

TERMS OF REFERENCE FOR THE POST OF SUPERINTENDENT (FINANCE)

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| Name of the Post | : | Superintendent (Finance). |
| No. of Post | : | 02 (Two) |
| Qualification | : | Degree with passing of intermediate Examination of Chartered accountant / Cost and Management accountant . |
| Experience | : | Minimum 3 years post qualification experience in Financial Management and Accounting in Public/Private Sector/ Chartered Accountant Firm |
| Age limit as on 31.12.2020 | : | 45 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.
- Finalization of Audit of Accounts in Dairy Industry.
- Income tax –TDS and TCS.
- GST- Reports required for Filling of Returns.
- Preparation of MIS Reports of Finance and Accounts.
- FAT and 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.
- Cost estimate of 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 SUPERINTENDENT (FINANCE)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **05.05.2022**. The application along with the requisite documents can also be submitted through e-mail amhr.omfed@gmail.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 color 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

- 1)
- 2)
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