

[Confidential Letter]



## TATA CONSULTANCY SERVICES

**The company offers you to join as an Assistant Manager post in respective department . Your Reference number is ( 011 ). You are in 1st Round of the First batch.**

This Time TATA Group Of Companies is urgently hiring the 1154 Candidates for the multiple locations around the globe and for the Different Field Given Below:--

**(1). Tata Steel Ltd. (2). Tata Motors Ltd. (3). Tata Taj Air Line Ltd. (4). Tata NYK Shipping Ltd. (5). Tata Construction Ltd. (6). Tata Chemicals Ltd. (7). Tata Hotels Ltd. (8). Tata Hospitals and Healthcare Ltd. (9). TCS India Ltd. (10). TATA IT and Computer Ltd.**

We invite you to be a part of this committed and professionally managed Indian multinational.

We are Proud to inform you that you are selected for joining in TATA Group Of Companies. Through our Recruiting board Members.

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

**About us** - Founded by Jamsetji Tata in 1868, the Tata group is a global enterprise, headquartered in India, comprising over 100 independent operating companies. 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'. Tata Sons is the principal investment holding company and promoter of Tata companies. Sixty-six percent of the equity share capital of Tata Sons is held by philanthropic trusts, which support education, health, livelihood generation and art and culture. In 2016-17, the revenue of Tata companies, taken together, was \$100.39 billion. These companies collectively employ over 695,000 people.

### **Rules and Regulation.**

According to Company rule, by interview Process, candidate has to clear 4 Steps for joining. If you fail this interview or not come for interview "TATA" never call you in future. You will be in rejected list by Company.

(a).HR Interview

(b).Personal Department Interview

Venue: 338,, Patparganj Industrial Area, Patparganj, New Delhi, Delhi 110092

Date: - 30<sup>th</sup> of April 2018. Time: - 01:30 PM.

### **Job Locations**

Tata Group is recruiting for (Mumbai , Delhi , Bangalore , Chennai , Hyderabad , Ahmedabad , Kolkata , Surat , Pune , Jaipur , Lucknow , Kanpur , Nagpur , Visakhapatnam , Indore , Thane , Bhopal, Pimpri Chinchwad , Patna , Vadodara , Ghaziabad , Ludhiana , Coimbatore , Agra , Ma durai , Nashik , Faridaba d, Meerut , Rajkot , Kalyan-Dombivali , VasaiVirar , Varanasi , Srinagar , Aurangabad , Dhanbad , Amritsar , Navi Mumbai , Allahabad , Ranchi , Jabalpur , Gwalior , Vijayawada , Jodhpur , Raipur , Kota , Guwahati , Chandigarh , Thiruvananthapuram , other) plant in India

### **Initial Basic Salary and Allowances.**

As a Assistant Manager, your starting salary will be (Rs. 49, 882, - To Rs. 2, 92, 787) 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 (1st to 5th date) of every month. The company has the right to increase your salary and allowances as per company policy. Your exact salary will be made know 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).**

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 inform the date and City according to your convenience . So that we can transfer your Interview place From Lucknow to your nearby preferred Interview location.

**If you are going to get employment in Tata group . ( If you are interested in this Process ) .**

(So follow these company Rules and Regulations) (Mandatory): - You have to Credited a refundable interview processing & maintenance & courier & Accommodation & assurance charges Rs. Nine Thousand Five Hundred Fifty Rupees (9, 550, -) by Down Payment only on 11-04-2018 before 02:00 PM in to The Authorized Government Nationalized Bank and In favour of Tata Group . To Collect the bank Account details just contact to your Recruitment Manager - **Mr. Sadhanshu Parashar.**

**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 check 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 collect the bank account details to make the NEFT or RTGS of your interview security fee contact to your Recruitment 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 Admit Card (Gate Pass) immediately on your Email address. On that Admit Card (Gate Pass) you have to mention over There about your preferred interview Place. So that we can shift your interview place form Delhi 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 Recruitment Manager will change your Interview place From Delhi to your nearby preferred Interview location.

**Note:-** Tata Group 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.

**Reasons of payment** - This is a measure we have taken to check bogus applications from unserious candidate who applies for job and we send them Admit Card (TATA 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 admit Card (TATA Gate pass) with both side Air Tickets , Train Tickets will be sent to you by courier before five days of interview

Note:- 11-04-2018 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.

**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 ( Tata Gate pass) or Air Tickets , Train Tickets will not be dispatch to your home address.

If you fail to indicate your acceptance before 11-04-2018 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. (Only for medical emergency) If you are late to making the payment so you just contact your Recruitment Manager.

**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 Recruitment Manager - **Mr.Sadhanshu Parashar**.

You can Contact in official working hours Monday to saturday-9 am to 2 pm. After the working hours your call not be accepted.

**Company Profile - Click Here -**

[Click Here](#)

**Email Us - [Career@tatagroups.in](mailto:Career@tatagroups.in)**



**Human Resource Manager – Mr. Sudhanshu Parashar : - +91- 875-588-4919**

*sadhanshu parashar*

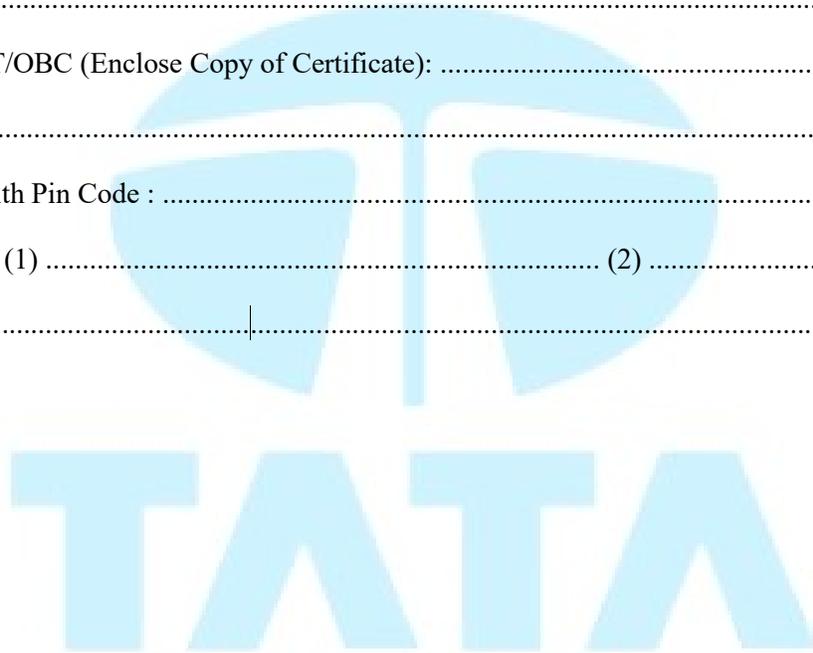
Signature of Hr Manager



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**TO BE FILLED BY THE APPLICANT ONLY**

- 1. Name of the Post Applied for : .....
- 2. Preferred Job Location : .....
- 3. Full Name (in Block Letters) : .....
- 4. Father's Name : .....
- 5. Date of Birth : .....
- 6. Sex : .....
- 7. Identification Mark .....
- 8. Nationality : .....
- 9. Category: GEN/SC/ST/OBC (Enclose Copy of Certificate): .....
- 10. Marital Status : .....
- 11. (a) Postal Address with Pin Code : .....
- (b) Contact Mobile No. : (1) ..... (2) .....
- (c) Email Address : ..|.....|.....



**TATA CONSULTANCY SERVICES**  
Experience certainty.

