

15.06.2017

LETTER OF APPOINTMENT

Dear Mr. Mervin Antony J,

It is a pleasure to offer you a position as "**Management Trainee– Human Resources**" at Ashok Leyland, **Chennai**. Our offer letter and terms are enclosed. We look forward to your joining our organization and we are sure that you find success and happiness at the very beginning of your professional journey.

The duration of your training would be one year starting from **3<sup>rd</sup> July, 2017**. We are sure that this would be a highly rewarding learning experience for you and we encourage you to capitalize on the excellent resources and facilities.

Ashok Leyland respects and values its human capital and equally believes in providing opportunity for young talent like you to help you shape your aspirations. During the period of training your performance and progress will be periodically reviewed and these insights shall be used for your career development.

Your appointment with us is subject to successfully completion of your post graduation in first attempt.

We expect you to deliver your best and adhere to the standards of conduct as expected of a young professional and abide by the rules and regulations laid down from time to time.

As a company that believes that greatness is achieved only when we step out of our comfort zones, your services are liable to be transferred by the Company at its discretion to any of its locations or Associate Companies.





Compensation Details– During Training

Emoluments	INR
Stipend	13,000
House Rent Allowance	4,000
Special Allowance	6,440
Total Per Month	23,440
Annualised Monthly Pay 'a'	281,280
Provident Fund 'b'	18,720
Cost to Company 'a'+ 'b'	3,00,000

**Absorption**

On successful completion of training you may, at the discretion of the management, be absorbed as Deputy Manager with CTC of ₹ 6 lakhs per annum.

Please sign and return the duplicate of this letter in token of your acceptance.

We welcome you to Ashok Leyland and extend our best wishes to you.

Yours sincerely,

  
R Anandan  
AGM- Corporate HR

I agree to the above terms and conditions





## Annexure

You are requested to undergo medical examination by a Doctor of not less than the rank of an Assistant Civil Surgeon and bring the following reports with you at the time of joining. Your appointment with us is subject to medical fitness. Expenses incurred by you in connection with the medical examination will be reimbursed to you on joining, on production of relevant vouchers.

- Medical report in the enclosed format.
- An X-Ray of your chest (recent).
- Urine test report for albumen and sugar.

Please report to Mr. R Anandan- AGM -HR, at our corporate office at No. 1 Sardar Patel Road, Guindy, Chennai, 60032. (Phone 044-2220 6721 / 6729)

Please also bring with you the following documents and copies for our records.

- Proof of age (SSLC or equivalent certificate)
- Certificates/testimonials of your qualifications - Provisional certificates or Marklists of each semester/ year.
- 3 copies each of passport and stamp size colour photographs.
- PAN CARD copy

During/at the end of training period, your traineeship is liable for termination by the management without any notice subject to the terms and conditions. The joining forms will be sent to you shortly. This form will have to be filled in and submitted to us at the time of joining.

During the period of your training, you will be eligible for 30 days of leave. Unavailed leave shall lapse at the end of the duration of the training. A Confidentiality and Non-Disclosure Agreement will have to be executed at the time of joining.

Outstation candidates will be reimbursed Bus / Train fare (I class / II AC) for joining duty on production of proof.



