

Last Date of Receipt: **04 May 2023**

BRAHMOS AEROSPACE

Application Format

To be sent by speed post/courier /by hand to:
**Chief General Manager (HR),
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)

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

Please attach Self
attested Photograph

1. Name of the Post

Executive Assistant (GSE) Grade I

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 Apr 2023
(Age Limit - 50 years)

Years

Months

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					

12.	Details of educational Qualification : (Attach copies of Certificates & Mark sheets starting with 10th)			
	Name of the Examination	% of marks	Main Subjects	Year Passing
	10 th (Secondary)		General (Attach copies of Certificates & Mark sheets)	
	12 th (Higher Secondary)		(Attach copies of Certificates & Mark sheets)	
	Graduation		(Attach self attested copies of Mark sheets and Certificates)	
	Other Qualifications		(Attach self attested copies of Mark sheets and Certificates)	

13.	Languages known.	Speak	Read	Write

14.	Experience: (Attach detailed resume, Appointment / Relieving letters (as applicable) and Latest Salary Certificate)			
	Name & Address of the Organisation	Duration		Designation & Responsibilities
		From	To	
	Current Job			
	a. M/s.....	Present	Designation: Type of Job : Permanent <input type="checkbox"/> Contract <input type="checkbox"/> If on Contract : Date of Tenure Completion _____ Duties and responsibilities : (Attach detailed resume, appointment letter/salary certificate)
				Present Gross Salary (per month) (In case of Consolidated Pay, please mention) Rs..... (Attach Latest Salary Slip)

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)
11.	Areas of Interest		
12.	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 :

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

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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 the 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 (10 th , 12 th , 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

