



**(Confidential Letter)**

**Candidate Name**.....**Father Name** .....

**Your reference number is (L&T – 017). You are in 3rd batch.** This reference number is valid for this interview only.

**You will be pleased to know** that after seeking of your resume our recruiting board members impressed by your profile and you are selected for an interview.

**We refer to your Interview call letter** against our online or offline advertisements. 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 family .Through our annual direct online selection. You are selected according to your Profile in which project you have worked and on the basis of your educational records.

#### **About Us**

Larsen & Toubro is a major Indian multinational in technology, engineering, construction, manufacturing and financial services, with global operations. Its products and systems are marketed in over 30 countries worldwide. L&T is one of the largest and most respected companies in India's private sector. Over the last seven decades, the Company has successfully completed engineering and construction assignments of increasing scale and complexity. Our presence extends across the globe with facilities in India, the Middle East, South East Asia, China and Australia.

L&T 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.

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

#### **Under these (L&T) Rules and Regulations.**

##### **(UAE) training after selection (One month if you are interested)**

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.

#### **The usual interview process will consist of**

1. Written Test- (aptitude, reasoning, verbal ability) ( 15 Minutes)
2. Technical Interview (15 Minutes)
3. HR Interview (15 Minutes)

#### **Interview Details**

Your Interview Process will be held at Company Office.

**Venue:** Larsen & Toubro Limited - Monarch Building, 1st Floor, D-236 & 237, Amrapali Marg, Vaishali Nagar, Jaipur 302 001.

**Date:- 1<sup>st</sup> June 2015 . Time:- 01:00 PM.**

#### **We hope the date or time and venue is suitable to you.**

But in case, if not, So you get in touch with Your Recruiting Manager and inform the date and City according to your convenience ( If you feel that you want to change your interview Location (city) then contact to your recruiting manager Then you can attend this interview In your nearby L&T office.).

**Note :- But first you have to follow the company Rules and Regulations and submit your fee then recruiting manager will change your interview Location.**

**Job Locations**

The Company is recruiting for our new plant in Delhi, Lucknow, Pune, and Bangalore, Hyderabad, Chennai and Mumbai and Odisha, Jharkhand and Kolkata other plant in India. You will be pleased to know that Larsen & Toubro Ltd recruiting manager has advised you in the selection panel that your application can progress to the final stage. You will come to company office in Jaipur. The selected candidate keeps the right of being getting posted at the desired location subject to the final decision of Recruiting Panel after discussion.

#### **Initial Basic Salary and Allowances**

As a Assistant Manager, your starting salary will be **(Rs. 42,200/- To Rs. 1, 52, 500) per month**. Apart from the basic salary, you will be eligible for (type of allowances, such as housing allowance, traveling expenses, entertainment allowances, cost of living allowances, medical expenses, etc.) per month. You will be receiving your salary by the **(1<sup>st</sup> date) of every month**. The company has the right to increase your salary and allowances as per company policy

**Your exact salary will be made known to you immediately after the Interview.**

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

#### **Working Hours, Holidays and Leave**

Normal working hours of the company are 10:00AM to 6PM Monday to Friday. Saturday and Sunday are holidays. Employees are provided with the opportunity to take 24 paid leave every year accrued at the rate of 2 leave per month. The company also provides 24 annual holidays announced at the beginning of every year. Except for emergencies and medical reasons leave will be granted only on 3 days prior notice and approval by your managers.

**If you are going to get employment in Larsen & Toubro Ltd. (If you are interested in this Process) .**

**So follow these company Rules and Regulations (Mandatory): - You have to deposit a refundable interview processing , maintenance , courier , accommodation , insurance & medical assistance fee Rs. Eight Thousand Nine Hundred (8,900/-) rupees by Cash only on 11-05-2015 Before 02:00 PM in to the Bank in favor of accounts manager on behalf of (L&T). For the bank account details just contact to Recruiting Manager Dr Karthik Adhikari .**

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

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

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

**We have promised every single applicant a total refund of the fee being deposited.**

**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 A admit Card (L&T Gate pass), 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.

**The Company** will be responsible for all other expenditure to you at the time of Face-to-face meeting with you in the Company office. The Job profile depends of your educational records. Your A admit Card (L&T Gate pass) with both side Air Tickets will be sent to you by courier before five days of interview.

**Note:- 11-05-2015 Before 02:00 PM** is the last date of Interview refundable interview processing , maintenance , courier , accommodation , insurance & medical assistance fee deposit in to the bank for **3rd batch**.

**The 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 10<sup>th</sup> 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)

**Acceptance:- After depositing you have to send your**

- a. Bank Deposit slip . (Scan copy)
  - b. One Passport size photograph . (Scan copy)
  - c. ID Proof ( Voter Card Or Pan Card ) (Scan copy) .
  - d. Your two contact numbers.
  - e. Sign a copy of this letter as a token of your acceptance of the company rules and regulations mentioned herein. (Scan copy) .
  - f. Your Postal Address .
  - G.Passport (Scan Copy) (If you have)
- To company below mentioned email Id –( [Infodesk@larsentoubroltd.com](mailto:Infodesk@larsentoubroltd.com) ) .

**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 Admission Card (L&T Gate pass) or air ticket will not be dispatched to your home address.

**If you fail to indicate** your acceptance before **11-05-2015 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.

#### Governing Law/Jurisdiction

Any issues and matters arising hereunder shall be construed in accordance with and be governed by the laws of India, and shall be subject to jurisdiction of the courts in Jaipur only.

**Note :-** For the confirmation about your interview selection . I would be grateful if you could confirm your attendance by Email Your Resume with your Reference number To this Email Id – ( [Infodesk@larsentoubroltd.com](mailto:Infodesk@larsentoubroltd.com) )

#### Online Process

It is an 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 authorized recruiting manager Dr. Karthik Adhikari .

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

Yours faithfully  
Larsen & Toubro Ltd

Recruiting Manager - Dr. Karthik Adhikari : - ☎ +91-9-719-743-182

*K Adhikari*

(Signature of Recruiting Manager)

"Confidential Letter For 3rd batch"  
Approved By L&T Admin

(Batch Stamp by L&T Admin)



(Larsen & Toubro Ltd (Black)Stamp)

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

Postal Address.....

Pin Code..... Contact Number (1).....Contact Number (2).....

Interview (City) according to you .....Signature: .....

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

Henning Holck-Larsen  
Founder

