



ASHOK LEYLAND

ASHOK LEYLAND LTD.

Dear Candidate,

You have been selected in our company for the post you have been applied for J.E in Production Department .So you have been selected for training session in our company of 90 days. After that you will be forwarded to the floor for your actual performance. Company had received your of Rs.5, 000/- which you have paid in the favor of HR as a Sheet Confirmation Refundable Security.

Please Submit Your Training Charges Rs.25, 000/- in Favor of Legal Department or HR which is Refundable after completion of your Training Period. This amount you have to pay because all the Bond formalities are completed by the Government.

In training time company will be providing you all Accommodation like

1. Hostel (Separate room for Candidate)	Rs. 24000/-
2. Meal (Breakfast, lunch, Dinner)	Rs. 15000/-
3. Cab (Pick & Drop Facility from guest house to plant)	Rs. 9000/-
4. Instruments (Safety dress, Bank Account, tool kit)	Rs. 22000/-
5. Training Material, trainer Exp. And other Exp.	Rs. 45000/-

Total Expense	Rs.115000/-
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Your Training Amount will be refundable after Your Training Period. Kindly submit your Training Amount before 05-Dec-2017.Company will Send your all Document (Offer Letter, Training Letter, Company Gate Pass etc.By Courier) at your Home or Correspondence Address.

Required Documents for Training Letter

Bank Slip

Address Proof

Last Qualification Documents

Last Three Months salary Slip (For Experience)

We look forward to your valuable contributions and wish you all the very best for a Rewarding Career with organization.

The Documents which Company Send on your Home Address are mention below:-

- **Offer Letter**
- **Training Letter**
- **Bond Letter**
- **Entry Letter**
- **Air Ticket**
- **Identity Card**



MR. Vinod K. Dasari

(Managing Director)

Regards

Vidya Tewari

(Hr Executive)

07830708270

Address-

**Sector 12 Plot Number 1, IIE, Pantnagar Sidcul Rudrapur, Udham Singh Nagar
Uttarakhand-263153 India**



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