

मूनिशंस इंडिया लिमिटेड  
भारत सरकार का उद्यम  
रक्षा मंत्रालय



**MUNITIONS INDIA LIMITED**  
A GOVT. OF INDIA ENTERPRISE  
MINISTRY OF DEFENCE

**DETAILED ADVERTISEMENT FOR ENGAGEMENT OF  
BUSINESS PROCESS DOMAIN EXPERT - FINANCE  
ON FIXED TERM CONTRACT BASIS (ADVT. NO. MIL/02/2023)**

**Introduction**

Munitions India Limited (MIL) came into existence as a Defence Public Sector Undertaking under Ministry of Defence (MoD) when Government of India restructured the erstwhile Ordnance Factory Board into seven (7) Defence PSUs from October 2021. As a Defence PSU, MIL is taking initiatives to benchmark its process, technologies and systems to in line with its vision – ‘To provide competitive edge to the Armed Forces by equipping them with modern and quality battlefield ammunition.’

For successful implementation of ERP, MIL would like to engage a **Business Processes Domain Expert – Finance** for a period of 02 (Two) Years (extendable by one more year). Applicant should have minimum 10 Years’ Experience in PSUs in Finance & Accounts. Candidates with experience in implementing ERP in Finance Domain will be preferred.

Details regarding Qualification, Experience, Job Specification, Remuneration Etc., is attached as **Annexure ‘A’**.

Prescribed Application Form is attached as **Annexure ‘B’**.

Terms And Conditions for Engagement of Professionals on Fixed Term Contract is attached as **Annexure ‘C’**.

**NOTE :**

Last date for receipt of Application at Munitions India Limited, 2nd Floor, Nyati Unitree, Nagar Road, Yerwada, Pune – 411 006 : 15 days from the opening date of publication of advertisement in Employment News.

A soft copy of the duly filled in Application along with its enclosures may be forwarded in advance to [careers@munitionsindia.in](mailto:careers@munitionsindia.in) on or before the last date.

Selected candidates will be stationed/initially posted at Pune. However, they are liable to be transferred/posted any where in India at the discretion of the Company.

**Details regarding Qualification, Experience, Job Specification,  
Remuneration, Etc.**

**1. Criteria for selection:**

No. of Position	01 (One)
Maximum Age	Below 65 years as on the closing date of Application.
Functionality/ Domain Expertise	Finance
Experience	Minimum 10 Years' Experience in PSUs in Finance & Accounts
Knowledge of Business Processes related to	Finance & Accounts, Taxation, GST, Sales, Procurement, Factory Accounting, Fund Management, New Pension Scheme, TDS, Income Tax, Finalization of Financial Statement, Balance Sheet preparation, Profit & Loss Statement, Budget, Delegation of Financial Powers, Costing , Audit , Proficient in ERP Usage, Banking Activity, Provident Fund (GPF/EPF), IFC (Internal Financial Control).
Nature of responsibilities	Business Function Mapping for ERP
Minimum Educational Qualification	Bachelor's Degree
Tenure	02 Years (extendable by another year)

**2. Remuneration:** Lumpsum Consolidated Remuneration of Rs. 1,00,000/- (Rupees One lakh only) per month.

Advt. No. and Date : MIL/02/2023 Dated .....

**APPLICATION FOR THE POST OF BUSINESS PROCESS DOMAIN EXPERT - FINANCE**

Paste a recent  
Passport size  
Photograph

1	NAME (IN CAPITAL)	
2	FATHER'S/MOTHER'S/ NAME OF SPOUSE	
3	GENDER	
4	DATE OF BIRTH (DD/MM/YYYY) AGE IN YRS./MONTHS. AS ON CLOSING DATE OF APPLICATION	
5	WHETHER BELONGS TO SC/ST/OBC/PWD/OTHERS	
6	HIGHEST QUALIFICATION	
7	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADEVERTISEMENT	
8	DATE OF RETIREMENT /SEPARATION FROM THE LAST EMPLOYMENT	
(a)	NAME OF THE COMPANY/ DEPARTMENT (WORKING/ RETIRED)	
(b)	REGULAR (SUBSTANTIVE) POST HELD WITH PAY SCALE, ON THE DATE OF RETIREMENT/SEPARATION.	
9	PRESENT ADDRESS FOR COMMUNICATION	
10	PERMANENT ADDRESS	

