencies of work, he/she may be asked to attend the office on Saturday/Sunday or other Holidays without any additional compensation. 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.

xii. 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.

xiii. Female personnel will be entitled to maternity benefits as per the provisions under the Maternity Benefit Act, 1961.

xiv. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.

xv. Yantra India Limited reserves the right to terminate Consultant (Budget)'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.

xvi. Yantra India Limited reserves the right to accept or reject in part or full or all the responses (applications) without assigning any reasons whatsoever.

xvii. Decision of selection Committee will be final and binding on all applicants.

xviii. The finally selected candidate will have to sign a contractual agreement with Yantra India Limited, which shall interalia contains the clause of confidentiality and non-disclosure.

xix. The Contract shall not confer any rights or claim of extension/absorption in the Company.

xx. The decision of the 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.

xxi. 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 canceled.

xxii. 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.

xxiii. LAST DATE TO APPLY:- Within 15 days from the date of publication of advertisement in Employment News.

xxiv. CONTACT US:- In case of any problem faced by the candidates in filling up the application, they may contact to HR department of Yantra India Limited over phone number: 0712 239 1079 between 09:00AM to 06:00PM on any working day, i.e., Monday to Friday.

Director (HR)
Yantra India Limited
(a Govt. of India Enterprises)
Ministry of Defence
Ambajhari, Nagpur-440 021

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APPLICATION FORM FOR THE POST OF CONSULTANT (BUDGET)

Name (in full and CAPITAL letter)			Please paste a recent colour passport size photograph
Father's / Spouse Name			
Gender			
Nationality			
Date of Birth:		Age on dt. of Advt. in Employment News	
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					
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	

Details of Computer/IT Skills: _____

_____

_____

NOTE:

A. Please sign across the photo pasted on the first page of Application Form.

B. 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.

C. Self-attested photocopies of all the documents specified in the notification should be attached with the application.

D. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.

E. 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 stageof 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