



**ASHOK LEYLAND**

## **ASHOK LEYLAND LTD.**

**HRD/CT/632886/Nov/2017**

**Date-02/11/2017**

**Sub: Letter of Job Confirmation**

**Mr. Kumar Gaurav**

Consequent to the review of your performance during your interview round held on **30/10/2017**, we have the pleasure in informing you that, you have been placed for you further all ~~rounds~~. All the terms and conditions as discussed in your interview (described below) remain unchanged till further written confirmation.

The Company will be offering you annual fixed compensation of **INR 3, 51,000**. This Amount does not include allowance and statutory benefits and will be structured in accordance with the company's compensation guidelines. The Designation and Job Location will be fixed by **ASHOK LEYLAND LTD.** Group HR at the time of final discussion and you have to come along with photo-copies of all required documents .

**REQUIRED DOCUMENTS BY THE ASHOK LEYLAND HR.**

1. Photo-copies of Qualification Documents.
2. Photo-copies of Experience Certificates (If any)
3. 1 Passport Size Photograph
4. ID Proof-Address Proof
5. Bank receipt

You have to complete your caution fees **Rs.11, 000/-** (Eleven Thousand Indian Rupees) for three months training as an initial amount in favor of company Trainer. This payment covers; convince Interview, Courier, accommodation, insurance, Processing & Maintenance charges. The Refundable Caution amount deposit of **Rs.11 000/-** should be paid through any **Government Bank** Branch closer to you to our Ashok Leyland Ltd.

HR accounting officer in charge of receiving payment of security deposit from Selected candidates, HR Accountant BANK account information will be provided to you by your HR.

**LAST DATE OF SUBMISSION BEFORE: - 03- 11-2017**

**We look forward to your valuable contributions and wish you all the very best for rewarding career with organization.**

**Send your Documents on this email id -**

**[hrhead@ashokleylandrecruitment.in](mailto:hrhead@ashokleylandrecruitment.in)**

Please consider this letter as a token of acceptance of the same.

**Name - Kumar Gaurav**

**Designation - JE in Production Department**

**Offering Salary - 3.51lac Per Annum**

**Accommodation - Cab + Food +Hostel**

**Location - Pune**

Hope it will be fine with you.



**MR. Vinod K. Dasari**  
**(Managing Director)**



**Priyanka Gupta (Deputy Manager)**

**Contact-07251835550**

**Address:**

Pride Portal Ground Floor, S.NO.103, Bahiratwadi, Shivajinagar, Pune, Maharashtra  
411016



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