



LARSEN & TOUBRO

It's all about Imagineering

Confidential

Mr./Miss _____

Interview Date 5th January 2015

We refer to your Interview Letter against our online or offline advertisements. Larsen & Toubro Ltd Group is a Team of more than 40000 L&T-Sites spread across multiple locations around the globe. The team combines a proven track record and professional skills, woven together with a common culture of trust & caring.

We have opportunities in various disciplines -Electronics , Mechanical Engineers, IT-Software, Hardware, Administration, Production, Accounts, Web Designer, Engineer Quality Control, Civil, Technology, Engineering, and Finance, IT, HR, Research, Sales, Marketing, Legal and many more.

We invite you to be a part of this committed and professionally managed Indian multinational.

We are Proud to inform you that you are selected For an Interview in Larsen & Toubro Ltd Group .Through our annual direct online selection. Your reference number is (**L&T – 019**). You are in 3rd batch. This reference number is valid for this interview only.

The company offers you to join as an **Assistant Manager** post in respective department .

You are selected according to your Profile in which project you have worked and on the basis of your educational records. Under these **(L&T) Rules and Regulations.**

(UAE) training (After selection one month mandatory)

It is used for training new employees and in the internal training classes. As for new employee sent for (UAE) (or external) training in addition to internal training, external procedures will be used.

Each new employee must participate in the training programs of following contents.

1. Training about the company regulations, structure, history, culture, etc.
2. Training about professional operations.

The training program for each position is regulated.

Interview Details

Your Interview Process will be held at Company Office Larsen & Toubro Ltd -A-28, Indira Nagar, Faizabad Road, Lucknow 226 001 (UP) (India) On 5th January 2015.

Locations

The Company is recruiting for our new plant in Delhi, Pune, and Bangalore, Hyderabad and Mumbai and other plant in India.

You will be pleased to know that Larsen & Toubro Ltd recruiting manager has advises you in the selection panel that your application can progress to the final stage. You will come to company office in Lucknow.

The selected candidate keeps the right of being getting posted at the desired location subject to the final decision of Recruiting Panel after discussion.

Salary and Benefits

Salary and benefits are detailed in Annexure attached herewith. Your Gross Salary for this post is **(Rs. 46,400/- To Rs. 96,400/- Per/Month)** subject to deduction of Tax at source .Your exact salary will be made known to you immediately after the Interview.

We are inform you that The Company will provide you the Both Side Air Fare and all of expenses and feeding during the period of the Training (without Any Charges).

If you are going to get employment in Larsen & Toubro Ltd .

So follow the company Rules and Regulations (If you are interested).

Rules and Regulations: - You have to deposit a refundable interview processing & maintenance & courier & accommodation & insurance charges **Rs. Eight Thousand Four Hundred (8,400/-) rupees by cash only on 12-12-2014 Before 02:00 PM in to the (Canara Bank / Bank of India) in favor of account manager on behalf of (L&T).** For the bank account details just contact to Recruiting Manager Dr. Shubhankar Singhania.

The amount paid by the candidate this is a refundable amount and this is compulsory because this is company process.

Your amount will be refunded to you on your interview date. You have to show us the copy of the deposit slip and interview letter on the date of your interview to take your amount from account department. Irrespective of you being shortlisted by the company or not.

Reasons of payment

This is a measure we have taken to check bogus applications from unserious candidate who applies for job and we send them Offer letter, air tickets and also make the above mentioned arrangements in order to give them a comfortable interview and they fail to appear for the Job Recruitment interview which causes a huge loss to the company, the interview becomes shabby Hence we fail to recruit the needed manpower but with your security deposit we will be assured that our expenses will not be wasted.

Please do comply with us as your refundable security deposit will be returned back to all candidates.

This Amount will be refunded on the same day of Interview.

L&T has promised every single applicant a total refund of the security amount being deposited.

The Company will be responsible for all other expenditure to you at the time of Face-to-face meeting with you in the Company. The Job profile, salary, and date -time of interview will be mentioned in your offer letter. Your offer letter with both side Air Tickets will be sent to you by courier before five days of interview.

Note:- 12-12-2014 Before 02:00 PM is the last date of Interview Processing & Maintenance & Courier & Accommodation & Insurance charges deposit in to the bank for 3rd batch.

Female candidate can come along with one family person on the day of interview. The company will be providing the all of expenses & accommodation for that family person also.

Do Not Forget To Carry The Following Documents (Photocopy)

- a) Educational Certificates (all from 10th to Highest)
- b) Relieving letter from previous employer (Original) (If you have)
- c) Proof of compensation last drawn (3 Months –)(If you have)
- d) Six passport size photographs (Recent)

After depositing you have to send your

- a. Payment slip .
- b. Passport size photograph .
- c. ID Proof (Voter Card ,Pan Card) Scan copy .
- d. Your contact numbers.

to company below mentioned email Address .To that effect as it will help us facilitate the documents for sending your air ticket and other requirement for the preparation of your Interview Without information your offer letter or air ticket will not be dispatch to your home address. It is a online process. So nobody company employee or customer care person is able to provide any kind of information to the candidate in spite of the authorize recruiting manager Dr. Shubhankar Singhania.

Acceptance:

Please sign and send a copy of this letter and annexure as a token of your acceptance of the company rules and regulations mentioned herein. With payment slip scan copy by email to this email –(Info@larsentoubro.co) . to that effect as it will help us facilitate the documents for sending your air ticket and other requirement for the preparation of your Interview.

If you fail to indicate your acceptance before 12-12-2014 Before 02:00 PM, this offer of employment will be deemed to have been withdrawn and cancelled. Late reporting candidates will be not allowed in this Interview process. We are strictly concerned on time management as per the values of the Company. All other rules and regulations will be governed by the Company's policies as stated from time to time.

We look forward to your joining us for a long, successful and mutually beneficial association.

For the confirmation about your interview selection .

Immediately Send Us your updated resume with your Reference number to this Email Id-(Info@larsentoubro.co)

You can Contact in official working hours **Monday to Saturday–9 am to 2 pm**. After the working hours your call not be accepted.

Yours faithfully

Larsen & Toubro Ltd (Recruiting Manager)

Shubhankar Singhania

Dr. Shubhankar Singhania : - ☎ +91-9-412-529-553

Confidential Letter
Approved By L&T Admin

I accept the interview on the company rules and regulations contained herein and will report for this Interview on

Signature:

Date:.....

Name:

**"Machinery may be there,
buildings may be there...
but without people, its all nothing.
People are our only real assets"**

Henning Holck-Larsen
Founder

