एडवान्स्ड वेपन्स एण्ड इक्विपमेंट इण्डिया लिमिटेड

Advanced Weapons & Equipment India Limited

भारत सरकार का उद्यम, रक्षा मंत्रालय, रक्षा उत्पादन विभाग

A Government of India Enterprise, Ministry of Defence, Department of Defence Production

Requirement of "Jr. Executive Finance Trainee" on Contract (Advt. No. AWEIL/13/2026)

Last Date of Receipt of Applications – 31/08/2026

Advanced Weapons & Equipment India Ltd. (AWEIL) is a Scheduled 'A' Defence Public Sector Undertaking under Department of Defence Production, Ministry of Defence, Government of India, with Corporate Hqrs at Kanpur, incorporated under the Companies Act 2013 on 14th August, 2021. It has commenced its business 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 eight production units spread across various states in India.

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

Particular	Details of Post
1. Designation	**Jr. Executive Finance Trainee (Contractual Basis – Full Time)**
2. No. of Post & Reservation	**06 (UR-03, SC-01, ST-01, EWS-01)**
3. Terms of Appointment	Employment on full time Contract Basis for fixed term of 03 Years, which will be renewable every year based on performance
4. Total Emoluments	Total consolidated monthly emolument shall be Rs 32000/- (Remuneration 25000/- Conveyance 4000/- Medical 2000/- Mobile/Internet 1000/-). The same shall be enhanced by @ 10% per year. No other allowances shall be admissible.
5. Eligibility Criteria (as on last date of receipt of application)	
a) Essential	The candidate shall be an Intermediate CA or CMA from the Institute of Chartered Accountants of India (ICAI) or the Institute of Cost Accountants of India (ICMAI) respectively.
b) Experience	Completed Internship/article ship as prescribed by the respective Institute
c) Age Limit	Maximum 25 years as on last date of receipt of application.
d) Age relaxation	Age relaxation for SC/ST/OBC/PWD candidates will be as per the Govt. of India guidelines. (SC/ST- 5 years additional and OBC 3 years on the maximum age limit. PWD candidates will be entitled for additional 10-year relaxation over the upper age limit mentioned.)

6. Place of Posting:	May be posted in AWEIL/HQ Kanpur or any one of the units of AWEIL located at Kanpur, Jabalpur, Korwa(UP), Kolkata and Tiruchirappalli (Tirchy). However, he / she may be deputed for official works to any of the units of AWEIL/Govt. offices /Departments. Based on the requirement, he/she may be transferred to other unit/office of AWEIL.
7. Job Profile and responsibilities	The roles and responsibilities shall broadly cover any combination in the area like Book keeping, Bills payables, Bills receivables, Payroll and Personnel claims, TDS matters, Costing, Budgeting, Banking, Insurance, preparation of financial statements, Corporate tax, GST, Working capital, Treasury management, Tender evaluation etc.
8. Working Hours:	As per office timing of AWEIL. If required, as per exigencies of work, he / she would be asked to attend office on Saturday (for HQ) or other holidays without any additional compensation
9. Leave	12 Days Casual leave(CL) @ one casual leave per month on pro-rata basis. Which can be availed as half day also.
10. Process of Interview and Selection Process	1. The interview will be conducted by a duly constituted selection committee. 2. The ratio between the number of vacancies and number of eligible candidates to be called for interview shall be 1:10. 3. The sorting of candidates to be called for interview from the recommended list may be done on basis of following criteria. **a.** Preference shall be given to CA (Inter I + II) **b.** Aggregate Percentage of CA/CMA (Inter - I +II) **c.** Attempts CA/CMA Inter Stage II (Lesser the attempts, better it is) **d.** Attempts CA/CMA Inter Stage I (Lesser the attempts, better it is) **e.** Where experience is not mandatory, the sorting will be done on basis of marks obtained in exam prescribed as minimum qualification for a particular post. **f.** In case there is a specific preference the same may be considered for scrutiny. **g.** The above, however, is subject to change if justified reason is available to do so with the approval of CMD/AWEIL.

