



# BrahMos Aerospace Private Limited

An India-Russia Joint Venture

Web : [www.brahmos.com](http://www.brahmos.com) E-mail : [mail@brahmos.com](mailto:mail@brahmos.com)

BM/HR4/1.3/2024/02

22 January 2024

To,  
Mr. Siddharth  
L6, Shahpur Jat,  
Near Fashion Street,  
New Delhi 110049

Email: [siddhuthesmart2001@gmail.com](mailto:siddhuthesmart2001@gmail.com)

Mob: 8929476129

Dear Mr. Siddharth,

**SUBJECT: PROVISIONAL OFFER OF APPOINTMENT FOR THE POST OF  
EXECUTIVE TRAINEE (ECE)**

1. Reference to the Interview held on **11<sup>th</sup> Jan 2024**, we are pleased to inform you that you have been provisionally selected for the post of **Executive Trainee** on a stipend of **₹30,000/-P.M** for a period of **6 months**. The Training will commence on **17<sup>th</sup> of June 2024** at our Head Quarters at New Delhi. You may be posted in any of the work centre of BrahMos Aerospace which will be decided during your regularisation as Systems Engineer, after successful completion of your on the job training.

2. On successful completion of the training, eligible candidates will be appointed in the regular stream in the Systems Engineer cadre of the Company with a Basic pay of **₹60,700/- p.m.** in the Pay Scale of **₹60,700- ₹1,71,070/-**.

(a)	Basic pay	:	₹ 60,700/- p.m.
(b)	Dearness Allowance	:	@ 46% of Basic pay (as applicable).
(c)	House Rent Allowance	:	@ 27% of Basic pay
(d)	Perks & Allowances	:	@22% of Basic Pay under Cafeteria approach

3. In addition to above the following perks are also available from the date of appointment as Systems Engineer: -

- (i) Provident Fund @ 12% on (Basic + DA).
- (ii) Mediclaim Policy & Personal Accidental Policy as per Company Rules.
- (iii) Leave Encashment as per Company Rules.
- (iv) Gratuity as per Gratuity Act.
- (v) Ex Gratia as decided by management.
- (vi) Membership to the Benevolent Fund as per terms of BrahMos Employees Benevolent Fund Scheme.

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**Regd. Office :** 16, Cariappa Marg,  
Kirby Place, Delhi Cantt.,  
New Delhi - 1100 10 INDIA  
CIN-U74899DL1995PTC074334  
Phone : 91-11-42285000  
Fax : 91-11-25684827



**Hyderabad Office :** BrahMos Complex, (Near DRDL Complex  
Rear Gate), Kanchanbagh, P.O. Hyderabad-500058, INDIA  
Phone : 91-040-24087018, 24087044  
Fax : 91-040-24440004, 24087195



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4. Your employment with BrahMos Aerospace is conditional and subject to the following:

(a) **Verification of Antecedents:** Satisfactory background and references check in line with Company policy. Appropriate authority will conduct internal and external background checks, for which you will provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report. The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavourable results at any time. Similarly, if your background verification report is found to be unfavourable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

(b) **Medical Fitness:** You will undergo Pre-employment Medical Check-up at the nominated Hospital organised by the Company and your appointment is subject to issuance of Certificate of Medical Fitness by the Hospital.

(c) **Secrecy:** Submission of Undertaking of secrecy at the time of joining. During the course of your employment with the Company, you shall have access to information and /or documents which may be sensitive and highly confidential. You are obliged to keep this confidential information as secret and must not, without prior and specific written permission from the Company, disclose any such information. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company besides the Company's entitlement to initiate legal action against you for such a breach. You will also have to abide by the provision of Official Secret Act 1923 and its amendments from time to time.

Further, you shall at all times during the tenure of this engagement:

- (i) Maintain absolute integrity;
- (ii) Maintain devotion of duty and
- (iii) Do nothing which is against the interest of the job/project/Company/country.

(d) **Credentials:** Submission of copy of self- attested educational certificates along with marksheets (semester wise as applicable). Submission of self-attested photocopies of the experience/relieving order form existing/past employers (as applicable) mentioned by you in your bio-data. Originals need to be carried on joining for verification. Submission of Photocopy of any Photo ID Proof (PAN Card/ Voter card/Driving License etc.) along with original for verification.

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(e) **Bond:** Execution of a bond by you at the time of joining the Company that you will serve the Company during the training period and for a period of **three** years from the date of your joining as Systems Engineer, failing which you will be required to pay the Company a compensation of **Rs. 3 lakhs** or training cost whichever is higher.

