

Advanced Weapons & Equipment India Limited

A Government of India Enterprise

Ministry of Defence

Requirement of Chartered Accountant on Contract (Advt. No. AWEIL/02/2022)

Last Date for Receipt of Applications – 17th September 2022

Advanced Weapons & Equipment India Ltd. (AWEIL) is a Defence Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Hqrs at Kanpur, incorporated under the Companies Act 2013 on 14th August, 2021. However, its commencement of business took place on 1st October 2021 notified by DDP. Advanced Weapons and Equipment India Limited (AWEIL), is primarily engaged in Manufacture and Supply of Weapon Systems, Small Arms, Tank Gun Articles and Ammunition Components and has 8 production units & 1 non production unit.

AWEIL invites applications for the following posts:

A. Details of the post:

Post	Number of Vacancies
Chartered Accountant	01 (Contractual Basis – Full Time)

B. Nature of Appointment: Employment on full time Contract basis

C. Term of Appointment: 2 Year.

D. Total Emoluments: Total consolidated monthly emolument shall be Rs 1,00,000/- (Fixed). No other allowances shall be admissible.

AWEIL invites applications from Indian nationals fulfilling the following eligibility criteria:

E. Eligibility Criteria: as on 01.09.2022.

Essential:-

- Should be an Indian national.
- Should be a Qualified Chartered Accountant from Institute of Chartered Accountants of India.
- Should have minimum 7 years post qualification experience as Chartered Accountant in a 'Central PSU/State PSU/Listed company of Manufacturing Sector.

F. Age Limit: Maximum 45 years as on 01.09.2022.

G. Place of Posting: Kanpur

H. **Working Hours:** As per office timing of AWEIL HQ. If required, as per exigencies of work, he / she would be asked to attend office on Saturday or other holidays without any additional compensation

I. **Selection Process:** Educational Qualification, Experience and performance in personal Interview. 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 particularly to the above-mentioned post.

J. **Process of Interview:** The interview will be conducted by a duly constituted selection committee.

K. **How to apply:**

- 1.** Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, which can be downloaded from the AWEIL website www.aweil.in, through speed post/courier service to the DIRECTOR (HR), ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED, Ordnance Factory Kapli Road Kanpur -208009,. **In addition to application by speed post/courier, an advance scanned copy of the application form along-with the enclosures is be sent to dir-hr@aweil.in**, clearly mentioning in the subject heading '**APPLICATION FOR THE POST OF CHARTERED ACCOUNTANT - on Contractual Basis**'.
- 2.** Hard copy of the Application is to be submitted along-with 2 self-attested recent passport photographs (with full name written on the backside for identification) and also self-attested copies of documents/certificates in support of claim regarding age (Birth Certificate / 10th Class Certificate), qualification, experience, etc.,
- 3.** Non- attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
- 4.** It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email address, contact mobile number, address for correspondence, Aadhar card number/PAN Number etc.
- 5.** The applicant should affix his/her one passport photograph in 4.4 cm x 5.8 cm dimensions on the application in the space provided. The Second one should be attached with it and not pasted.
- 6.** In case of variation of Name/ surname/name, spelling mentioned in the Application cum Bio-data with that of educational/ professional qualification certificates, application will be liable to be cancelled.
- 7.** 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 will be sent to this email id and Mobile number.

- 8.** 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.
- 9.** AWEIL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

L. Terms & Condition of Appointment:

1. Candidate must be citizen of India.
2. AWEIL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of AWEIL shall be final
3. The appointment shall be purely temporary and on contract basis. The candidate's services can be terminated by AWEIL by giving 1 month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of AWEIL, he shall have to give three months' notice to AWEIL or pay three months' salary in lieu thereof.
4. The successful candidate will have to sign a contractual agreement in the prescribed format
5. The Contract shall not confer any rights or claim of extension/absorption in the Company.
6. Candidates currently serving in Govt. / Quasi. Govt. / Public Sector Undertakings are advised to seek prior permission from their employers to apply for the notified vacancy. Such applicants shall have to submit 'No Objection Certificate' from their employers at the time of interview, failing which they shall not be allowed to appear in interview and their candidature shall be treated as cancelled.
7. On final selection, such a candidate who has been working in Govt./PSU/private entity, should produce the document conveying the acceptance of his resignation from service or his last employer. In the absence of such document, he shall not be allowed to join AWEIL Service.
8. The decision of the AWEIL about the mode of selection, eligibility conditions, short listing of candidates for interview etc. shall be final and binding. No correspondence will be entertained in this regard.
9. 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 is not able to produce the requisite documents or there is mismatch of information in the documents or he is found ineligible for the post applied for any other claim made in his application if found to incorrect, he will not be allowed to appear in the interview and his candidature will be treated cancelled.

10. Candidates are advised in their own interest that they should not furnish any documents or information that are false, tampered, fabricated and they should not suppress any material information while filling up the application Form.
 11. At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct 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 or 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 Debarred with permanently.
 - e) Can be discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to service of AWEIL.
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12. Decision of the AWEIL 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 post, 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 that applicant does not fulfill 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, he/she is liable to be terminated without any notice.
13. Candidates working in Govt./Quasi/Public Sector Undertakings/ Autonomous Bodies 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.

M. Job Profile:

The roles and responsibilities shall broadly cover the following:

1. Preparation of financial statements in compliance to Accounting Standards (Ind AS) as per Companies Act 2013.
2. Monitoring of tally data of all units of AWEIL (GSF, GCF, RFI, OFC, SAF, FGK, OFPKR, OFT and OFIL Ishapore)

3. Updating the tally data of AWEIL HQ in accordance with all units tally records.
4. Preparation of memos, checklists, financial statement as per applicable accounting standards and Schedule III of the Companies Act 2013.
5. Maintaining the books of accounts in the required format and prepare periodical reports and returns as per the requirements of Indian Accounting Standards, Commercial Accounting, best practices and Companies Act 2013;
6. Cross-Checking and verifying the accounting entries, related to receipt and payment expenses and revenue, sales on a Periodical basis.
7. Cross-Checking and verifying the correct classification of the transactions as per COA (Chart of Accounts);
8. Checking the Bank Reconciliation statement periodically but not later than weekly;
9. Support for Legal compliance for the deductions of taxes and preparation of statement/data for deposit of monthly taxes;
10. Prepare Accounts receivable (AR) and Accounts Payable (AP) statements and assist AWEIL in monitoring for accuracy & completion;
11. Preparing Budget and actual variance reports;
12. Submission of reports on discrepancies noticed in the accounting entry, to Head of Finance or as and when required basis;
13. Finalization of accounts at the end of quarter and at the end of financial year required for preparation of financial statements, Balance Sheet in consultation with Head of Finance;
14. All works related to accounting and capitalization of Assets;
15. Any other work related to Finance and Accounting and those required for meeting the statutory and legal requirements.
16. **FINANCIAL AND ACCOUNTS REVIEW:-** The financial and accounts review shall be done on monthly basis and shall include the following tasks:-
 - a. Audit of financial transaction – sales, purchase, receipts & journal vouchers including bill passing (100% checking for each item of Rs.10 lakhs and above and for balance commensurate sampling at least 30% based on test check)
 - b. Review of levy of LD/retention
 - c. Checking of ledgers of Sundry Debtors and Sundry Creditors
 - d. Accounting for fixed assets, depreciation, capital work in progress
 - e. General accounting review
 - f. Review of Bank Guarantees/LCs
 - g. Compliance to GAAP and availability of audit trail
 - h. Accounting of Debit/Credit Notes
 - i. General Ledger review
 - j. Review of internal control/check systems

- k. Review of Govt. Audit Paras
- l. Review of Statutory Auditor's comments and its compliances

17. ANNUAL FINANCIAL STATEMENT CLOSING PROCESS: This includes undertaking following tasks:-

- a. All required physical and financial reconciliation
- b. Debtors/Creditors/Bank Balance confirmation
- c. Compliance to requirement of CARO
- d. General Ledger review
- e. Compliance to GAAP & statutory guidelines
- f. Compliance to all applicable accounting standards and drafting of disclosures required under various standards
- g. Drafting of accounting policies and notes to accounts
- h. Finalization of Balance Sheet and other financial statements as per provisions of Companies Act, 2013
- i. Assisting statutory auditors during statutory audit

18. STATUTORY COMPLIANCES – GOODS & SERVICE TAX

- a. Defining of HSN Codes for various goods sold/services provided by the organisation
- b. Defining GST rates for the goods/services
- c. Assistance in creation of format of invoice which should comply with all the rules and regulations of GST
- d. Analyzing and guiding the applicability of GST to AWEIL group of factories on various transactions which are in the nature of outward supply on which AWEIL group of factories are liable to pay GST.
- e. Compilation of monthly sales data received from various factories for filing of GSTR-1
- f. Compilation of monthly purchases and other invoices of inward supplies received from various factories.
- g. Classification of invoices on which Input Tax Credit is not eligible as per the provisions of Section 17(5) of CGST Act, 2017 and Rule 42 & 43 of CGST Rules, 2017.
- h. Compilation of all GST related activities for AWEIL group of factories.
- i. Calculation of GST payable after adjustment of credit, preparation of GST challan and submitting the same for depositing within due date.
- j. Preparation various GST returns which are required to be filed by AWEIL Head Quarter level.
- k. Monitoring of Filing of GSTR-7 (GST TDS) return on monthly basis.
- l. Preparation of following ledgers for GST compliance:-
 - i. Electronic CGST Register
 - ii. Electronic SGST Register
 - iii. Electronic IGST Register
- m. Preparation of Monthly Pending Credit Ledger.

- n. Reconciliation of Tax Credits from GST Portal and Records maintained by factory.
- o. Preparation of Monthly Credit Mismatch report.
- p. Reconciliation of GST Credit Report with GST Portal.
- q. Monitoring and compilation of all GST activities of AWEIL Group of Factories. Preparation of pendency report of GST related activities by the factories.

19. STATUTORY COMPLIANCES – INCOME TAX

- a. Monitoring of quarterly e-TDS/e-TCS returns filled by the AWEIL group of factories.
 - b. Monitoring of all Income Tax related activities of AWEIL group of factories
 - c. Guiding the factories on regular basis for applicability of various provisions of TDS.
 - d. Guiding the factories regarding changes in TDS laws from time to time and framing of procedures for compliance of same.
 - e. Preparation of replies to be submitted to Income Tax Departments in case any query or notice is received from them.
20. Facilitate audit from external auditors as per the requirements of Companies Act 2013.
21. Guide AWEIL in the CAG audit and prepare replies to the queries raised during the CAG Audit and assist AWEIL in responding to the queries with respect to accounting
22. Provide consultancy to ensure compliance to all statutory requirements under the relevant Accounting Standards (Ind AS) as required by the Companies Act
23. Attend meeting with/support Internal Audit, Statutory Audit, Tax Audit, Supplementary Audit, Transaction Audit, Secretarial Audit and prepare financial statements and replies etc.
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