



Yantra India Limited  
A Government of India Enterprise  
Ministry of Defence  
CIN-U35303MH2021GOI0365890

**DETAILED ADVERTISEMENT FOR ENGAGEMENT OF PROFESSIONALS  
ON FIXED TERM CONTRACT BASIS**

**Last Date for Receipt of Applications–15 days from the date of publication of advertisement in employment news.**

**Yantra India Limited (YIL)** is a Defence Public Sector Enterprise (CPSE) under the Ministry of Defence, Government of India, carved out of Ordnance Factory Board (OFB).

YIL, is a leading manufacturer of various hardware / components for Small to High Calibre Ammunition, Aluminium Bridges, Ferrous and Non-Ferrous raw material & components, Armoured Steel Castings, Ammunition Launchers and Ammunition Packing Boxes etc. Units under Yantra India Limited undertake manufacturing, design, development and sales activities, with the expertise spanning over 150 years.

Applications are invited from professionals for the following positions on fixed term contract basis:

<b>Sl.No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Post	CONSULTANT (BUDGETING)
2	No. of Vacancy	01
3	Age	Maximum 65 years (on the date of advertisement)
4	Eligibility & Qualification	Only Retired Central Government Employee / Ministry / Department / CPSE / DPSU who was holding post of level 7 or equivalent and above with Graduate degree in any discipline.
5	Experience	Minimum 5 years of experience in budget area in any Central Govt. / Ministry / Department / CPSE or DPSU.
6	Nature of responsibilities	Job Requirement and Skill Competency required for the post are attached as Annexure – 'A'
7	Tenure	01 Year (extendable by 1 year on mutual agreement)
8	Place of Posting	Yantra India Limited Headquarters or its units
9	Remuneration	The remuneration shall be fixed by deducting the amount of basic pension from the pay drawn at the time of retirement as per Deptt. of Expenditure, Ministry of Finance OM No. 3-25/2020-E.IIIA dtd.09/12/2020 + Transportation Allowance + TA/DA as admissible at the time of retirement (for official tours only).

### **How to apply**

**1.** Interested candidates shall submit their application form (in Hard Copy along with enclosure, super-scribing the envelope with the name of the post applied for) as per the prescribed format attached here with (Annexure-B) along with self attested copies of evidence for proof of age, qualification, experience last drawn pay including level / grade or CTC as applicable etc., and post them through speed post/courier service to the **Director(HR), YANTRA INDIA LIMITED, Corporate HQ, Yantra India Limited, Ambajhari, Nagpur-440 021, Maharashtra**. In addition to application by speed post/courier, an advance scanned copy of the application form along-with the enclosures is to be sent to **careers@yantraindia.co.in**, clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF CONSULTANT (BUDGETING)'. **Last date for receipt of Application at YIL HQ: 15 days from the date of publication of advertisement in Employment News.**

**2.** Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/ surname/, spelling mentioned in the Application cum Bio-data and in educational/ professional qualification certificates, application will be liable to be cancelled. YIL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication. Decision of YIL in this regard will be final.

**3.** Applicants are requested to enter his/her active email address and mobile phone number which should be valid and operational, as all important communications will be sent to this email or mobile number. The engagement of above professionals on contract basis will be subject to the terms and conditions attached as **Annexure-C**. **All the candidates are required to go through the terms and conditions thoroughly before filling their applications.**

**JOB REQUIREMENT / SKILL COMPTENCY REQUIRED FOR THE POST**

The responsibilities would include, but not be limited to, the following:

1. Preparation of Budget for YIL HQ and imparting necessary training for preparation of Budget Estimates and Monitoring of cash flow.
2. Preparation of various standard formats for Budget and working out of total fund requirement of units under YIL and YIL HQ through assessment of Budget Projected by factories / units.
3. Methodology for allocation of funds to factories / units against Minor Head and Class code under Revenue and Capital Budget.
4. Working out the total estimated expenditure and Income of the factories/units based upon the Value of Issue, Cost of Production, Inventory Status and other relevant parameters like available SMH, Piece Work Profit etc.
5. Preparation of Monthly & quarterly Expenditure & Income report for assessment of financial performance of a factory/unit.
6. Participation in budget Meeting with the factories/units to assess/evaluate the projection of demand for fund by the factories.
7. Preparation of reports showing reasons for variation between Actual expenditure and Budget estimate.
8. Furnishing of timely inputs for reply to audit queries.
9. Devising methodology to contain the total expenditure within the estimated value (through liaison with the factories/units, coordination with Operating Division for monitoring utilization of funds against allotment made, assessment of fund requirement and other budget management related activities.
10. Arranging Budget Meeting with Factories to review requirement of fund in current year RE and preparation next year BE.
11. Production/presentation of historical data to predict the trend of expenditure of the factories/units.

