

ADVERTISEMENT

Metal & Steel Factory, Ishapore
A Government of India Enterprise
Ministry of Defence
A unit of Yantra India Limited

PO: Ishapore–Nawabganj Dist.- 24 Parganas (North), West Bengal -743144

Detailed Advertisement for the post of Executive (Finance & Accounts) for Metal & Steel Factory under YIL on Contractual Basis

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.

Metal & Steel Factory / a unit of YIL is looking for an enterprising, dynamic and achievement-oriented professional to work as Executive (Finance & Accounts), in **Ishapore, PO – Ishapore-Nawabganj, North 24 Parganas, West Bengal- 743144** on Fixed Term contract basis. Applications in the prescribed format are invited for the said 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 **Metal & Steel Factory / a unit of YIL** or any relaxation in case of any requirement for regular posts in **Metal & Steel Factory / 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	Executive (Finance & Accounts)
Number of Post:	01(One)
Remuneration:	Rs.1,20,000- (Fixed/Consolidated) / Per month
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 Two years (after appraisal & review).

[Cont.... 02]

C. **TOTAL EMOLUMENT :-**

Total consolidated monthly emolument shall be Rs. 1,20,000/- (Fixed) for first two years & Rs.1,30,000/- (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:-**

Member of Institute of Chartered Accountants of India (ICAI) or Member of Institute of Cost Accountants of India (ICMAI).

(2) **POST QUALIFICATION EXPERIENCE :-**

Nature of 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 minimum 05 (Five) years relevant experience (post qualification) in any organization after becoming member of ICAI/ ICMAI.

(3) **AGE LIMIT:-** Maximum 45 years (as on 01.07.2025)

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

(5) **PLACE OF POSTING:-** Metal & Steel Factory / a unit of YIL. However, may be deputed for official work to any of the units of YIL /YIL HQ. The Hotel charges / local conveyance charges payable shall be equivalent to JTS / STS level officers of YIL during official tour.

F. **WORKING HOURS:-** Working hours will be as per the office timing of Metal & Steel Factory / 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. **LEAVE:-** Leave shall be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

H. **JOB PROFILE :-**

The roles and responsibilities shall broadly cover the following:

1. He/She is responsible for looking after the overall activities related to Finance and Accounts of Metal & Steel Factory / a unit of YIL.
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 the accounting entries, related to receipt, payment expenses and revenue and sales on a 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 **Metal & Steel Factory / 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 on financial planning and forecasting coordinating with the operations, sale and other functions of **Metal & Steel Factory /a unit of YIL**.
11. Facilitate audit from external auditors as per the requirements of Companies Act 2013.
12. Guide **Metal & Steel Factory / a unit of YIL** in the CAG audit and prepare replies to the queries raised during the CAG Audit and assist **Metal & Steel Factory / 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 **Metal & Steel Factory / a unit of YIL** and exercise strict confidentiality of **Metal & Steel Factory / 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 **Metal & Steel Factory / a unit of YIL**.
20. Ensure meeting the requirement with regards to the potential differences between the relevant accounting standards applicable at **Metal & Steel Factory / a unit of YIL** and the existing accounting policies followed by YIL and assisting **Metal & Steel Factory / a unit of YIL** in documenting significant GAAP 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 gathered by **Metal & Steel Factory / a unit of YIL** to apply these applicable accounting standards.
22. Providing comments and observations in response to **Metal & Steel Factory / 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. Assist to management in Cost accounting and Budget preparation.
24. Providing comments on the draft financial statements and related disclosures requirements of the applicable accounting standards and ensure its compliance.
25. Preparation of financial statements disclosure checklist.
26. 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.
27. Any other matters relating to the financial accounting assignment of **Metal & Steel Factory / a unit of YIL.**
28. All the activities related to Income Tax/ Goods & Service Tax/ Professional Tax and any other direct or indirect tax related work.
29. Liaisoning with YIL / Headquarters (Finance Division) whenever required.

I. HOW TO APPLY:-

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/Officer In-Charge**, Metal & Steel Factory and PO: Ishapore–Nawabganj, Dist.- 24 Parganas (North), West Bengal - 743144.

In addition, an advance scanned copy of the application form along-with the enclosures may be sent via email msf@ord.gov.in clearly mentioning in the subject heading '**APPLICATION FOR THE POST OF EXECUTIVE (FINANCE & ACCOUNTS)**'.

- a. Hardcopy 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.
- b. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
- 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, application will be liable to be cancelled subject to confirmation of forgery.
- 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 the Unit in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s) or interview(s) shall be final and binding on the candidates and no inquiry/correspondence will be entertained in this regard.

J. SELECTION PROCESS:-

Selection to the above post will be based on performance in examination or Personal Interview by a Selection Committee and meeting of required criterion specified.

Documents to be attached with the Application: -

- a) Educational & experience certificates as mentioned above.
- b) 10th Standard Passing Certificate /Matriculation Certificate indicating Date of Birth.
- c) Any one of the Photo identity proof viz. Aadhar Card / PAN Card /Valid Driving License / Voter ID / Government issued ID.
- d) 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.

