



Advanced Weapons & Equipment India Limited
A Government of India Enterprise- Ministry of Defence

Requirement of Consultant (Accounts) on Contract (Advt. No. AWEIL/01/2025)

Last Date for Receipt of Applications – 27th July 2025

Advanced Weapons and Equipment India Limited (AWEIL) is a wholly owned Schedule - 'A' company of Government of India under the administrative jurisdiction of Department of Defence Production, Ministry of Defence. The Company has been incorporated under the Companies Act, 2013 as Advanced Weapons and Equipment India Limited (AWEIL), having its registered office at Kanpur, Uttar Pradesh with 8 production units namely Field Gun Factory Kanpur, Gun Carriage Factory Jabalpur, Gun and Shell Factory Cossipore, Ordnance Factory Kanpur, Ordnance Factory Project Korwa, Ordnance Factory Tiruchirappalli, Rifle Factory Ishapore and Small Arms Factory Kanpur.

The major products are being manufactured by the company are Rifles, Naval Guns, Armoured Vehicle Gun System, Rocket Launchers, Machine Guns, Shot Guns, Grenade Launchers, Carbines, Mortar, Sniper Rifles, Anti-material Rifles and Pistols/Revolvers. The authorized and paid up share capital of the Company is Rs. 20,500.00 Crores and Rs. 17,860.79 Crores respectively as on 31.03.2025 and has employed 02 regular employee at Board of Director level & has 12,017 employees on deemed deputation as on 31.03.2025

AWEIL invites applications for the following posts:

A. Details of the post:

Post	Number of Vacancies
Consultant (Accounts)	10 (Contractual Basis – Full Time)

B. **Nature of Appointment:** Employment on full time Contract basis

C. **Term period of engagement:** 01 Year (Extendable every year upto max age of 65 years of Incumbent)

D. **Total Emoluments:** Total consolidated monthly emolument shall be Minimum of pay scale last applicable to incumbent in case of PSU employee and Minimum of pay scale of CPSE corresponding to the CTC last applicable in case of private sector employee + 12 Causal Leave (CL) in a year. No other allowances shall be admissible. In case of extension of tenure beyond one year, the annual increase will be allowed @ 10% p.a

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

- E. **Eligibility Criteria:** as on 01.07.2025.
F. **Upper age limit:** Not exceeding 64 year as on 01.07.2025

Essential:-

- i. Should be an Indian national.
- ii. **Essential qualification and preferable qualification :**
The applicant should be a Chartered Accountant (CA) or Cost accountant (CMA) or a full time MBA (Finance) or CA-Inter or CMA Inter or M.Com or B.Com with good academic record from a recognized University/ Institution. Preference would be given to CA/ CMA.
- iii. **Experience details:**
 - a. Persons should have experience of heading the finance department at factory level, involving the area e.g. Book keeping, receivables, payable, payroll, banking, taxation, costing and budget, insurance dealing with audit, Financial Statement etc..

OR

- b. Persons having experience of working in Corporate Finance involving, working capital management, Consolidation of accounts, corporate taxation, budgeting, dealing with auditor will also be considered.

G. **Place of Posting:** 02 Posts in AWEIL Hqrs Kanpur and 01 in each unit of AWEIL located at Kanpur, Jabalpur, Korwa, Kolkata and Tiruchirappalli (Tiruchy). 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.

H. **Working Hours:** As per office timing of AWEIL HQ and AWEIL unit in which he 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.

J. **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.

H. **Process of Interview:** The interview will be conducted by a duly constituted selection committee.

I. **How to apply:**

- i. Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, which can be downloaded from the AWEIL website www.aweil.in through speed post/courier service to the GENERAL MANAGER (HR), ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED, Ordnance Factory Kapli Road Kanpur -208009.

In addition to application by speed post/courier, an advance scanned copy of the application form along-with the enclosures is to be sent to dir-hr@aweil.in, clearly mentioning in the subject heading. 'APPLICATION FOR THE POST OF CONSULTANT (ACCOUNTS) - on Contractual Basis '.

- ii. 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.

- iii. Non- attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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.
- viii. AWEIL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

J. Terms & Condition of Appointment:

1. Candidate must be citizen of India.
2. AWEIL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of AWEIL shall be final.
3. 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.
4. The successful candidate will have to sign a contractual agreement in the prescribed format
5. The Contract shall not confer any rights or claim of extension/absorption in the Company.
6. 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.
7. 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 be incorrect, he will not be allowed to appear in the interview and his candidature will be treated as cancelled.
8. 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.
9. 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.
10. 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.

K. Job profile/ responsibilities :

The roles and responsibilities shall broadly cover the following:

1. Arrange to prepare financial statements in compliance to Accounting Standards (Ind-AS) and Schedule -III as per Companies Act 2013.
2. Arrange to finalize the Quarterly and Annual financial statements in consultation with concerned Finance division .
3. Monitoring of tally/ Accounting Software of unit/ Headquarter of AWEIL, ensuring proper maintenance of books of account, timely filing of periodical returns, bank reconciliation etc.
4. Ensuring Statutory compliances and responding to tax notices like Goods & Service tax, Income tax, TDS, other taxes etc.
5. Preparation of Memos, Checklists, timely review of Finance and accounts of Unit/ Headquarter.
6. Scrutiny of ledgers and getting necessary rectifications done.
7. Coordination with various audit agencies for settlement of observation pertaining to books of account and associated financial documents including cost records.

Besides above any other task/ duties allotted by the concerned finance division.