Advt. No. and Date.....

**Annexure- B**

APPLICATION FOR THE POST OF .....



<b>SL NO</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1	NAME (in Block Letters)	
2	FATHER's/MOTHER's/HUSBAND's NAME	
3	GENDER	
4	DATE OF BIRTH (DD/MM/YYYY) AGE IN YRS. / MONTHS. AS ON THE DATE OF ADEVERTISEMENT	
5	HIGHEST QUALIFICATION	
6	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADEVERTISEMENT	
7	DATE OF RETIREMENT / SEPARATION FROM THE LAST EMPLOYMENT	
i	NAME OF THE COMPANY/ DEPARTMENET FROM WHICH RETIRED	
ii	WHETHER CPSE / STATE PSU / GOVT. DEPARTMENT	
iii	POST HELD ON REGULAR (SUBSTANTIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) ON THE DATE OF RETIREMENT / SEPARATION.	
IV	NAME OF THE COMPANY WHERE CURRENTLY ENGAGED WITH	
V	DATE FROM WHICH ENGAGED	
9	PRESENT ADDRESS FOR COMMUNICATION	
10	PERMANENT ADDRESS	
11	TELEPHONE/MOBILE NO.	
12	E MAIL	
13	AADHAAR NUMBER/PAN NUMBER	

**14. EDUCATIONAL QUALIFICATIONS**

Sl. No.	Degree Held (Discipline)	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated institute/university

**15. PARTICULARS OF EXPERIENCE**

Name of the Company / Organization	Post Held	Period of Employment		Pay Scale / Level & Grade Pay in case of PSUs/ Govt. Depts.	CTC (In Rs.) in other cases	Major Responsibilities
		From	To			

Additional information if any which you would like to mention in support of your suitability for the post.

**Declaration:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Date:**

**Signature of the candidate**

**Place:**

**(Documents to be enclosed (whichever applicable))**

- a. Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate / Birth Certificate).
- b. Educational Certificates – Mark sheets & Degree (Graduation, Post-Graduation)
- c. Work experience –
  - a) Joining-Relieving Letter from Company/Organization.
  - b) Experience /Service Certificate issued by Company/Organization. (It should indicate date of joining and date of relieving from each organization where worked).
  - c) Salary Certificate together with ITR or Form-16 A issued by present / past employer(s).

**TERMS AND CONDITIONS FOR ENGAGEMENT OF CONSULTANT (BUDGETING) ON FIXED TERM CONTRACT**

i. **Selection Process:** Selection will be based on Screening of candidates on the basis of qualification and experience and/or performance in the interview/interaction.

(i) **SCREENING:** Screening of Applications will be done by a Screening Committee constituted for that purpose. Candidates are required to fill in the Application Form (attached with the advertisement) complete in all respects. The Application Form duly filled in has to be submitted to YIL/HR either through Speed Post and an advanced copy is to be sent through mail on the given mail ID. Candidates found eligible after screening may be shortlisted for Interview. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

(ii) **INTERVIEW:**

- If required, Personal Interview/interaction will be conducted.
- The offer of engagement shall be issued to the suitable candidates in the order of merit and based on the number of vacancies and will be subject to verification of antecedents as per Govt. of India guidelines.

(iii) All such engagements will be recommended by a Selection Board constituted by the Chairman & Managing Director/YIL.

(iv) **DECLARATION OF RESULT OF SELECTION:**

- Only those candidates who are shortlisted may be called for interview (physical/virtual).
- The candidates shortlisted for interviews will be intimated through email and call letters will be sent to their e-mails.
- Candidates are requested to print the call letter and comply with the instructions indicated therein.
- The results of the final selection, either on the basis of qualification and experience and/or interview, will be published on YIL website/intimated through e-mail.

**B. Tenure:**

The tenure of contract engagement on full time basis will be normally for the period specified in the advertisement against each post, which may be extended depending on the performance and requirements.

**C. Qualification:**

Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.

