



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 (HR) on Contract (Advt. No. AWEIL/09/2026)

Last Date of Receipt of Applications – 15/06/2026

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:

Sl No.	Particular	Details of Post
01	Designation and No. of Post	Jr. Executive (HR) – 05 (UR-04, OBC-01)
02	Nature of Appointment	Employment on full time Contract basis
03	Term of Appointment:	01 Years, extendable on a yearly basis for up to another 3 years' subject to appraisal of the performance and on need basis.
04	Total Emoluments:	Consolidated Rs. 60000/- Per month which shall be enhanced 10% per year. No other allowances shall be admissible.
05	ELIGIBILITY CRITERIA	
a	Upper age limit	Not more than 35 years as on the last date of the Advertisement/Notice.
b	Essential Qualification	Bachelor's Degree in HR/Personnel/IR/PM and IR with not less than 60% marks form recognized University/Institute.
c	Desirable Qualification	MBA/PG Degree in Human Resource Management or equivalent;

d	Experience	<ul style="list-style-type: none"> • Minimum 2 years' experience in HR/Establishment function as Office Assistant or equivalent position in a Central/State Government Academic/Research Institution/Universities /Autonomous Bodies/Public Sector Undertakings (PSU) or equivalent position in a reputed private organization with comparable responsibilities and experience. • Knowledge of Central Civil Services Rules, PSEB Rules, reservation policies, recruitment and Promotion procedures and establishment matters, proficiency in ERP/HRMS and office automation.
e	Preference	<ul style="list-style-type: none"> • Proficiency in English/Hindi Typing, Computer applications, noting and Drafting. • Proficiency in English and good communication skills are essential.
06	Place of Posting	AWEIL Corporate Office. 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.
07	Scope of Work	<ol style="list-style-type: none"> a. Develop and implement HR strategies and initiatives aligned with the overall businessstrategy b. Manage all personnel matters like recruitment, selection, promotion, performance appraisal etc. c. Support current and future business needs through the development, engagement, motivation and preservation of human capital d. Compliance of all statutory provisions relating to Labour Laws governing employment/engagement of manpower e. RTI. f. Liaison with various enforcement agencies. g. Administration of various welfare related services for employees/ex-employees and their families Managing Corporate Social Responsibility (CSR) initiatives of the Corporation h. Grievance redressal i. Implementation of all Govt. policies and programmes j. Handling of Court cases. k. Any other work related to HR those required for meeting the statutory and legal requirements/ compliances and above mentioned activities.
08	Leave	12 Days Casual leave(CL) @ one casual leave per month on pro-rata basis. Which can be availed as half day also.
09	Accommodation	Company Quarter will be provided, if available and necessary deduction will be made as per Company rules.
10	Selection Process	Educational Qualification, Experience and performance in personal Interview. The Competent Authority may enhance the criteria for qualification and /or experience to shortlist the candidates for interview in the event of large no. of candidates fulfilling the eligibility criteria particularly to the above-mentioned post.
11	Process of Interview	The interview will be conducted by a duly constituted selection committee.

12	Working Hours	As per office timing of AWEIL HQ and AWEIL unit in which he / she is posted. If required, as per exigencies of work, he / she would be asked to attend office on Saturday or other holidays without any additional compensation.
13	How to apply	
		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 :
a	DIRECTOR (HR) Advanced Weapons and Equipment India Limited, Ordnance Factory Kanpur premises, Kalpi Road, Kanpur UP -208009.	“APPLICATION FOR THE POST “JR. EXECUTIVE / HR” 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		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.
d		Non- attachment of required documents as per the format will be treated as incomplete application and hence rejected forthwith.
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 is 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 mode of recruitment, 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.
14	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	Candidates currently serving in Govt. / Quasi. Govt. / Public Sector Undertakings are advised to seek prior permission/NOC from their employer 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.
g	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.
h	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.
i	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.
j	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.
k	At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct as:
1	Impersonating or procuring impersonation by any person; or
2	Resorting to any irregular means in connection with his/her candidature during selection process; or
3	Using undue influence of his/her candidature by any means; or
4	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 permanently.
5	Can be discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to service of AWEIL.
l	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.
m	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.
n	New Labour codes will be applicable to newly engaged contract employees.

**APPLICATION FORM FOR THE POST OF JR. EXECUTIVE/HR ON FULL TIME
CONTRACT BASIS**

PERSONAL DETAILS

NAME (in full and BLOCK LETTERS)		Please paste a recent colour passport size photograph	
Father's Name			
Mother's Name			
Gender		Date of Birth	
Languages Known (Read, Write, Speak)		Age as on 15/06/2026	
AADHAR No.		PAN No.	
Category (General/SC/ST/OBC)		Nationality	
Last/Present Organization (Govt. (Central / State) / PSU (Central / State) / Others			
Mode of Recruitment (Direct / Outsourced) & Status (Regular /Contractual)			

Address for Communication

House No. / Flat No.			
Street			
Nearest Rly. Station			
Post office		Pin code	
District		State	
Mobile No.		Email ID	

Education Qualifications (From Graduate Level onwards)						
Course	Name of Course and Passing Year	Subject	Name of the University/Institute	Marks obtained	Max marks	% of Marks and Division
Graduation						
Post- Graduation						
Diploma						
Any Other Qualifications						

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 / Others	Worked as (Designation /Grade Pay Level)	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).

Place:

Signature of the applicant

Date: