

[Confidential Letter]



**LARSEN & TOUBRO**

It's all about Imagineering

**Larsen & Toubro Limited**  
[A-1, 27, 28 Faizabad Road, Shakti Nagar  
Indira Nagar, Lucknow, Uttar Pradesh  
Pin Code - 226016]  
[Fax: 0522-4951 7720]

**The company offers you to join as an Assistant Manager post in respective department .**  
Your Reference number is ( 011 ). You are in **1st Batch**. This Reference number is valid for this interview only.

**We have Openings in various Division** - Electronics , Mechanical Engineers, IT Software, Hardware, Administration, Production, Accounts, Web Designer, Engineer Quality Control, Quality Assurance, Civil Engineering , Information Technology, Electrical Engineering, Safety, and Finance, Networking, System Security , Network Security , Security, HR, RM, Routing, Switching, Logistics, Warehouse, HR, Research, Sales, Marketing, Legal, Database, Executive , Senior Executive , H R Manager , Civil Engineer Construction , Junior Engineer , Engineer , It Expert , It- Software Engineer, It hardware & Networking Engineer , Assistant Manager , Administration Officer , Accounts Officer , Web Designer , Technology Expert, Architect, Chemical Engineer , Fitter , Dental Medical Officer , Medical Officer , Senior Medical Officer , Pharmacist , Fashion Designers , Designer, Merchandiser , Medical Representative , Animator & Graphic Designer and Many More Post in respective department.

**Note :** - You need to know That We Have Opening For thousands candidates for the multiple Locations in India for our various Division. You need to know That after verifying your profile from your college side or from your previous company side you are selected for an interview. 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.

**Your job profile** will be related to your Resume, Which you have mentioned over There on your Resume. The company will provide you the same work on which of project you are working now And on the basis of Your educational qualification.

**Be a part of our tremendous growth story.** Explore the latest openings across Group companies.



#### About Us

Larsen & Toubro is a major technology, engineering, construction, manufacturing and financial services conglomerate, with global operations. L&T addresses critical needs in key sectors - Hydrocarbon, Infrastructure, Power, Process Industries and Defence - for customers in over 30 countries AROUND THE WORLD. L&T is engaged in core, high impact sectors of the economy and our integrated capabilities span the entire spectrum of 'design to deliver'. With over 7 decades of a strong, customer focused approach and a continuous quest for world-class quality, we have unmatched expertise across Technology, Engineering, Construction, Infrastructure Projects and Manufacturing, and maintain leadership in all our major lines of business. Every aspect of L&T's businesses is characterised by professionalism and high standards of corporate governance. Sustainability is embedded into our long-term strategy for growth. The Company's manufacturing footprint extends across eight countries in addition to India. L&T has several international offices and a supply chain that extends around the globe.

#### Overview

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. 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.

#### Rules and Regulations.

##### Training after selection (One Week if you are interested)

It is used for training new employees and in the internal training classes. As for new employee sent for (UK) (or external) training in

##### Addition to internal training, external procedures will be used.

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

- (I) - Training about the company regulations, structure, history, culture, etc.
- (II) - Training about professional operations. The training program for each position is regulated.

**Interview process and Round – (You have to clear the all round of your interview given below)**

- (1) Written Test – 25 minutes (On your project basis)
- (2) Technical round - 10 minutes (In Technical Interview basic ally the ask questions based on your college project – Face to Face)
- (3) Senior HR round -10 minutes (There will be questions to test your personality, communication skills and behavior - Face to Face)

**Interview information:-**

Your Interview Process will be held at Company Office.

**Venue:** A-, 28 Faizaba d Road, Shakti Nagar Indira Nagar, Lucknow, Uttar Pradesh 226016

**Date:** - 31<sup>st</sup> of August 2017. **Time:** - 01:30 PM.



**Job Locations**

The L&T is recruiting for our new plant in (Mumbai , Delhi , Bangalore , Chennai , Hyderabad , Ahmedaba d , Kolkata , Surat , Pune , Jaipur , Luckn ow , Kanpur , Nagpur , Visakhapatnam , Indore , Thane , Bhopal, PimpriChinchwa d , Patna , Va dodara , Ghaziaba d , Ludhiana , Coimbatore , Agra , Ma durai , Nashik , Faridaba d , Meerut , Rajkot , Kalyan-Dombivali , VasaiVirar , Varanasi , Srinagar , Aurangaba d , Dhanba d , Amritsar , Navi Mumbai , Allahaba d , Ranchi , Jabalpur , Gwalior , Vijayawa da , Jodhpur , Raipur , Kota , Guwahati , Chandigarh , Thiruvananthapuram , other) plant in India.

The Company Human Resource Manager has a dvises you in the selection panel that your application can progress to the final stage. You will come to company office in Luckno w. The selected candidate keeps the right of being getting posted at the desired location subject to the final decision of Recruiting Panel after discussion.

