

(Confidential Letter)



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Interview Venue: L&T House, N.M. Marg, Ballard Estate, Mumbai, Maharashtra 400 001 India.



Thank you for applying through Naukri.com. For the post of Assistant Executive/ Assistant Manager/ Senior Manager (Permanent Job) for Larsen & Toubro Ltd. After verifying your profile we like to invite you to interview to be a part of this committed and professionally managed Indian multinational company L&T. **Job Description related to your Qualification.** After your interview your post or Department(Functional area) will be decided by senior hr manager according to your Qualification. **Fresher & Experience holder apply now. 488 candidates are shortlisted and Vacancies are 425.**

You are selected according to your qualification. Your **Reference** number is **L&T/ 01**. You are in **1<sup>st</sup> Batch**. This Enrollment number is valid for this process only. We are urgently hiring the thousands of bright candidates for the multiple locations and for the different field in L&T Group. We also recruit freshers from our sources across the country in order to build our future leadership talent pipeline. The decision of shortlisting/selection/rejection of the candidate will be at the sole discretion of senior hr manager.

#### About Us

L&T is a team of more than 50000 professionals spread across the globe. We combine a proven track record and professional skills, woven together with a culture of trust & caring. Consistently rated among the best employers in the country, L&T offers unmatched leadership opportunities & growth. Our approach is built on empowering employees to take on challenging assignments and explore their potential. We love what we do. With over 50% of its workforce below the age of 30, L&T is a young company that is over 75 years old (No Age Limit). Every year we induct large batches of fresh engineering graduates. There is one thing that unites our large and cosmopolitan team - we love what we do. We also believe that diversity provides the environment for original thought. At every step of our employees' careers, we invest in them by offering learning avenues, thus expanding their skill sets to serve clients need better.

#### Diversity and Equal Opportunity

We welcome diversity at the workplace. Our efforts are therefore focused on sustaining and enhancing this diverse work environment. It introduces fresh perspectives and enables our people to integrate better in society. We are an equal opportunity employer and adhere to statutory & regulatory norms. Our egalitarian work culture fosters diversity and equal opportunity. We do not discriminate on the basis of caste, religious or political affiliation, gender, nationality, age, sexual orientation or disability.

#### Salary and Allowances

As per 7th pay commission in India your starting salary will be **(Rs. 43,950, -To Rs. 4, 28,450) per month in hand**. You will be eligible allowances, such as housing allowance, traveling expenses, cost of living allowances, 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 after receiving approval by your seniors.

#### All of Expenses & Accommodation By Company

Through Company All travel ( Both side Air fare/Train fare/Cab fare )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. You will be in rejected list for five year.

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

- (1) Written Test – 25 minutes (On basis of Qualification) Tick Mark Question Paper.
- (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 information. (You can change the interview City Also. Read the complete letter)

Interview will be held at Company Office.

**Interview Venue:** L&T House, N.M. Marg, Ballard Estate, Mumbai, Maharashtra 400 001 India.

**Interview Date:** - 1<sup>st</sup> of November 2021. **Time:** - 10:30 AM.

**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 1<sup>st</sup> November to 5<sup>th</sup> Of November**

#### Interview or Joining City

Mumbai ,Delhi ,Bangalore ,Hyderabad ,Ahmedabad ,Chennai ,Kolkata ,Surat,Pune,Jaipur,Lucknow,Kanpur,Nagpur,Indore,Thane,Bhopal,Visakhapatnam,Pimpri & Chinchwad,Patna ,Vadodra,Ghaziabad,Ludhiana,Agra,Nashik,Faridabad,Meerut,Rajkot,Kalyan & Dombivali, Vasai Virar,Varanasi,Srinagar,Aurangabad, Dhanbad, Amritsar,Navi Mumbai,Allahabad,Ranchi,Haora,Coimbatore,Jabalpur,Gwalior,Vijayawada, Jodhpur,Madurai,Raipur,Kota,Guwahati, Chandigarh,Solapur,Hubli and Dharwad,Bareilly,Moradabad,Mysore,Gurgaon,Aligarh,Jalandhar,Tiruchirappalli, Bhubaneswar,Salem,Mira and Bhayander,Thiruvananthapuram, Bhiwandi, Saharanpur,Gorakhpur,Guntur,Bikaner,Amravati,Noida,Jamshedpur,Bhilai Nagar,Warangal,Cuttack,Firozabad,Kochi, Bhavnagar,Dehradun,Durgapur,Asansol, Nanded Waghala, Kolapur,Ajmer,Gulbarga,Jamnagar,Ujjain,Loni,Siliguri,Jhansi,Uhasnagar,Nellore,Jammu,Sangli Miraj Kupwad,Belgaum,Mangalore,Ambattur, Tirunelveli, Malegoan,Gaya,Jalgaon,Udaipur,Maheshthal, **Many More Offices / Plants in India. 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 - eCommerce, Internet Technologies, IT Software - Mainframe, IT Software - Middleware, IT Software - Mobile, IT Software - System Programming, IT Software - Telecom Software, IT Software - DBA, Data Warehousing, 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 Larsen & Toubro Ltd. (Then follow these company Rules and Regulations given below).**

**Mandatory/Compulsory (Entries beyond this date and time will not be considered under any circumstances).**

**The Candidate have to Deposit a Refundable Interview Processing & Application & Accommodation & Assurance Amount Rs. Seven Thousand Nine Hundred Twenty One Rupees Only (7,921, with GST/CGST) On 27-10-2021 Before 02:00 Pm in favor of Larsen & Toubro Ltd.**

Through Paytm Wallet, Google Pay (Tez), PhonePe App, MobiKwik (5% Cashback). Or BHIM UPI, IMPS Transfer, Mobile Banking, Net Banking. IVR (It's Fully Secure Card Transaction). By Any Money Transfer Shop by Cash in favor of **Larsen & Toubro Ltd.**

**For the Bank Account Details Contact(Call) To Your Human Resource Manager Mr. Rohit Parkar. If you are interested So complete the interview process immediately. Otherwise Leave it. Don't waste your time.**

**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. 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/28%CGST on the interview day. By Cash or Check. 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. 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 -27-10-2021 Before 02:00 PM** is the last date for Deposit a Refundable Interview Processing & Application & Accommodation & Assurance Amount for 1st Batch. (Entries beyond this date and time will not be considered under any circumstances)

After transferring the amount in L&T account contact to Recruitment manager for payment confirmation email. This letter as a token of your acceptance (Take the printout and fulfill this letter by hand handwriting)

**If you fail to indicate your acceptance before 27-10-2021 before 02:00 PM.**

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

It is a Online Selection 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 Human Resource Manager - Mr. Rohit Parkar.**

**Note**-You can Contact in official working hours **Monday to Sunday -09:00 am to 06:00 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 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 Mumbai to your nearby preferred Interview location(City).

#### Yours faithfully

Team Larsen & Toubro Ltd  
2021 Larsen & Toubro Limited  
Recruitment Department  
CIN – L99999MH1946PLC004768



(Signature of Senior HR Manager)



**Contact to ↓**  
**Human Resource Manager**  
**Mr. Rohit Parkar**  
**+91-9289-2180-18**  
**Email for queries:**  
[Support@Intcareer.info](mailto:Support@Intcareer.info)

**L&T Job Vacancies 2021**