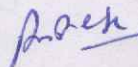
K. GENERAL INSTRUCTION TO THE CANDIDATES:-

1. 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 a time, i.e. maximum up to two years (after appraisal & review)). The Candidate's services can be terminated by MSF/YIL by giving one month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of MSF/YIL, he/she shall have to give three months' notice to MSF/YIL or pay three months' salary in lieu thereof.
3. **The finally selected candidates will have to sign a contractual agreement with MSF/YIL and shall be liable for posting anywhere in India as per the vacancies notified above**, keeping in consonance the provisions of the Factory Act, 1948 & State Government Statutes / Acts / guidelines / rules / regulations, etc., in vogue.
4. The Contract shall not confer any rights or claim of extension/absorption in the Company.
5. The recommendation of the MSF/ YIL about short listing of candidates for Personal Interview etc. shall be final and binding.
6. At any stage of appointment or later, if a candidate is/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.
 In addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
 - a) Debarred with permanently or for a specified period from any examination/recruitment and/or;
 - b) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services to MSF/YIL.
His / Her candidature of the post will be rejected and no further claim will be accepted.
7. The process of engagement/recruitment can be cancelled at any stage on the discretion of the Competent Authority of MSF.
8. During the contract period, other assignment/consultancy of any type will not be permitted.
9. The Executive (Finance & Accounts) will maintain highest standards of integrity, transparency, competitiveness economy and efficiency while working as Executive (Finance & Accounts) in MSF.
10. The 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 Executive (Finance & Accounts) in MSF.
11. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
12. Decision of Selection Committee will be final and binding on all applicants.

13. 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.

L. LAST DATE TO APPLY:- 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 Establishment Section of Metal & Steel Factory over phone number: (033) 2593-8400 TO 8407, 2593 8411, 2593 8412 (Extn – 2522) between **9:00 am to 05:00 pm on any working day.**



(Avishek Kumar)
Asst. Works Manager/AVK
For Executive Director
Metal & Steel Factory
PO: Ishapore–Nawabganj
Dist.- 24 Parganas (North)
West Bengal -743144

FORMAT OF APPLICATION

To
The Executive Director
Metal & Steel Factory
PO – Ishapore Nawabganj
Dist – North 24 Parganas
West Bengal -743144.

Sub:- **Application For The Post of Executive (Finance & Accounts)**

Ref:- _____ Newspaper Advt. _____ dated _____

Full Name of The Candidate (In Block Letters) [As Written in Madhyamik (Class-X Pass) Certificate]		Affix recent Passport size colour photograph duly self signed such that signature is partly on application form.	
Father's / Spouse Name			
Gender			
Nationality		Age as on 01-07-2025	
Date of Birth		Language Known	
Aadhar No.		Identification Proof	

Address for Communication

House No./ Flat No.			
Street			
Nearest Railway 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
10th					
12 th					
Graduation					
Post- Graduation					
Any other					

Post Qualification Experience

Sl. No.	Name of Organisation	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.

List of Enclosures:

- (a) Proof of Date of Birth (10th Standard Passing Certificate / Matriculation Certificate)
- (b) Educational Certificates
- (c) Experience Certificate, if any.
- (d) Aadhar Card / PAN Card / Valid Driving License / Voter ID / Government issued ID.
- (e) If employed, no objection certificate (in original).
- (f) 02 copies of self signed passport size colour photograph

All the documents mentioned at Sl. No. (a) to (d) must be self attested.

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 services of my previous Organisation(s).

Place :
Date:

*Signature of the applicant

(*) Unsigned applications will be summarily rejected.

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Metal & Steel Factory, Ishapore
A Government of India Enterprise
Ministry of Defence
A unit of Yantra India Limited

PO: Ishapore–Nawabganj Dist.- 24 Parganas (North), West Bengal -743144

Detailed Advertisement for the post of Assistant Executive (Finance & Accounts) for Metal & Steel Factory under YIL on Contractual Basis

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.

Metal & Steel Factory / a unit of YIL is looking for an enterprising, dynamic and achievement-oriented people who has passed Intermediate Chartered Accountancy Exam / Cost & Management Accountancy exam to work as Assistant Executive (Finance & Accounts), in **Metal & Steel Factory / a unit of YIL**, under YIL on Fixed Term contract basis. Applications in the prescribed format are invited for the said 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 **Metal & Steel Factory / a unit of YIL** or any relaxation in case of any requirement for regular posts in **Metal & Steel Factory / 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 each of our 10 units including YIL HQ. 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:	02 (Two)
Remuneration:	Rs.45,000/- (Fixed / Consolidated) / Per month
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 two years (after appraisal & review).

[Cont.02]

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 / Cost & Management 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:- Metal & Steel Factory / a unit of YIL. However, they may be deputed for official work to any of the units of YIL / YILHQ 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 Metal & Steel Factory / 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. LEAVE:- Leave shall be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

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 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 **Metal & Steel Factory / a unit of YIL** and exercise strict confidentiality of **Metal & Steel Factory / a unit of YIL** data.
9. Assist the Executive(s) in preparation of memos, checklists as per applicable accounting standards and Schedule III.
10. Assist the Executive(s) 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 **Metal & Steel Factory / a unit of YIL**.
13. Assist the Executive(s) to management in Cost accounting and Budget preparation.
14. 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.
15. Any other work being assigned by the concerned officers of Finance & Accounts Division of **Metal & Steel Factory / a unit of YIL**.