11	TELEPHONE/MOBILE NO.				
12	EMAIL				
13	AADHAR NUMBER				
14	PAN NUMBER				
15.	EDUCATIONAL QUALIFICATIONS				
Sl. No.	Qualifications from 10 <sup>th</sup> Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated Institute/University
16.	DETAILS OF EXPERIENCE				
Name of the Factory/Unit/ Organization	Post Held	Period of Employment		Basic Pay/ Pay Scale	Major Responsibilities
		From	To		

17.	EXPERIENCE IN IMPLEMENTATION OF ERP/WORKING IN ERP.

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

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**Declaration :-**

I, the undersigned, certify that the above information/details provided are true to the best of my knowledge and belief. I understand that willful misstatement will lead to my disqualification or termination, if engaged.

I, the undersigned, also understand that the engagement is purely temporary, contractual, on Fixed Term Basis and it is not against any permanent vacancy and this engagement will not give me any claim for regular/permanent employment in the Company.

Date:

Signature of the candidate

Place:

[Documents to be enclosed (whichever applicable)]

1. Valid document evidencing date of birth of the candidate (Secondary/Matriculation School Certificate / Birth Certificate) (self attested).
2. Educational Certificates – Marksheets & Degree Certificates (Graduation, Post-Graduation, etc.) (self attested).
3. Work experience – A copy of Superannuation Certificate/Discharge Certificate (self attested), Salary Slip/Certificate, Experience Certificate issued by the PSU where the candidate served.
4. Pls. attach additional sheets (duly signed), wherever necessary.

**TERMS AND CONDITIONS FOR ENGAGEMENT OF PROFESSIONALS  
ON FIXED TERM CONTRACT**

1. **SELECTION PROCESS:** Selection will be based on qualifications and experience and/or performance in the interview/interaction (either online or offline) and recommendation by a Selection Board constituted by the Chairman & Managing Director/MIL.
  - a) **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 Company may adopt higher criteria in case of receipt of more number of applicants meeting requisite eligibility criteria.
  - b) **DECLARATION OF RESULT OF SELECTION:**
    - ✚ Only those candidates shortlisted may be called for interview (online/offline).
    - ✚ The name(s) of candidates shortlisted for interviews will be notified on MIL website and call letters will be sent to their e-mails.
    - ✚ Candidates are to comply with the instructions indicated therein the call letter.
    - ✚ The results of the final selection, will be published only on MIL website.
2. **TENURE:**

The tenure of contract engagement on full time basis will be initially for a period of Two (02) Years, which is extendable by another year depending on the performance and requirements.
3. **AGE LIMIT: Below 65 Yrs. (As On Closing Date of Advertisement)**
4. **QUALIFICATION & EXPERIENCE :** Qualification and experience should be clearly specified in the Application. The candidates are advised to ensure that they meet the qualification, experience and other criteria before forwarding the application.
5. **DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE :** A copy of Superannuation Certificate/Discharge Certificate, Salary Slip/Certificate, Experience Certificate issued by the PSU where the candidate served (self attested).
6. **OTHER TERMS AND CONDITIONS**
  - (i) 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 candidates 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 Person. He will not be entitled for any benefit/compensation/absorption/regularization/permanent employment in the Company except the fixed remuneration.
  - (ii) The engagement is on full time basis and the engaged person will not be allowed to take any other assignment during the period of contractual engagement.