**D. Documentary Evidence for Work Experience:**

The candidate is required to submit experience certificate/documentary evidence for establishing work experience as mentioned below:

i. **FOR PAST EMPLOYMENT:**

The submission of Work Experience Certificate indicating the date of joining, date of relieving, pay last drawn, pay scale with duration and nature of jobs / specific areas of experience / experience

in the relevant fields / Projects handled etc. is compulsory for all the past employments which the candidate is mentioning in the application form. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature. So, candidates are advised to ensure that the experience certificate indicating the date of joining, date of relieving and other details as mentioned above is attached for minimum requisite experience details mentioned in the application form.

**ii. FOR CURRENT EMPLOYMENT**

1. Experience Certificate with all the details mentioned above

**OR**

2. Offer letter/ Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form

**OR**

Offer letter / Appointment letter where date of joining is not mentioned along with any other document issued by the employer (including pay slip / identity card issued by employer) where date of joining is clearly mentioned.

**And**

3. Proof of continuity of present employment – Latest Pay slips for three months.

**NOTE:**

1. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at Sl No. 2 & 3 to clearly prove the continuity in the job.

2. Self-declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc. will not be considered / accepted.

3. Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

**OTHER TERMS AND CONDITIONS**

1. Candidate must be a citizen of India.

2. The finally selected candidate will have to sign a contractual agreement with YIL.

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

4. The decision of the YIL 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.

5. 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.

6. 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.

7. At any stage of appointment or later, if a candidate is 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 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 YIL.

8. **The engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy. This engagement will not entitle any candidate to claim for regular/permanent employment in the Company.** Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration.

9. The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.

10. Total paid leave admissible shall be 1.5 days per completed month of service.

11. Dearness Allowance, HRA or any other allowances shall not be admissible. No accommodation and medical facilities will be admissible.

12. TA, DA while on official tour will be paid on case-to-case basis. In case of retired Govt./ CPSE personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case-to-case basis with the approval of Competent Authority. Company units will provide transit accommodation in their guest houses. Company units may also provide local transport.

13. The person engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.

14. He / She will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirement. The normal working time is from 0900hrs to 1800hrs from Monday to Friday.

15. **The engagement can be discontinued or terminated by either parties with two months' notice or two month's salary without assigning any reasons.**

16. **The cut-off date for experience will be the date of advertisement.**

17. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.

18. Only full-time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/ OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.



19. Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/appointment. **Canvassing in any form will disqualify the candidate.**
20. Candidate will have to bring an original valid Photo ID (Aadhaar Card etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for.
21. YIL also reserves the right to cancel/amend the advertisement and/or the selection process there under.
22. No TA/ DA shall be paid to any candidate for attending interview in YIL.
23. No correspondence will be entertained from the candidates not selected/ interviewed.
24. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not fulfill the criteria, his/her candidature / services are liable for rejection/ termination without notice.
25. Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on YIL website ([www.yantraindia.co.in](http://www.yantraindia.co.in)) and no separate press coverage shall be done for this purpose.
26. All disputes/cases related to this fixed term contract are subject to jurisdiction of courts at Nagpur only.
27. Management reserves the right to cancel / restrict /enlarge / modify / alter the selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
28. YIL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
29. **The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year.** All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E- mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website ([www.yantraindia.co.in](http://www.yantraindia.co.in)) for latest updates and view email regularly regarding call letters to shortlisted candidates.
30. Applications that are incomplete, not in prescribed format, not legible, without the required certificates, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
31. For any queries regarding this fixed term contract, please send **E-mail to [hr.hq@yantraindia.co.in](mailto:hr.hq@yantraindia.co.in) or contact at 0712-239-1079 on all working days from 9.00 AM to 06.00 PM (Monday to Friday).**
32. Clarifications/Decisions of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
33. Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

**YIL's DECISION FINAL:**

The decision of Chairman & Managing Director, YIL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and engagement of selected candidates will be final and binding on the candidates and no query/ correspondence will be entertained in this regard.

**Last date for receipt of Application at YIL Headquarters: 15 days from the date of advertisement.**

**Contact Us:**

In case of any problem faced by the candidates in filling up the application, they may contact to HR department of YIL over phone number: 0712-2391079 between **9 AM to 6 PM on any working day, i.e., Monday to Friday**

**DIRECTOR (HR)**  
**Yantra India Limited**  
**(A Govt. of India Enterprises)**  
**Ambajhari, Nagpur**

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