**Working Hours. Holidays and Le ave.**

Normal working hours are 10:00AM to 5PM Monday to Friday. Saturday and Sunday are holidays. Employees are provided with the opp rtunity to take 24 paid le ave every year accrued at the rate of 2 lea ve per month. The company also provides 24 annual holidays announced at the beginning of every year. Except for emergencies and medical reasons lea ve will be granted only on 3 days prior notice and approval by your managers.

**Initial Basic Salary and Allowances.**

As a Assistant Manager, your starting salary will be **(Rs. 46, 982, - To Rs. 2, 81, 967) 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> to 5<sup>th</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 ma de kno w to you immediately after the Interview.**

**The Company will be provide you the Both Side Air Fare or Train Fare and all of expenses and feeding during the period of the Interview Process (without any charges).**

**(Hence we would like to meet you personally for a discussion on the date of interview. So you are requested to please be on time at your interview place on the date of your interview)**

**(We hope the date or time and venue is suitable to you)**

But in case. If not . So your get in touch with Your Recruitment Manager and infor m the date and City according to your convenience . So that we can transfer your Interview place From Luckno w to your nearby preferred Interview location.

**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 Cr edited a refundable interview processing & maintenance & courier & Accommodation & assurance charges Rs. Eight Thousand One Hundred Fifty Rupees (8,150, -) by Down Payment only on 10-08-2017 before 02:00 PM in to The Authorized Government Nationalized Bank and In favour of Larsen & Toubro Ltd . To Collect the bank Account details just contact to your Human Resource Manager - Dr. Harish Rawat.**

**Note:** - If you do not have the Authorized bank nearby to you home than you can transfer your interview security fee Through Net Banking , NEFT or Mobile Wallet or RTGS from your bank account to our bank account and to make the NEFT or RTGS From your bank account to our bank account you have to carry your personal bank account ch eck book to your bank And spoke to your bank employee to make the NEFT or RTGS to transfer the amount of your interview security fee and To col lect the bank account details to make the NEFT or RTGS of your interview security fee contact to your Human Resource Manager.

**Important:** - Dear Applicant we need to tell you that if you need to change your interview place then it is Compulsory that first of all you will have to deposit your mandatory Refundable Interview Security fee. 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 and After depositing of your Refundable Interview Security fee, The Company will be send you the A dmit Card (Gate Pass) immediately on your Email a ddress. On that A dmit Card (Gate Pass) you have to mention over The re about your preferred interview Place. So that we can shift your interview place fo rm Luckno w To your preferred Interview place nearby your home city.

**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.

**So first you have to follow the company rules and regulations and Submit your fee then Human Resource Manager will change your Interview place From Lucknow to your nearby preferred Interview location.**

**Note:-** Larsen & Toubro Ltd has promised every single applicant a total refund of the security amount being deposited on The same day of Your Interview. In both of condition whether you are selected or not in the Interview.

#### **Amount Refunding Process**

You have to show us the copy of the deposit slip and interview letter on the date of your interview to take your amount by Ca sh (Ch eck, Neft, Rtgs) from account department.

#### **Reasons of payment**

This is a measure we have taken to ch eck bogus applications from unserious candidate who applies for job and we send them A dmit 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. You're a dmit Card (L&T Gate pass) with both side Air Tickets , Train Tickets will be sent to you by courier before five days of interview.

**Note:- 10-08-2017 Before 02:00 PM** is the last date of Interview refundable interview processing & maintenance & courier & Accommodation & assurance charges deposit in to the bank for **1st 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. By Reply Email (**Please do not change the subject line**).

**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 Admit Card (L&T Gate pass) or Air Tickets , Train Tickets will not be dispatch to your home address.

**If you fail to indicate** your acceptance before **10-08-2017 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. (**Note - Only for medical emergency**) If you are late to making the payment so you just contact your Recruitment Manager.

#### **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 Lucknow only.

**Note: - For the confirmation about your interview selection. i would be grateful if you could confirm your attendance immediately by Reply Email with resume and your reference number (Please do not change the subject line).**

#### **Online Process**

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 Human Resource Manager Dr. Harish Rawat.



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 Limited

A-27, 28 Faizabad Road, Shakti Nagar Indira Nagar,  
Lucknow, (U.P) 226016 (Fax: 0522-4951 7720)

Company Profile - [Click Here](#)



**Human Resource Manager – Dr. Harish Rawat: - (+91725-2906-245)**



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**(TO BE FILLED BY THE CANDIDATES IN (HIS / HER) OWN HANDWRITING IN CAPITAL LETTERS.)**

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

Full Name (in Block letters) Mr./Ms. ....

Father's / Husband' Name .....

Postal Address .....

Pin Code..... Date Of Birth ..... Contact Number (1).....

Contact Number (2)..... Educational Qualification.....

Permanent email Address.....

Age as on 01.01.2017(Years).....(Month).....

Preferred Venue Place for your Interview (City) ..... Candidate Signature.....

*Dr. Harish Rawat*

(Signature of Human Resource Manager)  
Employee ID- LNTRM-0017720



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"Machinery may be there,  
building may be there...  
but without people, it's all nothing.  
People are our only assets"

Henning Holck - Larsen  
Founder