11. How to apply

a) Interested candidates shall submit their application form in Hard Copy as per the prescribed format attached hereto, which can be downloaded from the AWEIL or DoO(C&S) website www.aweil.in or ddpdoo.gov.in through speed post/courier service to the:

DIRECTOR (HR)
Advanced Weapons and Equipment India Limited
Ordnance Factory Kanpur(OFC) premises
Kalpi Road, Kanpur UP -208009.

"APPLICATION FOR THE POST "Jr. Executive Finance Trainee (on Contractual Basis)" be clearly mentioned on the envelope. Only hard copy of application is acceptable.

b)	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.
c)	Non- attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
d)	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.
e)	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.
f)	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.
g)	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.
h)	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.
i)	AWEIL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
12. **Terms & Condition of Appointment**:	
a)	Candidate must be citizen of India.
b)	AWEIL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of AWEIL shall be final.
c)	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.
d)	The successful candidate will have to sign a contractual agreement in the prescribed format.
e)	The Contract shall not confer any rights or claim of extension/absorption in the Company.
f)	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.
g)	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.
h)	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 or joining**. 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.
i)	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.
j)	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 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 permanently. • He can be discharged/removed/dismissed from service without any notice, if the act of misconduct comes to notice after his/her appointment to service of AWEIL.
k)	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 fulfills 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.
l)	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)	New Labour codes will be applicable to newly engaged contract employees.

****

APPLICATION FORM FOR THE POST OF JR. EXECUTIVE FINANCE TRAINEE (ON CONTRACTUAL BASIS)				
PERSONAL DETAILS				
NAME (in full and BLOCK LETTERS)				Please paste a recent colour passport size photograph & sign across the photo.
Father's Name				
Mother's Name				
Gender		**Date of Birth (attached High School Certificate)**		
Languages Known (Read, Write, Speak)		**Age as on (Last date for receipt of Application)**		
AADHAR No.		**PAN No.**		
Whether belongs to SC/ST/OBC (if yes attached certificate)		**Nationality**		
Whether belongs to EWS (Yes/No) (if yes attached certificate)				
Physically Handicapped (Yes/No) (if yes attached certificate)				
Address for Communication				
House No. / Flat No.				
Street				
Nearest Rly. Station				
Post office		**Pin code**		
District		**State**		
Mobile No.		**Email ID**		

Educational Qualification				
Course	**Name of Course and Passing Year**	**Subject**	**Name of the University/Institute**	**% of Marks and Division**
High School/10th				
Intermediate/12th				
Graduation				
Post- Graduation				
CA/CMA- INTER				

ADDITIONAL INFORMATION			
Attempts CA/CMA Inter Stage I		**Month of Passing CA/CMA Inter Stage I**	
Year of Passing CA/CMA Inter Stage I		**Percentage CA/CMA Inter Stage I**	
Attempts CA/CMA Inter Stage II		**Month of Passing CA/CMA Inter Stage II**	
Year of Passing CA/CMA Inter Stage II		**Aggregate Percentage (Inter - I + II)**	
Percentage CA/CMA Inter Stage II			
Any Other Qualification			
Internship/Article ship Completed (as prescribed by the Institute) (Write Yes or No)		**Details of Internship/Article ship (Attached relevant documents)**	
Type of ICAI / ICMAI Membership (Associate or Fellow), Membership No. & Date of admission			

Details of Experience Possessed (Attach Self attested documentary Proof)

Sl. No.	Name of the Organization	Central / State Government PSUs, Government Autonomous Bodies/Central/State Government Department/Private	Annual Turnover of the Company	Worked as (Designation / Pay scale)	Nature of work attended	Period		Total Period
						From	To	

Total duration of experience (YY-MM-DD)	
Details of Computer/IT Skills:	

Note:

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, 'N/A should be mentioned. Incomplete and improperly filled in Applications are liable to be rejected. No further correspondence will be entertained in this respect.
3. Self-attested photocopies of all the documents specified in the notification should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies (self-attested) at the time of the interview (if physical mode).

DECLARATION

I, ----------, do hereby declare that the above Information as furnished by me is true to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

Signature of the applicant

Place:
Date: