



Welcome & Thanks for applying through online job portals. For the post of **Assistant Executive / Assistant Manager / Senior Manager (Permanent Job) for Tata Group Of Companies Limited**. After verifying your profile we like to invite you to **interview** to be a part of this committed and professionally managed Indian multinational company.

Job Description related to your Qualification. **After your interview your Post/ Salary or Department (Functional area) will be decided by signing authority according to your profile & educational Records. Fresher & Experience holders apply now. 312 candidates are shortlisted and Vacancies are 303.**

You are selected according to your qualification. Your **Reference** number is **TG-011**. You are in **1st Batch**. This reference number is valid for this process only. We are urgently hiring the thousands of bright candidates for the multiple locations and for the different fields. We also recruit fresher's from our sources across the country in order to build our future leadership talent pipeline. The decision of selection/rejection of the candidate will be at the sole discretion of signing authority.

About Us

Founded by Jamsetji Tata in 1868, the Tata group is a global enterprise, headquartered in India, comprising 30 companies across ten verticals. The group operates in more than 100 countries across six continents, with a mission 'To improve the quality of life of the communities we serve globally, through long-term stakeholder value creation based on Leadership with Trust'. **Companies include-** Tata Consultancy Services, Tata Motors, Brunner Mond, Tanishq, Tata Teleservices, Air Asia India, Tata Steel, Tata Communications, Tata Capital, Tata AIA, Tata Auto Comp Systems, Tata Consulting Engineers Ltd, Tata DoCoMo, Tata Chemicals, Tata Steel, Tata Power, Tata Defence, Tata Elxsi, Tata Global Beverages, Voltas, Voltas Vistara, Taj Air Chartered flights, Taj Hotels Resorts and Palaces, Jaguar Land Rover, Tata Construction, Tata Chemicals Limited, Tata Housing, Tata Pharmaceutical.

Salary and Allowances

As per company rules and regulations your starting **salary will be (Rs. 44,999, -To Rs. 2,44,999) per month in hand**. You will be eligible allowances, such as housing allowance, traveling expenses, cost of living allowances, **(Covid-19, 1 Crore Insurance)**+ all medical expenses, etc). As per company policy. After completing the interview your exact Salary will be decided by senior hr manager.

Working Hours, Holidays and Leave

Working hours are 09:00 AM to 5 PM Monday to Friday. Saturday and Sunday are holidays. Employees are provided with the extra Opportunity to take 24 leave every year accrued at the rate of 2 leave per month. The company also provides (30 days) annual holidays announced at the beginning of every year. Except for emergencies and employee marriage and medical reasons leave will be granted immediately after receiving approval by your seniors.

All of Expenses & Accommodation by Company

Through Company All travel (Both side Air fare/Train fare/Cab fare)Covid-19 Report /E-Pass / Expenses reimbursement will be given to candidate appearing for interview. And all of feeding expenses during the period of the Process. So you are requested to please be on time at your interview place on the date of your interview. 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. If you are not come for interview. Then you will be in **rejected list for 3 years**.

According to company Rule & Regulations - Interview process and Round (You have to clear two rounds of interview given below).

- (1) Written Test – 30 minutes (On basis of Qualification) Tick Mark Question Paper (20 Questions).
- (2) Senior HR round -10 minutes (There will be questions to test your personality, communication skills and behavior - Face to Face **In your comfort language** (English, Hindi, Tamil, Marathi, Kannada, Telugu, Gujarati. so don't hesitate)

Interview Date: - 9th of March 2021. Time:- 01:50 PM.

You can change the interview City (Joining Location) and Date Also. Interview will be conducted in your city (or nearby city so don't hesitate to come over). You can choose the City (Joining Location) and Date for interview. From below list. **You can choose the Interview Date from 9th of March to 14th of March 2021.**

Interview information. (You can change the interview City Also. Read the complete letter Properly) You can choose the City (Joining Location) and Date for interview. From below list.

