

Last Date of Receipt: **20 Jan 2024**

To be sent by speed post/courier /by hand to:

**Director (HR & Admin),
BrahMos Aerospace,
16 Cariappa Marg, Kirby Place,
Delhi Cantt, New Delhi 110010**

(Applications received through Email or any other mode except as specified above will be summarily rejected)

BRAHMOS AEROSPACE

Application Format

Please attach Self
attested Photograph

Instructions:

No covering letter required

**Applications should be tagged (no loose papers) with all enclosures
in the following order :**

- i. Application format filled in and photo pasted properly to avoid peel off
- .i. Detailed career profile (resume can be enclosed)
- iii. Proof of Date of Birth , Copies of all Educational Certificates/Mark sheets starting with 10th Experience documents such as Appointment Letters, Relieving letters (as applicable) and the latest Salary Slip / Salary certificate

1. Name of the Post

COMPANY SECRETARY

2. Name of the Candidate
(Name as per PAN/AADHAAR)

3. Father/Husband's name

4. Date of Birth(dd mm yyyy format)

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(d d m m y y y y)

5. Age as on 01 Jan 2024

Years

Months

(Age Limit - max 45 years)

6. Gender (Tick whichever is applicable)

Male

Female

7. Marital Status

Unmarried

Married

Others

8. Telephone No.

(STD Code)

(Phone number)

9. Mobile No.

(do not prefix '0' or '+91')

10. Email id

11. Address

Permanent Address						Correspondence Address					
Pin						Pin					
State						State					

b. M/s.....	Designation Type of Job : Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Duties: (Attach Appointment / Relieving letters – self attested)
c. M/s.....	Designation Type of Job : Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Duties: (Attach Appointment / Relieving letters – self attested)
15.	Areas of Interest		
16.	References of two persons of repute (other than family members): Mr/Ms..... Tel. / Mobile No..... Mr/Ms..... Tel / Mobile No.....		
17. Any other relevant information including any ongoing legal proceedings:			

I hereby declare that all the information given above are true to the best of my knowledge. In case it is found at any stage of recruitment process or even after appointment that I have furnished any incorrect / false information or have suppressed any fact in this regard, my candidature / service is liable to be rejected / terminated without any notice.

Date

Place **Signature of the candidate**

Index for Check List

Candidate should mark (√) against relevant column to indicate the documents enclosed with the application form. Please note that in complete applications or applications without supporting enclosures are liable to be rejected.

Sl. No.	Enclosure details	Attached	
		YES	NO
(i)	Passport size self attested Photograph		
(ii)	Indicated your Date of Birth and attached photocopy of Age Proof (Self attested photocopy of 10 th Certificate / Mark sheet)		
(iii)	Self Attested Photocopy of Certificates and Mark sheets of Educational Qualifications (10th, 12th, Graduation , Post graduation or others if any) (Note : Certificate and mark sheet must be enclosed)		
(iv)	Photocopies of Experience Certificates (mention correct date of joining and date of leaving in current/previous experience column)		
(v)	Photocopy of Latest Salary Slip		
(vi)	Photocopies of Other certificates and testimonials, if any		

No. documents attached

Signature of the candidate