

Bharat Electronics Limited

The Company works in ERP environment (SAP)

Job Profile of Accounts Officer (Finance & Accounts)

1. Trade Receivable
2. Trade Payable
3. Costing
4. Preparation of Financial Statements and interaction with auditors
5. Treasury Management
6. Taxation – Direct and Indirect
7. Project Management including evaluation of proposals
8. Budget preparation and monitoring
9. Dealing with employee related payments

Job Profile of Accounts Officer (Internal Audit)

1. Companies Act.
2. CARO 2020.
3. Indian Accounting Standards (Ind As)
4. SIA (Standards on Internal Audit)
5. Ensuring that Internal controls are effectively implemented to mitigate risks;
6. Review of systems, procedures and internal controls to ascertain their continued adequacy, effectiveness and efficiency.
7. Ensuring that the policies, objectives, guidelines and procedures laid down by the management from time to time are effectively implemented;
8. Evaluating such policies, objectives, guidelines and procedures in the light of the past experience and present circumstances and recommend changes if any;
9. Reviewing compliance with external guidelines, statutory and regulatory requirements.(GST, Income Tax, Customs, FEMA, SEBI etc)
10. Review of the accuracy and reliability of accounting records and financial reports.
11. Reporting based on evaluations made during audit along with suggested recommendations promptly to appropriate authority so that timely action can be taken.
12. Appraising the adequacy of action taken on audit findings for satisfactory disposition of issues.

Upper age limit as on 01.04.2023

General candidates : Max. 25 years of age (DoB on or after 01.04.1998)
OBC (NCL) candidates : Max. 28 years of age (DoB on or after 01.08.1995)
SC/ST candidates : Max. 30 years of age (DoB on or after 01.08.1993)

Persons with Benchmark Disability (PwBD) candidates with minimum 40% disability will get 10 years age relaxation in addition to the relaxation applicable to SC/ST/OBC (NCL) mentioned above.

Eligibility: Pass in CMA final examination for all categories.

Year of Passing: Should be from the latest batch of pass outs.

CTC CALCULATION FOR E-II GRADE

Grade	Monthly								Annual
	Scale of Pay	Basic (in Rs.)	DA @ 37.7 %	HRA @ 27% for 'X' classified cities	Superannuation Benefits (PF 12% + Gratuity 4.81% + Leave Encashment 8.33%)	Perks @ 35%	Annual Pension @ 7%	Monthly CTC (in Rs.)	Annual CTC (in Rs.)
E-II	40000- 3% -140000	40,000	15,080	10,800	13,847	14,000	3,856	97,583	11,70,996

The total CTC for E-II grade is 12 lacs – 12.5 lacs (approximately) which is inclusive of the total earning opportunity of Performance Related Pay (PRP) and DA rises in the year.

For the purpose of Calculating HRA, the following is considered:

Classification of cities	HRA (%) of Basic
X'	27%
Y'	18%
Z'	9%

NOTE:

- I. Percentage of HRA payout will depend on the place of posting. The classification along with % DA payout is indicated in the table above.
- II. Performance Review Pay (PRP) which also forms CTC is not included in the above calculations. PRP is the earning opportunity which is paid based on various parameters like MoU rating, Individual Performance, Unit Performance etc.
- III. Dearness Allowance (DA) changes are based on Consumer Price Index (CPI) which is updated every quarter. In the above calculations, the percentage indicated is the prevailing DA.
- IV. Perks which amount to 35% of Basic (yearly) is disbursed in the month of April, July, October of every year based on the option selected by the Executive. Perks include *PDA – Professional Development Allowance, LTA – Leave Travel Allowance, Furnishing allowance*. However, the amount shown in the table above is only for calculation purpose.
- V. Superannuation benefits & Annual Pension are not paid on monthly basis. Only for the purpose of calculating CTC, they are included under monthly components.