



# एडवान्स्ड वेपन्स एण्ड इक्विपमेंट इण्डिया लिमिटेड

भारत सरकार का उद्यम, रक्षा मंत्रालय

## Advanced Weapons & Equipment India Limited

A Government of India Enterprise- Ministry of Defence

**Requirement of Executive (Corporate Communication) on Full Time (on Fixed term) Contract Basis and purely Temporary in nature (Advt. No. AWEIL/02/2025)**

**Last Date for Receipt of Applications – 31/01/2026**

**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 03 regular employees at Board of Director level & has 11707 employees on deemed deputation as on 01/12/2025.

AWEIL invites application from Indian nationals fulfilling the following eligibility criteria: -

**A. Details of the post:**

<b>01</b>	<b>Post</b>	<b>Executive (Corporate Communication)</b>
<b>02</b>	<b>No. of Vacancy</b>	01(ONE) (UR)
<b>03</b>	<b>Nature of Appointment</b>	Employment of Full Time (on Fixed term) Contract Basis and purely Temporary in nature
<b>04</b>	<b>Maximum Age</b>	Below 35 years as on last date of application
<b>05</b>	<b>Essential Qualifications</b>	Bachelor Degree with minimum 60% marks and Two Years Master's degree/Two years Diploma with minimum 65% marks in Mass Communication / Journalism/ Advertising & Public Relations from Government recognized University/Institute.

<b>06</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>•Candidate should have at least 5 years' experience in Corporate Imaging in public domain/In House-Communication/Designing and Production of Newsletters/Other publications/Media management/In-depth knowledge of print and Electronic mass media as well as Advertising functions in state /Central Government department(s)/Institutions/Undertaking(s) and a Large Private Sector Organization(s)Institutions(s)/Company(ies) of repute as an employee of that organization.</li> <li>•Excellent command of Hindi and English (spoken and written), with strong writing skills.</li> <li>•Candidates having knowledge and Proficiency in use of Computers will be preferred.</li> </ul>
<b>07</b>	<b>Desirable</b>	<ul style="list-style-type: none"> <li>a) Experience in preparing and designing digital content and posters using tools like Canva, Adobe Creative Suite (Photoshop, Illustrator, InDesign), or other similar graphic design and presentation tools.</li> <li>b) Proven ability to initiate and manage content on social media platforms (Facebook, Twitter, Instagram, LinkedIn, YouTube).</li> <li>c) Experience in liaising effectively with local and national media.</li> <li>d) Prior experience in government institutions, especially in managing print/ electronic media, branding, newsletters, and annual reports.</li> </ul>
<b>08</b>	<b>Term period of engagement</b>	Initially for one year which may further be renewable every year for another 3 years depending on performance. Maximum terms shall be 4 years.
<b>09</b>	<b>Total Emoluments</b>	Consolidated Rs. 90000/- Per month (include Remuneration 80000/-, Conveyance 6000/-, Medical 3000/- and Mobile/Internet 1000), which shall be enhanced 10% per year. No other allowances shall be admissible.
<b>10</b>	<b>Scope of Work</b>	<ul style="list-style-type: none"> <li>a) Social Media Management</li> <li>b) Digital Content &amp; Poster Creation</li> <li>c) Event Management</li> <li>d) Stakeholder Communication</li> <li>e) Brand Building</li> <li>f) Advertisement</li> <li>g) Monitor Media Coverage</li> <li>h) Crisis Communication</li> <li>i) Content Coordination</li> <li>j) Internal Communications</li> <li>k) Protocol and Coordination</li> </ul>
<b>11</b>	<b>Leave</b>	12 Days Casual leave(CL) @ one casual leave per month on pro-rata basis.

12	<b>Accommodation</b>	Company Quarter will be provided, if available and necessary deduction will be made as per Company rules.
13	<b>Place of Posting</b>	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.
14	<b>Selection Process</b>	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.
15	<b>Process of Interview</b>	The interview will be conducted by a duly constituted selection committee.
16	<b>Working Hours</b>	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.

**B. 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 website 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](mailto:dir-hr@aweil.in) on or before the last date, clearly mentioning in the subject heading. “APPLICATION FOR THE POST OF “EXECUTIVE (CORPORATE COMMUNICATION)” - ON FULL TIME CONTRACT BASIS AND PURELY TEMPORARY IN NATURE”.**
- 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 / 10<sup>th</sup> Class Certificate), qualification, experience, etc.
- Non- attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
- 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.
- 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.
- 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.
- 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/Mobile number.

9. 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.
10. AWEIL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

**C. 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. On final selection, such a candidate who has been working in Govt./PSU entity, should produce the document conveying the acceptance of his resignation from service or his last employer. In the absence of such documents, he/she shall not be allowed to join AWEIL service.
8. 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.
9. 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.
10. 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.
  - e) 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.
11. 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.

12. 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.
13. In case of individual selected from private sector, the appointment shall be effective only after receipt verification of Character and Antecedents from concerned district Authority.
- 14. New Labour Codes will be applicable to newly engaged contract employees.**

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APPLICATION FORM FOR THE POST OF EXECUTIVE (CORPORATE COMMUNICATION) ON FULL TIME CONTRACT BASIS			
<b>PERSONAL DETAILS</b>			
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		Age as on <b>31/01/2026</b>	
AADHAR No.		PAN No.	
Whether (General/SC/ST/OBC)		Nationality	
Last/Present Organization (Govt.(Central/State)/PSU (Central/State)/Others			
<b><u>Address for Communication</u></b>			
House No. / Flat No.			
Street			
Nearest Rly. Station			
Post office		Pin code	
District		State	
Mobile No.		Email ID	

Education Qualification ( 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 Qualification						

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	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: