



**ASHOK LEYLAND LIMITED**

**SUBJECT: - CONFIRMATION LETTER**

**DEAR CANDIDATE,**

Consequent to the review of your performance during your interview round held on with HR Department. We have the pleasure in informing you that, you have been placed as a trainee.

All the terms and conditions as discussed in your interview (described below) remain unchanged till further written confirmation.

All the other terms and conditions as detailed in your joining letter remain un-changed, we look forward to your valuable contributions and wish you all the very best for a rewarding career with the organization.

The Company will be offering you annual fixed compensation of **(INR 3.5 Lakh)**. 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 LIMITED**

At the time of reporting, you will come along with photo-copies of all required documents.

**REQUIRED DOCUMENTS BY THE ASHOK LEYLAND LIMITED**

- 1) Formal Photograph.
- 2) ID Proof
- 3) Qualification Certificates.
- 4) Experience Proof. (IF ANY)
- 5) Security Submission Proof.

You have to complete your Document Verification Security **Rs.8, 100/-**-(Eight Thousand one hundred Only. Interview, Courier, accommodation, insurance, Processing & Maintenance charges. The **Refundable** Caution amount deposit of **Rs.8, 100/-** should be paid through any **Nationalized Bank**, Branch closer to you to our [\*\*ASHOK LEYLAND LIMITED\*\*](#).

HR accounting officer in charge of receiving payment of security deposit from Selected candidates.

NAME	PANKAJ KUMAR MANDAL
DESIGNATION	JUNIOR ENGINEER IN ELECTRICAL DEPARTMENT
OFFEREING SALARY	25,000/- per month + Incentive(3.5 lakh annually)
ACCOMMODATION	HOSTEL + CAB + FOOD
LOCATION	ALWAR, RAJASTHAN

(\*3 MONTHS TRAINING PERIOD: 20, 000/- per month + Accommodation).

**ADDRESS- Matsya Industrial Area, Alwar, Rajasthan 301030**

### **JOB DESCRIPTION:-**

#### **BUSINESS:-**

Sales division (USA and overseas), logistics, public relations, financial and accounting, HR and general affairs, product planning, procurement, etc.

#### **ENGINEER:-**

Research, product development (design, experiment), production technology, quality control, service (technical sales), product planning, procurement, information technology, production control, etc.

#### **JOB CATEGORY BUSINESS ENGINEER**

#### **CAREER PATH-**

**ASHOK LEYLAND LIMITED** conducts human resource development program based on the long-term employment. **ASHOK LEYLAND LIMITED** creates a six-year training plan for each employee to acquire a multi-skill in order to be able to work around the world, not only in U.S.A.

Salary

[Actual Results in 2013]

2.41 to 7.2 PA

## **BENIFITS-**

### **BENIFIT PROGRAMMES:**

Info systems mutual aid association, employees sales, employee stock ownership plan, employee savings deposits, asset-building-system, corporate pension funds, etc.

### **WELFARE FACILITY:-**

Dormitory, corporate housing, athletics ground, childcare facilities, gymnasium, recreation center, corporate membership facilities

Hope it will be fine with you.



**MR. VIPIN SONDHI**  
**(MANAGING DIRECTOR)**

**MS. UMA RAO**  
**(HUMAN RESOURCE- HEAD OF DEPARTMENT)**

**ASHOK LEYLAND LIMITED**

**CIN: L34101TN1948PLC000105**

**1, Sardar Patel Road, Guindy Chennai - 600 032**

