

TERMS OF REFERENCE FOR THE POST OF ASSISTANT MANAGER (FINANCE)

Name of the Post	:	Assistant Manager (Finance).
No. of Post	:	01 (One)
Qualification	:	Degree with passing of final examination of, (Chartered Accountant / Cost & Management Accountant)
Experience	:	Minimum 5 years post qualification in Financial Management and Accounting in Public / Private sector/ Chartered Accountant Firm .
Age limit as on 31.12.2020	:	50 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	:	Negotiable, depending on experience and Suitability/Merit.

Job Description

Duties and Responsibilities:

- Finalization of Accounts of the Dairy Units .
- Audit of Accounts in dairy industry.
- Income tax – Annual return File , TDS and TCS.
- GST- Reports required for Filling of Returns.
- Preparation of MIS Reports of Finance and Accounts.
- FATand SNF deviation report.
- Inter branch reconciliation.
- Maintaining financial health of the organization.
- Knowledge in – ERP , ACE package ,Excel etc.
- Submission of MIS reports desired by HO.
- Knowledge in Cost Control .
- Preparation of cost estimate of different products.
- Break even Analysis
- Any other duties assigned from time to time.

Submission of application.

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF ASSISTANT MANAGER (FINANCE)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021** or by post. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card). Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.

- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).
APPLICATION FORMAT FOR THE POST OF ASSISTANT MANAGER (FINANCE)

- 1) Post applied for :
 2) Full Name (in capital) :
 3) Father's/Husband's Name :
 4) Date of Birth :
 (As recorded in HSC or equivalent exam) (Attach copy of certificate)
 5) Age as on 31.12.2020 :
 6) Sex :
 7) Category :
 8) Marital status(Married/Unmarried) :
 9) Address with PIN Code

Affix recent colour passport Size photograph
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Present AddressPermanent Address

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- 10) Contact details (a) Phone :
 (b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
 2)
 3)