- (iii) Personnel engaged will be allowed TA/DA on Official Tours. Personnel engaged will be allowed for maximum of Economy class flight/ AC 2 tier Train/ AC Taxi with approval of competent authority. DA rates admissible at the level from which the Personnel engaged superannuated/discharged from.
- (iv) The person engaged can be assigned additional responsibilities/tasks in addition to specialization and assigned tasks.
- (v) The engagement can be discontinued or terminated with one month notice or one month salary as the case may be, by either side without assigning any reason(s).
- (vi) Personnel engaged will be entitled for 30 days Leave per year. 2.5 days of Leave will be credited, for every calendar month of service. Leave can be accumulated by the Personnel during their tenure up to 30 days and can be encashed after completion of one year. For the last month of Service prior to separation/completion of Tenure, the Leave of 2.5 days pertaining to the last month of Service will be credited on the 15<sup>th</sup> day of that month.
- (vii) Encashment of Leave in respect of Personnel engaged will be governed by the Rules and Terms & Conditions applicable to the regular employee as notified from time to time.
- (viii) Personnel Engaged cannot avail more than 5 days leave in a month and cannot continuously avail more than 3 days leave at a stretch except on medical ground. Under special circumstance competent authority may give relaxation in this leave pattern subject to total leave not exceeding 30 days in a year.
- (ix) 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 transportation for local travels during such Official tours.
- (x) He/She will work on full time basis and on all working days as applicable or in operation in the Company. He/She may also be required to work beyond the normal working hours and on holidays too, in case of functional requirements.
- (xi) Selected candidate will be stationed/initially posted at Pune. However, He/She is liable to be transferred/posted any where in India at the discretion of the Company. Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
- (xii) The cut-off date for age, qualification and experience will be the closing date of Application.
- (xiii) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- (xiv) Educational Qualifications should be recognized by AICTE/UGC/Appropriate Indian Statutory Authorities.
- (xv) Selected candidate will be covered under the Income Tax, Service Tax, Professional Tax, etc. as per the applicable Rules and all such Taxes would be payable by them.
- (xvi) Selected candidate will be eligible for Company Accommodation, wherever available. License fee for Company Accommodation will be deducted at the rates as applicable to regular Employee.

**(xvii)** Selected candidate will not be entitled for the following:-

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| ✚ Promotions;                              | ✚ School Fee Reimbursement;  |
| ✚ OT Allowance                             | ✚ LTC / LTA Facilities;  |
| ✚ Loans, Advances &<br>Interest Subsidies; | ✚ Grant of Study Leave;  |
| ✚ Medical Facilities;                      | ✚ Sponsorship for Higher Studies;  |
| ✚ Contingency Advance;                     | ✚ Any other benefits (other than mentioned in<br>SOP) admissible to regular Employees. |

- (xviii)** The engagement will be on full time basis. Absence from duty other than on authorized Leave / Company Holidays will result in proportionate reduction in the Consolidated Emoluments. They will be eligible for Company Holidays as applicable to regular employees.
- (xix)** 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/engagement. Canvassing in any form will result in disqualification of the candidature.
- (xx)** MIL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of MIL.
- (xxi)** Engagement of the selected candidate will be subject to submission of 'Medical Fitness Certificate' by a Certified Medical Practitioner.
- (xxii)** After the declaration of results, no correspondence will be entertained from the candidates not selected.
- (xxiii)** 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 engagement that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not full fill the criteria, his / her candidature / services are liable for rejection/termination without notice, without prejudice to other legal proceedings.
- (xxiv)** Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on MIL website (munitionsindia.in) and will not be published in Newspaper, Employment News, etc.
- (xxv)** All disputes/cases, if any, related to this process are subject to jurisdiction of courts at Pune only.
- (xxvi)** MIL reserves the right to cancel / restrict /enlarge / modify / alter the process, if need so arises, without issuing any further notice or assigning any reason(s) thereafter.
- (xxvii)** MIL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
- (xxviii)** All information regarding this process would be made available in the MIL website (munitionsindia.in) only. Applicants are advised to check the web site periodically for important updates.



- (xxix) **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.
- (xxx) Applications that are incomplete, not in prescribed format, not legible and without the required certificates shall be summarily rejected without assigning any reason(s) and no correspondence in this regard shall be entertained.
- (xxxi) For any queries regarding this engagement process, please send E-mail to [careers@munitionsindia.in](mailto:careers@munitionsindia.in) or contact at 020-67080400 on all working days from 10.00 AM to 05.00 PM (Monday to Friday).
- (xxxii) Clarifications/Decisions of the Company in respect of all matters pertaining to this engagement process would be final and binding on all candidates.
- (xxxiii) Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

**MIL's DECISION FINAL:**

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