



ASHOK LEYLAND

ASHOK LEYLAND LTD.

Registered Office:-

No 14th Floor West Wing, Sardar Patel Road,

Guindy, and Chennai,-600032

Opposite Chellammal

HRD/ Shikha

Ref. CT/Ashok/6328861/19

Date/12/Jul/2019

Sub: Appointment Letter

Name	:	Sailendra Reddy
Post	:	J.Engg
Department	:	Production Department.
Corporate Email	:	<u>seniorhr@ashokleyland.org.in</u>
Date of Joining	:	25/07/2019
Reporting Time	:	11 AM
Location	:	Pant Nagar (UK)

Subject - Offer Letter

Dear, Sailendra

With Reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization i.e. Offer Letter on the following terms & conditions.

2. PLACE OF POSTING:

You will be posted in our office 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. GRADE:-

You will be placed **J.Engg in Production Department** in Grade as per structure of the company.

4. RENUMERATION:-

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

Per Month Salary-30,000
Annual Package-4, 41,000/-
5Days Working (Mon-Fri)
Cab Food
Hostel Facility
1 Year Bond Sign

5. 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)

6. 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.

7. 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.

8. 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.

9. 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 thereof.

You are require 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 thereof.

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 will fully suppressed any material information at any point of time during your services are liable to be terminated immediately without any notice or payment in lieu thereof.

This appointment shall be subject to your being found and certified physically and mentally fit. Further you are require 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 thereof.

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

RECRUITEMENT OFFERS:-The Company deals in Mechanical, Manufacturing &business. The Company offered to the candidates to join as an: - Plant Head, Service Engineer, Junior Engineer, Executives, Assistant Managers, Accountant and other Executives post for Plants in Pune & Maharashtra. The Company short-listed and requirements in Production, Electronic, Quality, Maintenance

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. Four 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-

Plot No.1, Sector XII IIE, Pantnagar, Uttarakhand 263153
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.

BENIFITS-

BENIFIT PROGRAMMES:

ASHOK LEYLAND LTD 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 centre, corporate membership facilities

ADDITIONAL INFORMATION:- ASHOK LEYLAND

[Reason for focusing on global employment]

Approximately 90% of our sales come from outside of Japan, so **ASHOK LEYLAND LTD.** has focused on the use of human resources having diverse backgrounds, regardless of nationality. **ASHOK LEYLAND LTD.** 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 LTD** cherishes the spirit of challenge. **ASHOK LEYLAND LTD** has continued to grow with the strength to make diverse products by respecting the employee's challenging spirit and personality.]

[To those who are adopted in Singapore: After graduating from school, they have to learn Japanese in language schools in USA for half a year.]

*The expenses will be covered by **ASHOK LEYLAND LTD***

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.

Yours Faithfully,

ASHOK LEYLAND LTD.

Address:- Plot No.1, Sector XII IIE, Pantnagar, Uttarakhand 263153

ASHOK LEYLAND LTD.



MR. Vinod K. Dasari
(Managing Director)



ASHOK LEYLAND