



India Optel Limited
A Government of India Enterprise
Ministry of Defence
CIN-U31909UR2021GOI012802

Web: www.indiaoptel.in.

Engagement of Finance Professionals on Fixed Term Contract Basis at India Optel Limited HQ Dehradun

Advertisement No.:- IOL/HQ/HR/04/FP&EM/2023

India Optel Limited (IOL), a Schedule 'B' Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Headquarters at Raipur, Dehradun (Uttarakhand), incorporated under Companies Act 2013, formed by transferring 03 Production units and 01 Non-Production unit of erstwhile Ordnance Factory Board.

IOL is an established manufacturer of Optical/Opto-Electronics Sights/Systems and Cables for Military and Para-military applications. The Company has promising future, its turnover and its paid up capital are on the rise. It offers great work environment & challenging opportunities for professionals to prove their mettle.

IOL is looking for enterprising, dynamic and achievement - oriented Finance professionals to work as Senior Manager (Finance & Accounts) and Finance Assistant, in Corporate Headquarter at Dehradun (Uttarakhand) on Fixed Term contract basis.

Applications in the prescribed format are invited for the below indicated positions 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 IOL or any relaxation in case of any requirement for regular posts in IOL.

1. Details of the Vacancies:-

Sl. No.	Name of the Position	Number of position	Total Consolidated Remuneration (Per Month) (All Inclusive)	Age Limit
1.	Senior Manager (Finance & Accounts)	01(UR)	₹ 1,20,000/-	Max -40 Years.
2.	Finance Assistant	01 (UR)	₹ 45,000/-	Max- 35 Years.

2. Detailed Information of Vacancies:-

Senior Manager (Finance & Accounts):-

Name of the Position	Number of Post	Total Emoluments	Nature of Engagement	Age limit (Maximum)
Senior Manager (Finance & Accounts)	01 (UR)	Total consolidated monthly emolument. ₹ 1,20,000 (Fixed) (All inclusive). No other allowances shall be admissible.	Contractual Basis -Full Time. (Fixed Term)	40 years.

2.1. Term of Engagement:-

Two Years (extendable by another year, subject to requirement & satisfactory performance).

2.2 Total Consolidated Remuneration:-

Total consolidated monthly remuneration to be ₹ 1, 20,000/- per month (Rupees One Lakh Twenty Thousand only) (Fixed) (All inclusive). No other allowances shall be admissible.

2.3. Qualifying Requirements:-

2.3.1. Essential Educational Qualification:-

Member of Institute of Chartered Accountants of India (ICAI) Or Member of Institute of Cost & Management Accountant of India (ICMAI).

2.3.2. **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 incumbent should have minimum 03 years relevant experience (post qualification) in any organization.

2.4. Eligibility Criteria:- As on date of advertisement .

2.5. Upper age limit: - Maximum 40 years.

2.6. Place of posting: - IOL Hqrs, Dehradun. However, may be deputed for official work to any of the units of IOL/Govt.Offices/Departments.

2.7. Working Hours:-

Working hours will be as per the office timings of IOL Corporate Headquarters. If required, as per exigencies of work, he/she may be asked to attend office on Saturdays or other Holidays without any additional compensation.

2.8. Job Profile: - The roles and responsibilities shall broadly cover the following:

- i) Financial Planning.
- ii) Budget & Budgetary Control.
- iii) Financial Accounting.
- iv) Costing Accounting, activities like cost analysis and cost control.
- v) Management accounting.
- vi) Receivable Management.
- vii) Working Capital Management.
- viii) Fund Management and Banking.
- ix) Assist the company in adopting the Best Practices that exists in the industry for achieving maximum productivity.
- x) Assist the company in preparation and maintaining of the Cost Records as prescribed under Companies (Cost Records and Audit) Rules, 2014.

3. Finance Assistant:-

Name of the Position	Number of Post	Total Consolidated Remuneration	Nature of Appointment	Age limit
Finance Assistant	01(UR)	₹ 45,000/- Per Month (All inclusive)	Employment on Full time Contractual Basis (Fixed Term)	Maximum 35 years.

3.1. Term of Engagement:-

Two Years (extendable by another year, subject to requirement & satisfactory performance).

3.2. Total Consolidated Remuneration:-

Total consolidated monthly remuneration to be ₹ 45,000/ (Rupees Forty Five Thousand) per month (All inclusive). No other allowances shall be admissible.

3.3 Qualifying Requirements:-

3.3.1 Essential Educational Qualification

- i) Graduation in any discipline.
- ii) CA Intermediate (from ICAI) or CMA Intermediate (from ICMAI).