I. HOW TO APPLY:-

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/Officer In-Charge**, Metal & Steel Factory and PO: Ishopore–Nawabganj, Dist.- 24 Parganas (North), West Bengal - 743144.

In addition, an advance scanned copy of the application form along-with the enclosures may be sent via email msf@ord.gov.in clearly mentioning in the subject heading '**APPLICATION FOR THE POST OF ASSISTANT EXECUTIVE (FINANCE & ACCOUNTS)**'.

- a. Hardcopy of the Application is to be submitted along-with 02 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.
- b. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.

- 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, application will be liable to be cancelled subject to confirmation of forgery.
- 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 the Unit in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s) or interview(s) shall be final and binding on the candidates and no inquiry/correspondence will be entertained in this regard.

J. SELECTION PROCESS:-

Selection to the above post will be based on performance in examination or Personal Interview by a Selection Committee and meeting of required criterion specified.

Documents to be attached with the Application: -

- a) Educational & experience certificates as mentioned above.
- b) 10th Standard Passing Certificate /Matriculation Certificate indicating Date of Birth.
- c) Any one of the Photo identity proof viz. Aadhar Card / PAN Card /Valid Driving License / Voter ID / Government issued ID.
- d) 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:-

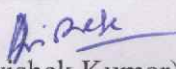
1. Candidate must be a Citizen of India.
2. The appointment shall be on full time contract basis for two years (extendable further by one year and maximum up to two years). The Candidate's services can be terminated by MSF/YIL by giving one month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of MSF/YIL, he/she shall have to give three months' notice to MSF/YIL or pay three months' salary in lieu thereof.
3. **The finally selected candidates will have to sign a contractual agreement with MSF/YIL and shall be liable for posting anywhere in India as per the vacancies notified above**, keeping in consonance the provisions of the Factory Act, 1948 & State Government Statutes / Acts / guidelines / rules / regulations, etc., in vogue.
4. The Contract shall not confer any rights or claim of extension/absorption in the Company.
5. The recommendation of the MSF / YIL about short listing of candidates for Personal Interview etc. shall be final and binding.
6. 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.
 In addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
 - a) Debarred with permanently or for a specified period from any examination/recruitment and/or;
 - b) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services to MSF/YIL.

His / Her candidature of the post will be rejected and no further claim will be accepted.

7. The process of engagement/recruitment can be cancelled at any stage on the discretion of the Competent Authority of MSF.
8. During the contract period, other assignment/consultancy of any type will not be permitted.
9. The Assistant Executive (Finance & Accounts) will maintain highest standards of integrity, transparency, competitiveness economy and efficiency while working as Assistant Executive (Finance & Accounts) in MSF.
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 MSF.
11. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
12. Decision of Selection Committee will be final and binding on all applicants.
13. 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.

L. **LAST DATE TO APPLY:-** 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 Establishment Section of Metal & Steel Factory over phone number: (033) 2593-8400 TO 8407, 2593 8411, 2593 8412 (Extn - 2522) between **9:00 am to 05:00 pm on any working day.**


(Avishek Kumar)
Asst. Works Manager/AVK
For Executive Director
Metal & Steel Factory
PO: Ishapore-Nawabganj
Dist.- 24 Parganas (North)
West Bengal -743144

FORMAT OF APPLICATION

To
The Executive Director
Metal & Steel Factory
PO – Ishapore Nawabganj
Dist – North 24 Parganas
West Bengal -743144.

Sub:- **Application For the Post of Assistant Executive (Finance & Accounts)**

Ref:- _____ Newspaper Advt. _____ dated _____

Full Name of the Candidate (In Block Letters) [As Written in Madhyamik (Class-X Pass) Certificate]		Affix recent Passport size colour photograph duly self signed such that signature is partly on application form.	
Father's / Spouse Name			
Gender			
Nationality		Age as on 01-07-2025	
Date of Birth		Language Known	
Aadhar No.		Identification Proof	

Address for Communication

House No./ Flat No.			
Street			
Nearest Railway 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
10th					
12 th					
Graduation					
Post- Graduation					
Any other					

Post Qualification Experience

Sl. No.	Name of Organisation	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.

List of Enclosures:

- a) Proof of Date of Birth (10th Standard Passing Certificate /Matriculation Certificate)
- b) Educational Certificates
- c) Experience Certificate, if any.
- d) Aadhar Card / PAN Card /Valid Driving License / Voter ID / Government issued ID.
- e) If employed, no objection certificate (in original).
- f) 02 copies of self signed passport size colour photograph

All the documents mentioned at Sl. No. (a) to (d) must be self attested.

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 services of my previous Organisation(s).

Place :

Date:

*Signature of the applicant

(*) Unsigned applications will be summarily rejected.