- (1) **Interview Venue :** A-44-45, Block A, Industrial Area, Sector 62, Noida, Uttar Pradesh 201309 India.
- (2) **Interview Venue :** Tata Sons, Bombay House 24, Homi Mody Street Mumbai 400 001 India.
- (3) **Interview Venue :** No. 7/41, Mount Poonamalle High Rd, Padmini Garden St, Nandambakkam, Chennai, Tamil Nadu 600089 India.
- (4) **Interview Venue :** Tata Motors, Telco Colony, Jamshedpur, Jharkhand 831010 India.
- (5) **Interview Venue :** SJM Towers, 18, Seshadri Rd, Gandhi Nagar, Bengaluru, Karnataka 560009 India.
- (6) **Interview Venue :** 1-10-42, 2, Begumpet Rd, Old Patigadda, Prakash Nagar, Begumpet, Hyderabad, Telangana 500016.

Interview or Joining City's List (Offices / Plants in India)

Mumbai, Delhi, Bangalore, Hyderabad, Ahmedabad, Chennai, Kolkata, Surat, Pune, Jaipur, Lucknow, Kanpur, Nagpur, Indore, Thane, Bhopal, Visakhapatnam, Pimpri-Chinchwad, Patna, Vadodra, Ludhiana, Agra, Faridabad, Rajkot, Kalyan-Dombivli, Vasai-Virar, Varanasi, Srinagar, Aurangabad, Dhanbad, Amritsar, Navi Mumbai, Allahabad, Howrah, Ranchi, Gwalior, Jabalpur, Coimbatore, Vijayawada, Jodhpur, Madurai, Raipur, Kota, Chandigarh, Guwahati, Hubli-Dharwad, Tiruchirappalli, Bareilly, Mysore, Tiruppur, Gurgaon, Aligarh, Jalandhar, Bhubaneswar, Salem, Mira-Bhayandar, Warangal, Jalgaon, Guntur, Bhiwandi, Saharanpur, Gorakhpur, Bikaner, Amravati, Noida, Jamshedpur, Bhilai, Cuttack, Firozabad, Kochi, Nellore, Bhavnagar, Dehradun, Durgapur, Asansol, Rourkela, Nanded, Kolhapur, Ajmer, Akola, Gulbarga, Jamnagar, Ujjain, Siliguri, Jhansi, Ulhasnagar, Jammu, Sangli-Miraj & Kupwad, Mangalore, Erode, Belgaum, Ambattur, Tirunelveli, Malegaon, Gaya, Thiruvananthapuram, Udaipur, Maheshwala, Davanagere, Kozhikode, Kurnool, Rajpur, Rajahmundry, Bokaro, South Dumdum, Bellary, Patiala, Gopalpur, Agartala, Bhagalpur, Muzaffarnagar, Bhatpara, Panihati, Latur, Dhule, Tirupati, Rohtak, Korba, Bhilwara, Berhampur, Muzaffarpur, Ahmednagar, Kollam, Avadi, Kadapa, Kamarhati, Sambalpur, Bilaspur, Shahjahanpur, Sata, Bijapur, Kakinada, Rampur, Shimoga, Chandrapur, Junagadh, Thrissur, Alwar, Bardhaman, Kulti, Nizamabad, Parbhani, Tumkur, Khammam, Ozhukarai, Bihar Sharif, Panipat, Darbhanga, Bally, Aizawl, Dewas, Ichalkaranji, Karnal, Bathinda, Jalna, Eluru, Barasat, Kirari Suleman Nagar, Purnia, Satna. **For Abroad:-** Canada, London, Dubai, San Francisco, Shanghai, Melbourne, Moscow, Singapore, Los Angeles, New York Only.

Interview City _____ **Interview Date** _____ **Joining City (India/Abroad Joining within 3 months only)** _____

Department (Functional area)

HR, Recruitment, Administration, IR, Financial Services, Banking, Investments, Insurance, IT Hardware, Technical Support, Telecom Engineering, Sales, Retail, Business Development, IT Software - Application Programming, Maintenance, ITES, BPO, KPO, LPO, Customer Service, Operations, Production, Manufacturing, Maintenance, Accounts, Finance, Tax, Company Secretary, Audit, Analytics & Business Intelligence, Architecture, Interior Design, Beauty / Fitness / Spa Services, CSR & Sustainability, Defence Forces retired, Security Services, Design, Creative, User Experience, Engineering Design, R&D, Executive Assistant, Front Office, Data Entry, Export, Import, Merchandising, Fashion Designing, Merchandising, Hotels, IT Software - Client/Server Programming, IT Software - e-Commerce, Internet Technologies, IT Software - Mainframe, IT Software - Middleware, IT Software - Mobile, IT Software - System Programming, IT Software - Telecom Software, IT Software - DBA, Datawarehousing, IT Software - Embedded, EDA, VLSI, ASIC, Chip Design, IT Software - ERP, CRM, IT Software - Network Administration, Security, IT Software - QA & Testing, IT Software - Systems, EDP, MIS, , Editing,