If you leave during the training period or fail to serve the Company for a period of 3 years, excluding the training period, you shall be liable to compensate the Company in the following manner:

- (i) During Training period : Cost of Training or bond amount whichever is higher
- (ii) After completion of Training: Bond amount plus 3 months notice period or salary in lieu thereof.

5. You should be prepared to serve in any position and in any department of the Company and in any shift allotted to you from time to time as per the Company's requirement. You will be liable to serve in any part of India or abroad at the discretion of the Company and this liability will also include transfers to any work-centre under the management of the Company.

6. An employee shall serve the Company efficiently, honestly, loyally and faithfully. He shall strive his best to promote the interests of the Company. An employee shall ensure proper civil behaviour during office hours and will conduct himself in an orderly manner keeping in view the dignity of the office and the business interest of the Company. It is expected that every employee shall adhere to the normally expected code of conduct, whilst at work, as given in the Company Rules and HR Manual.

7. It is essentially expected of you to project and maintain exemplary conduct, and ethics befitting the image of the Company within as well as outside.

8. **Termination:**

(a) In case your performance during the training period of four months is not found satisfactory, the management may terminate the training during the training period or at the end of the same, without any notice.

(b) You will be deemed as confirmed in this post only if you are intimated to that effect in writing and not by mere efflux of time. The service of confirmed employee can be prior terminated on account of disciplinary issue, non performance or any act detrimental to the interest of the organization, by giving three months' notice. The Company may give salary in lieu thereof in whichever case it considers expedient. If any employee wishes to leave the Company, he can do so by giving three months notice along with proper justification.

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(c) The Company reserves the right not to accept your resignation, if the circumstances so warrant, i.e. if the disciplinary proceedings are pending or decision has been taken by the Competent Authority.

(d) This appointment is offered to you relying upon the information submitted by you in your application form. If at any stage it is found that the information disclosed by you was false or there were material error or suppression of facts by you, your appointment will be terminated forthwith without any notice or compensation whatsoever and without prejudice to any other action as management may deem necessary.

9. During your employment you will be governed by all applicable rules, regulations, processes, procedures and policies of the Company. It is your responsibility to stay informed of any and all changes made by the Company to such policies time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination of your employment.

10. You will observe, comply with and obey all orders and directions which may from time to time be given to you by any person or persons under whose jurisdiction, superintendence or control you may be for the time being, be placed. Any laxity on your part in the observance of above shall be viewed seriously and dealt with severity.

11. An employee shall serve the Company dedicatedly and whole time in its business in the capacity in which he is appointed from time to time. Any kind of employment / engagement (even on adhoc professional basis) outside the Company may affect the performance of the employee and lead to conflict of interest. Hence, it is prohibited and will entail termination of employment. Accordingly, no employee of the Company, except with the permission of the Competent Authority shall engage directly or indirectly, or undertake any other employment, whilst working for the Company. Every employee of the Company shall inform the Company if any member of his / her family is engaged in a trade or business or owns or manages business transacting/ related directly / indirectly with any of the business (es) of the Company.

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12. You may send your acceptance of the offer in the format given to [hrcampusrecruitment@brahmos.com](mailto:hrcampusrecruitment@brahmos.com) at the earliest but not later than 7 days from the issue of this letter failing which this offer will stand cancelled. The Company also reserves the right to withdraw the Offer at any time before your joining without giving any reason whatsoever.

13. You will be reporting to **Director (HR & Admin)** at **BrahMos HQs, New Delhi** on **17<sup>th</sup> of June 2024** for joining formalities and further orders.

14. For any clarification or concern you are advised to contact the Office of the Director (HR & Admin) Tel:011-42285160/106 at New Delhi during working hours (0900 to 1700hrs) from Monday to Friday.

With best wishes,

**Anil Misra**  
**Director (HR & Admin)**





## **Acceptance of Offer**

I have read all the terms and conditions of the Offer Letter no.  
\_\_\_\_\_ dated \_\_\_\_\_.

I hereby accept the Provisional Offer of Appointment and will  
join BrahMos Aerospace, HQs at New Delhi on **17th of June 2024.**

Signature \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date :**

(Duly signed scanned copy of the acceptance should be emailed at  
[hrcampusrecruitment@brahmos.com](mailto:hrcampusrecruitment@brahmos.com) )