3.3.2 Experience: Minimum 2 years relevant experience after Article ship.

3.4 Eligibility Criteria: As on date of advertisement.

3.5 Upper age limit: Maximum 35 years.

3.6 Place of posting: IOL Hqrs, Dehradun. However, may be deputed for official work to any of the units of IOL/Govt.Offices/Departments.

3.7 Working Hours: Working hours will be as per the office timings of IOL Corporate Hqrs. If required, as per exigencies of work, he/she would be asked to attend office on Saturdays or other Holidays without any additional compensation.

3.8 Job Profile: The main responsibilities would include, but not be limited to, the following:

- i) Will be working as assistant in Finance & Accounts Division of IOL HQ.
- ii) Financial Accounting Services.
- iii) Taxation.
- iv) Accounting & preparation of Financial Statements.
- v) Tender related work.
- vi) Settlement of personal claim, pay matters and Third Party Claims.
- vii) Cash book.
- viii) Various Audit related work.
- ix) For all Costing related work, reports, activities like cost analysis and cost control.
- x) Budgeting.
- xi) Management Accounting work.
- xii) Receivable Management work.
- xiii) Working Capital Management.
- xiv) Fund Management and Banking.
- xv) Cost Accounting.
- xvi) Assist the company in adopting the Best Practices that exists in the industry for achieving maximum productivity.
- xvii) Assist the company in preparation and maintaining of the Cost Records as prescribed under Companies (Cost Records and Audit) Rules, 2014.

4. Selection Process:-

Selection to the above positions will be based on performance in personal interview and meeting of required Educational Qualification and Experience criteria. The mode of Selection is through Shortlisting of eligible applications and Personal Interview for Shortlisted eligible candidates. Shortlisting for Interview will be purely provisional. The Competent Authority may enhance the criteria for qualification and/or experience or may also decide conducting Written Test to shortlist the candidates for interview in the event of large no. of candidates fulfilling the eligibility criteria to the above mentioned position.

5. How to apply:

- (i) Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, which can be downloaded from the IOL website www.indiaoptel.in [available under section: “Careers”], through speed post/courier service to the Works Manager(HR), India Optel Limited, OFIL Campus, Raipur, Dehradun-248008 (Uttarakhand).
- (ii) In addition to application by speed post/courier, an advance scanned copy of the application form along with the enclosures (in Pdf only) is to be sent to recruitment@indiaoptel.in via e-mail, clearly mentioning in the subject heading ‘APPLICATION FOR THE POSITION OF - _____ Contractual Basis’.
- (iii) Hard Copy of the application is to be submitted along-with one recent passport photograph and also self-attested copies of documents/ certificates in support of claim regarding age (Birth Certificate /10th Class Certificate), Education qualification, experience etc.

- (iv) Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
- (v) It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, e-mail address, contact mobile number , address for correspondence, Aadhaar card number/PAN Number etc.
- (vi) 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.
- (vii) Applicant is requested to enter his/her active e-mail address and mobile phone number which should be valid at least till the interviews are held, as all important communications will be sent to this email id and Mobile number.
- (viii) Candidates who are working in Public/Govt. Sector should forward their applications through proper channel clearly indicating their present grade and present scale of pay separately or NOC should be submitted at the time of interview, in case selected, failing which their candidature will be rejected.
- (ix) Applications received after due date will not be entertained. IOL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
- (x) The decision of IOL in all matters relating to eligibility, acceptance or rejection of application, penalty for false information, mode of selection, conduct of examination and interview and posting of selected candidate, will be final and binding on the candidate and no enquiry/correspondence will be entertained in this regard.

6. Terms & Condition of Engagement:-

- (i) Candidate must be a citizen of India.
- (ii) IOL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of IOL shall be final.
- (iii) The engagement shall be purely temporary and on Contract basis. The Candidate's services can be terminated by IOL by giving 01(one) month notice or with remittance of 01(one) month's pay in lieu thereof. If candidate wishes to leave the services of IOL, he/she shall have to give 03 (three) months' notice to IOL or pay 03 (three) months' salary in lieu thereof.
- (iv) The person engaged can be assigned additional responsibilities /tasks in addition to his/her specialization and assigned tasks.
- (v) The person engaged will work on full time basis and on all working days as applicable or in operation in the company. She/he may also be required to work beyond the normal working hours and on holidays too, in case of functional requirements.
- (vi) No TA/DA shall be paid to any candidate for attending interview/interaction in IOL.
- (vii) Engagement of the selected candidates will be subject to submission of Medical Fitness by a Certified Medical Practitioner and also subject to Satisfactory Police Verification.
- (viii) The person engaged on full time contract basis will not be allowed to take any other assignment during the period of Contractual engagement.
- (ix) No correspondence will be entertained from the candidates not selected /interviewed.
- (x) Any corrigendum /clarifications of the advertisement, if necessary, shall only be uploaded on IOL website (www.indiaoptel.in) and no separate press coverage shall be done for this purpose.