Content writer, Legal, Regulatory, Intellectual Property, Marketing, Advertising, MR, PR, Media Planning, Medical, Healthcare, R&D, Pharmaceuticals, Biotechnology, Packaging, Shipping, Site Engineering, Project Management, Strategy, Management Consulting, Corporate Planning, Supply Chain, Logistics, Purchase, Materials, Teaching, Education, Training, Counselling, Top Management, Travel, Tours, Ticketing, Airlines, TV, Films, Production, Broadcasting, and Other related specializations.

We are Hiring for the multiple locations in India and for abroad also. In these Departments (choose the Functional areas related to your Qualification).

Department (Functional area).

Qualification

Get This Opportunity Immediately In Tata Group Of Companies Limited. (Then follow these company Rules and Regulations given blow).

Note-Mandatory- (Due to Covid 19 Use Mask/ Gloves/ sanitizer given by the company free of cost.).

The Candidate have to Deposit a Refundable Interview Processing & Accommodation & Assurance & Covid-19 Test/E-Pass Amount Rs Seven Thousand Nine Hundred Ninety Eight Rupees Only (7,998, with GST/CGST) On 04-03-2021 Before 04:00 Pm in favor of Tata Group of Companies Limited Only.

Through (Google Pay, PhonePe, Paytm Wallet, BHIM UPI, IMPS Transfer, RTGS, Mobile Banking, Net Banking Or By Any Money Transfer Shop by Cash in favor of **Tata Group of Companies Limited Only**. For the Bank Account Details Contact (Call) To your **HR Manager Dr. Harpreet Bhatia**.

Note - After transferring the amount in the Company account Kindly Whatsapp the payment screenshot to this number (+918377953472 (Whatsapp Only)) and then contact to HR manager for payment confirmation email with gate pass/Covid-19 Test report/E-pass. This letter as a token of your acceptance (Take the printout and fulfill this letter by hand handwriting)

Note - The amount paid by the candidate this is a refundable or if you need to change your interview place or not this is a mandatory amount Due to Covid-19. Whether you belong to local area or you belong to other city or any other states of India. It is because so that the company may be ensured for it that the applicant is definitely coming to face the interview round on the date of interview on time.

Amount Refunding Process

The Company will refund you the amount with 18% GST With 28% CGST on the interview day. By Cash or Cheque. In both of condition whether you are selected or not in the Interview. It is just a security amount of your presence on the day of interview and this is compulsory due to company process. You have to show the copy of your payment transaction Number (Paytm passbook, payment transaction number, Deposit slip) to Accounts Department. To take your amount back.

Reasons of payment

This is a measure we have taken to check bogus applications from unserious candidate who applies for job Due to Covid-19. 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.

Note -04-03-2021 Before 04:00 PM is the last date for Deposit a Refundable Interview Processing & Accommodation & Assurance Covid-19 Test/E-pass Amount for 1st Batch.

If you fail to indicate your acceptance before 04-03-2021 before 04:00 PM.

This Offer of employment will be withdrawn and cancelled. Late reporting candidates will be not allowed in this Interview process. (Note - Only for Covid-19 or medical emergency If you are late to making the payment so you just contact your HR Manager). 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.

Note-You can Contact in official working hours **Monday to Sunday-09:00 am to 04:00 pm**. After the working hours your call not is accepted. If you are interested in this process so please read this interview call letter very carefully then you contact to your recruiting manager and discuss on point to point only. Because all call recorded by the company for training and quality purposes.

So first you have to follow the company rules and regulations and Submit your amount then Human Resource Manager will change your Interview place From Here to your nearby preferred Interview location(City).

Yours faithfully
Tata Group Of Companies Limited
Human Resources Department
Authorize Letter Code-TG-3120

[About Us - Visit Here](#)

(Signature of Senior HR Manager)



(Letter QR Code)



Contact to Human Resource Manager - Dr. Harpreet Bhatia - +91-757-9711-240

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