



# ASHOK LEYLAND

## ASHOK LEYLAND LIMITED

### SUBJECT: - JOINING LETTER

#### 1) CANDIDATE OFFERING DETAILS:

NAME	ANKIT SINGH
DESIGNATION	JUNIOR ENGINEER IN MAINTENANCE DEPARTMENT
OFFEREING SALARY	25,000/- per month + Incentive(3.5 lakh annually)
DATE OF JOINING	JUNE 01 <sup>TH</sup> '2018 (11 AM - 1 PM)

(\*3 MONTHS TRAINING PERIOD: 18,000/- per month + Accommodation).

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

#### 2. PLACE OF POSTING:

You will be posted in our Plant at **ASHOK LEYLAND LIMITED**, However, at any time during the period of appointment, you will be liable To transfer in such other capacity that the company may determine to any other Department/Branch/Establishment or any other company under the same Management without adversely affecting your emoluments and general condition Of Service.

#### 3. RENUMERATION:-

You will be entitled to the following remuneration per month, Subject to the Express Condition of fulfillment of service conditions:

- **Salary per Annual 3.5Lac Gross**
- **5 Days Working**
- **Cab Facility**
- **Meal Facility**
- **Hostel Facility**
- **On Roll**

#### **4. LEAVE POLICY:-**

You will also be entitled to leave facilities as follows:

- **Monthly Leaves- 1 Leave**
- **Sick Leaves-7 Leaves**
- **Total Annual Leaves-19 Leaves(12 monthly+7 sick leaves)**

**5.** As a **Manager/Executive/Engineer** you will not be governed by the Rules, Regulations or statutes generally applicable to workmen such as working hours, Weekly Off, Holidays.

#### **6. PROBATION:-**

You will be on probation period for a period of 90 Days from the date of joining Service. Based on your performance and conduct, this period may be increased Or decreased at sole discretion of the management and useless on order in Writing is given to you, you shall be not be deemed to have been confirmed.

#### **7. SEPERATION:-**

During Probation or extended Period(S) thereof, your service are liable to Terminated without assigning any reason or payment in lieu thereof, Subsequent To confirmation, either side can terminate this contract by giving a notice of one Month or payment of One Month basic salary in lieu thereof.

#### **8. OTHER RULES & REGULATIONS:-**

You are expected to discharge the duties assigned to you from time to time with Due diligence, integrity and responsibility to the entire satisfaction of the Management and also maintain high standard of work expected of you by the Company.

Your appointment in the company is full time and you shall devote yourself Exclusively to the business of the company. You will not engage yourself in any Other gain full employment or business (Part-time or Full-time) as long as you Are employed in the company. Any action contrary to this shall render your Services liable for termination without any notice or payment in lieu there off.

You are required to deal with the Company's money, materials and documents With utmost honesty. If at any time you are found of moral turpitude or of any Dishonesty in dealing with the Company's money, materials and documents, you Shall render yourself liable for termination without any notice or payment in lieu there off.

You will not divulge or given public any information related to any aspect of the Company to anyone not employed by the company, including in such activity shall Render you liable for termination without any notice or payment in lieu thereof.

If any declaration given or information furnished by you to the company are Found to be false or if you are found to have willfully suppressed any material Information at any point of time during your services is liable to be terminated Immediately without any notice or payment in lieu there off.

This appointment shall be subject to your being found and certified physically and Mentally fit. Further you are required to maintain yourself in a state of medical fitness (Physical and mental). In case at any particular point of time you are found medically unfit during your services, the company will be liable for termination Immediately without any notice or payment in lieu there off.

In all matters not mentioned herein you will be governed by the rules and regulations of the company in effect from time to time.

### **RECRUITMENT OFFERS:-**

The Company deals in Mechanical, Electronics, Manufacturing & business. The Company offered to the candidates to join as an: - Plant Head, Service Engineer, Junior Engineer, Executives, Assistant Managers, in Tamil Nadu, Uttaranchal, Rajasthan, Maharashtra etc. The Company Short-list candidates for the requirements in Production, Electrical & Electronics, Quality, Maintenance, IT and Administration Department.

### **REQUIRED DOCUMENTS BY THE COMPANY HRD.**

1. Photo-copies of Qualification Documents.
2. Photo-copies of Experience Certificates & Salary Proof.
3. Photo-copies of Address & Id Proof .
4. Passport Size Photographs.

### **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

**ADDITIONAL INFORMATION:-**

[Reason for focusing on global employment]

Approximately 90% of our sales come from outside of Japan, so **ASHOK LEYLAND LIMITED** has focused on the use of human resources having diverse backgrounds, regardless of nationality. That is looking forward to those who wish to carry out their work in the various countries around the world including the head office in USA.

[Company culture]

**ASHOK LEYLAND LIMITED** cherishes the spirit of challenge. It has continued to grow with the strength to make diverse products by respecting the employee's challenging spirit and personality.

**PLEASE SIGN THE COPY OF THIS LETTER AS A TOKEN OF YOUR ACCEPTANCE**

**We Welcome you again to our family and trust your association with us would be a long and meaning full one.**

CIN: L34101TN1948PLC000105

**MR. VINOD. K. DASARI**

**(MANAGING DIRECTOR)**



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ACCEPTANCE SIGNATURE

CANDIDATE NAME

**ASHOK  
LEYLAND**