- (xi) It is the responsibility of the candidate to satisfy that he/she meets the eligibility criteria (as mention in this advertisement) fully before applying.
- (xii) Applications in which the essential qualification/experience cannot be fully ascertained will be liable for rejection. Hence, candidates are advised to properly fill the application and provide necessary documents asked for.
- (xiii) Training/Internship period will not be counted as experience.
- (xiv) The finally selected candidate will have to sign a contractual agreement with IOL.
- (xv) The Contract shall not confer any rights or claim of extension/absorption in the Company.
- (xvi) Candidates currently serving in Government/Quasi. Government/PSU/Autonomous Body/Private Entity are advised to seek prior permission from their employers to apply for the notified position. Such applicants shall have to submit 'No Objection Certificate' from their present employer at the time of interview, failing which they shall not be allowed to appear in interview and their candidature shall be treated as cancelled.
- (xvii) On final selection, such candidate who has been working in Govt./Quasi Govt./PSU/Autonomous Body/Private Entity, should produce the document conveying the acceptance of his resignation from service of his/her last employer. In the absence of such document, he/she shall not be allowed to join IOL.
- (xviii) The decision of the IOL about the mode of selection, eligibility conditions, short listing of candidates for written test/interview etc. shall be final and binding. No correspondence will be entertained in this regard.
- (xix) 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 position applied or any other claim made in his/her application if found incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated cancelled.
- (xx) 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.
- (xxi) IOL also reserves the right to cancel/amend the advertisement and/or the selection process there under.
- (xxii) At any stage of engagement 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; 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 engagement for services to IOL.

(xxiii) Decision of the IOL in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, personal interview, selection of any other matter relating to engagement will be final and binding on the applicant. While applying for the position, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned and that the particulars furnished are correct in all respect. In case it is detected at any stage of recruitment/hiring that applicant does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the said shortcoming(s) is/are detected even after recruitment/hiring, he/she is liable to be terminated without any notice.

(xxiv) Candidates working in Govt./Quasi Govt./PSU/ Autonomous Bodies/Private Entity should apply through proper channel. Applications not in the prescribed format or incomplete and not accompanied by the prescribed attested certificates or received after the prescribed date and time or not routed through the present employer shall be summarily rejected.

7. Last date to apply: - 15 days from the date of advertisement in Employment News/Newspapers.

8. Contact Us:-

In case of any problem faced by the candidates in filling up the application, they may contact to HR department of IOLHQ over phone number: [**Landline**: 0135 -2787101 - 03 (Extn. 4025) or **Mobile No.:**+91-7579044634] between 10 AM to 4 PM on any working day, i.e., Monday to Friday.

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**Works Manager (HR)
India Optel Limited,
(A Govt. of India Enterprises)
Ministry of Defence
Raipur, Dehradun - 248 008**

FORMAT

APPLICATION FORM FOR THE POSITION OF ON

FIXED TERM CONTRACT BASIS

1. PERSONAL DETAILS

Name: (In full and as per Matriculation Certificate)		Please paste a recent colour passport size photograph	
Father's / Mother's/ Spouse Name			
Gender:			
Nationality:			
Date of Birth:		Age as on date of Advertisement	
Aadhaar No.		Languages Known	
PAN No.		Identification Proof	
For Candidates working in Government / Quasi Govt. / PSU / Autonomous Body:- If Yes:- a) Name of Department/Company/ Institution b) NOC number and date (please attach a copy).		For Candidates working in Private Sector:- If Yes:- a) Name of Company:- b) Copy of Audited Annual Financial Statement and balance sheet for immediate past three years [please attach a copy/copies].	

2. Address for correspondence:-

House No. /Flat No.			
Street			
Nearest Rly. Station			
Post office		Pin code	
District		State	
Mobile No.		Email ID	

3. Permanent Address:-

House No. /Flat No.			
Street			
Nearest Rly. Station			
Post office		Pin code	
District		State	

4. Educational Qualification (Details):-

Course	Year of Passing	Name of the Institute	Board/ University	% of Marks
Matriculation				
Intermediate				
Graduation				
Post-Graduation				
Any other Qualification				
ICAI or ICMAI Membership details				

5. Post Qualification Experience (Details) :-

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	

6. Details of Computer/IT Skills: -

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7. Any Additional Information: -**Note:**

1. The applicant should affix his/her one self-attested (sign across) passport photograph in 4.4 cm x 5.8 cm dimension on the application in the space provided. The Second one should be attached with it and not pasted (with full name written on the backside for identification).

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 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.

8 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